

## MINUTES OF VANCOUVER POETRY HOUSE

Place: Virtual Meeting Room

Date: Sunday Oct.2, 2022

Board Members Attending: Amanda Eagleson  
Leslie Stark, Magpie Ulysses

Staff: Colleen Brown (16:30 arrival), Johnny Trinh

Guest(s): Nicolas Cote , Meris Goodman

### Action Items:

- Magpie will send out proposal criteria (sent by Meris)-meet-up between Johnny and Magpie regarding proposal
- Look into holding funds “the *where*” of holding these funds
- GM will send out email informing staff of the Call In workshops (covered by PD in contracts
- Amanda to check in with VanCity

Call to Order: 16:10

Adjourned:18:08

Chair(s): Amanda

Agenda Item	Discussion and Decisions
<b>1a) Brief introductions</b>	Was specified Parv unable to attend this date but looking to be an interim director, information was provided about VPH, and he attended a one on one meeting.

<p><b>1b) Devon Goodman Grant for emerging poets</b> (moved from item 5)</p>	<p>Nicolas Cote introduced as potential interim director. Has information. Attended one on one meeting. Both volunteer for the organization</p> <p>Meris Goodman introduced as speaker providing information on the Devin Goodman Grant proposal (Proposal information moved from agenda item 5 to agenda item 1)</p> <p>Board members present introduced:</p> <ul style="list-style-type: none"><li>• Board secretary: Amanda</li><li>• Current President: Magpie</li><li>• Treasurer: Leslie</li><li>• Johnny Trinh AD</li></ul> <p>The following was presented by Meris Goodman:</p> <ul style="list-style-type: none"><li>• Brief History of Devon as member of the slam community early- mid 2000s, ran the Maple Ridge Slam (which featured many well known poets)</li><li>• Recent passing has resulted in family wanting to do something in memoriam of him in support of other poets.</li><li>• Some consideration was given to memorial scholarship with the school district but this was not as closely aligned with Devon's values. Desire was to go beyond strict academic route but support creators of poetry.</li><li>• The idea of housing and dispersing funds via a non-profit was appealing</li><li>• Additionally Devon's community is housed within the organization.</li><li>• Yearly fundraising a possibility. A draft of criteria, selection process has been created (per previous scholastic consideration) some changes to this will need to be made if going through VPH</li><li>• Grant is to have a broad purpose of supporting working publishing poets</li></ul> <p>Amanda had questions regarding criteria as did Magpie in addition to the question of funds (where held and amount(s). Meris Responded:</p>
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	<ul style="list-style-type: none"><li>• Funds currently held in Trust by family</li><li>• Document is available. Criteria is broad:<ul style="list-style-type: none"><li>○ Business plan/goal</li><li>○ Portfolio</li></ul></li><li>• Regarding (selection) panel; if passed Devon can take lead</li></ul> <p>Acknowledgement of the loss of Devon and alignment with VPHs values. AD Expressed willingness to assist with the process: Endowment Vs. Emergency funds? Proposed a joint model. And Capacity should be considered in implementation.</p> <p>Would this be a spoken word forward grant? Liked the idea of a needs-based grant. Asked if there should be an impact report from recipients (as this has value). Acknowledged challenges of spoken word portfolio. Payment for work as a possible criteria. Meris Responded:</p> <ul style="list-style-type: none"><li>• Regarding a spoken word forward portfolio: video, poems are written prior to performance (so a Word doc for example), Do they have a website? A URL where they are on a poets roster.</li><li>• An impact report would be great for the family</li><li>• And a needs-based grant is very much in alignment with Devon's spirit</li><li>• Is an events organizer (with fundraising)</li></ul> <p>Question if there is a preferred time of year</p> <ul style="list-style-type: none"><li>• Devon was born April 12th and Died November 17th so either has a lot of meaning. But this is flexible.</li></ul> <p>AD stresses overall receptiveness being expressed. And that as Ethical Practice we should consider staffing/funding. *April is a great time alignment with memoriams done during Verses. Timeline/Expectations?</p> <ul style="list-style-type: none"><li>• Timeline does not need to be hard and fast but as long as family kept up-to-date</li></ul> <p>Was pointed out that there are two separate pieces (rollout of grant and fundraising) which</p>
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	<p>sit nicely in two separate times of the year.</p> <ul style="list-style-type: none"> <li>• There is flexibility from the family perspective with regards to format as the spirit is intact (the spirit being funds get out to poets in a way that feels accessible)</li> <li>• Current scale: \$500+ (scenarios where there are multiple \$500 grants)--can close in at around \$1000+</li> </ul> <p>Question: In perpetuity or within a timeframe?</p> <ul style="list-style-type: none"> <li>• There is no concrete expectation. Whatever works</li> </ul> <p>Benefit of small amount is coverage</p> <p>Fundraising expectations are modest / reasonable</p> <p>GM stressed importance of record keeping &amp; contacts with endowments provided in memoriam of individuals</p>
1c) HULLABALOO CHANGES	<p>RC will not be Hullabaloo AD this coming year. Notification sent earlier in the month position is posted.</p> <p>Clarification that Social Media is being managed by GM but posts about Slam.</p> <p>Board has been sent link for members to share with community members</p>
1d) Approve September Minutes	<p>Question regarding VP position. Preference for Karla is to be a Director at Large. Had stated would take the role if there was nobody else. This can be shifted.</p> <p>It was moved and seconded that the Minutes from September 4 2022 be approved. Minutes Were Approved Sept 4 2022</p>
1e) Action Item Updates:	<ul style="list-style-type: none"> <li>• Board to Consider Principles of Leadership as something to review</li> </ul>

<p>1f) Covid 19 Policy Work (where we stand/plus Red Cross info)</p>	<p>and adopt It was moved and seconded that the Board Meet and Develop a framework of engagement ( based on those previously presented). Motion passed unanimously.</p> <ul style="list-style-type: none"> <li>• Masks purchased for organization (Note: Canadian Red Cross has a program offering free masks until Nov)</li> </ul> <p>Note 1f</p> <ul style="list-style-type: none"> <li>• Work on Covid 19 protocols *write up (staff &amp; events)</li> <li>• Mic covers to be donated Leslie has the Mic covers and can donate</li> <li>• Update website to include Slice of Life venue access, standardize messaging across platforms This was completed by staff</li> <li>• Have a set Mask and Vaccination Policy (staff/board &amp; events) There is one for WordPlay and Verses (important feature being the payment of artists who have to cancel due to sickness) Some conversation around rapid testing. As with masks there are other areas where we can access them.</li> <li>• Review Bylaws and consider potential changes regarding age restrictions Was decided currently that those restricted by age can take an observer role and board can review and consider bylaw changes</li> </ul> <p>Masks have been brought to slam, Red Cross not contacted but not needed, purchases have been covering gaps left by NextDoor not providing masks</p>
<p>2) CALLING-IN ANTI RACISM WORKSHOPS (<a href="#">linked</a>)</p>	<p>GM will put out an email sharing the information and that board members will be attending</p> <p>Some discussion on Interim Board member process</p>

<p><b>3) Potential vote on Interim Directors</b></p> <p><b>Shared Drives&gt;Administration&gt;Board&gt;Board Roles</b></p>	<p>It was Confirmed that Nicolas would accept his nomination to the board</p> <p>It was moved and seconded that Nicolas be nominated as an Interim Board Member. The Motion passes unanimously.</p> <p>A willingness expressed to remain on board (in current roles) as needed</p>
<p>4) Balance : <a href="#">Link</a></p>	<p>August Balance Shared GM expanded on in report</p>
<p><b>5) Onboarding new board members with a focus on the virtual office and review of fiduciary and HR roles of board members</b></p>	<p>When and if there is difficulty finding items GM will help “where to find items”.</p> <p>Insurer Document on “Board and Employee Fiduciary and HR Responsibility “ provided in chat at the last meeting.</p> <p>Should be reviewed</p> <p>Amanda to check in with VanCity</p>
<p>6) General Manager Report  <a href="https://docs.google.com/document/d/10OwQoWt6gc7Uh6TxRfV3wh6I_aEoggeag_pgTAWjTbk/edit?usp=sharing">https://docs.google.com/document/d/10OwQoWt6gc7Uh6TxRfV3wh6I_aEoggeag_pgTAWjTbk/edit?usp=sharing</a></p>	<p>The following was presented by Colleen Brown:</p> <ul style="list-style-type: none"> <li>• Hullabaloo job call posted</li> <li>• Graphic designer job call posted; a couple of smaller jobs with the possibility for later work with Verses</li> <li>• WordPlay poets agreement is sent out</li> <li>• Antiracism training option to be shared with staff/ Vantage Point for GM Strategic planning course (approved by board)</li> <li>• BCAC Grant is in</li> <li>• Interim Summary out for Canada Council</li> <li>• Upcoming: Vancity multi-year operating grant/CC Seeds grant goal</li> <li>• Conversation around venues Venues Have : Library/York (opening event)</li> </ul>

	<p>nothing available for closing event at cultch</p> <ul style="list-style-type: none"> <li>○ Possibly Biltmore, the Annex suggested, The Post (Leslie has contacts there), Roundhouse (booked for All Star), KW Studios</li> </ul> <p>Financials detailed in report for review</p>
<p>7) BOARD CALENDAR SOME INPUT ON:</p> <p><a href="https://docs.google.com/spreadsheets/d/1p6_ZwZNwt8rR81J8hQzVvWcRAcwxBd0uABM6_4guJE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1p6_ZwZNwt8rR81J8hQzVvWcRAcwxBd0uABM6_4guJE/edit?usp=sharing</a></p>	<p>Google sheet Calendar option for full board participation in creation.</p> <p>Questions Regarding Calendar regarding where to place :</p> <p><u>?OFFER BOARD TRAINING OPEN TO MEMBERS OF THE PUBLIC</u></p> <p><u>?POLICY AND FRAMEWORK FOR ADDRESSING INTERPERSONAL ACCOUNTABILITY// November</u></p> <p><u>?IMPLEMENT MORE ROBUST TRAINING FOR NEW HIRES</u></p> <p><u>? IMPLEMENT MENTORSHIP/BUDDY SYSTEM FOR NEW HIRES</u></p> <p><u>?MAKE AUDIT AND RECOMMENDATIONS AVAILABLE TO THE PUBLIC=====NOTE RECOMMENDATIONS ARE AVAILABLE ONLINE VIA MINUTES BUT THERE SHOULD BE A BLOG POST (SOMETHING TELLING PEOPLE WHERE TO FIND THEM)</u></p>
<p>8) Additional Business: Note Poetry Lab</p>	<p>PoetTV will have poetry lab <i>throughout October</i></p> <p>Discussion/Question regarding Civic Elections (Arts and Culture plans) ;</p> <p>Generally engagement is to Vote but VPH doesn't traditionally politically position itself (in terms of civic events)</p> <p>Lobbying is effective for arts organizations</p>

	<ul style="list-style-type: none"><li>a) Sharing Labor and duties Johnny request could Chair Meeting -</li><li>b) ARTs BC- An Ask presented Oct 13-15 (is it worthwhile to be there?) – VPH is on Arts Alliance but not Arts BC. This (attendance) is approved by rest of board</li></ul>
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