

VANCOUVER POETRY HOUSE BOARD MEETING

Sunday, September 16, 2018

Next meeting: Sunday, September 30, 2018, Geist Office, start time: Noon

Action items:

1. Carol will continue to update the Board Welcome Packs
2. Carol will continue meeting program coordinators to work on projected budgets
3. Amanda will take the new clicker and stopwatch to Slam Monday September 17, 2018 and submit the receipt to Andrew.
4. All board members to review the Code of Conduct and Complaint Process (Drive/VPH/Admin/Behaviour Guidelines) so that they can be ready for approval at the September 30, 2018 meeting. After that they will be posted to VPH sites and put out on social media.
5. Frankie will follow up with Mariah to see if they checked with 2 suns and the sound tech about moving the start time
6. Sho will go the Van City to see about a pay-as-you-go card or visa debit for the VPH general account. Also she will ask what options are on the table about paying for petty cash, travel and flights as needed - for example a separate operations account as an option instead of a visa debit or credit card.
7. Carol to send a business card template to relevant staff. Motto on back: more poetry to more people in more places
8. All board agrees to vet the Board of Directors Job Description for September 30, 2018 meeting. Drive/VPH/Admin/Position Descriptions
9. Carol will post the developing VPH Proposed Organisation Model to the drive
10. Carol will include a statement in the VPH Proposed Organisation Model that VPH is not a top-down driven system.
11. Andrew will contact Hal and arrange to go to Flight Center on Commercial to book the flights for VanSlam this week (Sept 17-21). Then Andrew and Hal could pay by cheque.
12. Air BnB and other cheques will be cut by Andrew and Sho after this meeting closes
13. Amanda will take the cheques to Slam Monday September 17, 2018
14. Sho to put the next board meeting date in the Geist calendar
15. The Jennifer Williams flight cost will be figured out by Andrew

Motions:

1. Motion to adopt agenda made by Andrew. Seconded by Amanda. Carried.
2. Motion to approve minutes from September 2, 2018 made by Andrew, seconded by Amanda. Carried.

Board members present: Amanda Eagleson (AE), Andrew Sutherland (AS, acting Chair), Carol Shillibeer (CS, acting Secretary), Franke McGee (FG), Shoh Wiley (SW)

Community members present: none

Regrets: none

Meeting began: 12:10

Meeting ended: 14:50

Agenda amendments: no additions

Agenda Item 1)

- Agenda accepted (Motion 1)
- Minutes from September 2, 2018 approved (Motion 2)
- On fobs and keys to the Geist office, Sho reports that the City told her that they have all the outstanding fobs. Carol gave Sho the outstanding fob and key given to her by Fernando at the Slam Monday the 10th of September. The meeting is set for Amanda, Frankie, sho and Carol to get pictures taken and pick up keys and fobs. It will take place at 10AM Monday September 17, 2018.
- Action items from The September 2 minutes:
 1. Andrew and Sho will send headshots to Carol for the VPH website / done
 2. Andrew will make Basecamp shift payment from Pam's personal card, set up necessary projects and provide necessary access to other community members to get us started / done
 3. Carol will ask Pam to reassign drive folders / done, and reminded on September 16, 2017
 4. Sho undertook to ask Sean, Fernando and Jillian to return Geist Office fobs and keys / done
 5. Sho will liaise with Anne Marie with respect to a time for us to go in to get pictures, keys and fobs / done (with Jocelyn not Anne Marie)
 6. Carol will update Board Welcome Packs in the future / in process (Action Item 1)
 7. Andrew will share with Board financial email from Fernando / copies in drive folder "financials / 2018"
 8. All board members agreed to go over the listed values at the beginning of the policy and procedures manual currently under development in the drive / all done but Sho, she will read and comment by September 30, 2018 meeting
 9. Sho agreed to reach out the Arts Capacity group and c.c. Carol to ask questions about rejoining and utilizing funds / done
 10. Carol agreed to condense her ideas for reorganization and send that to the board. / done
 11. Andrew to invite staff to Basecamp / done
 12. Andrew to send email re signing authority to Tessa, Mariah and Hal / done

13. Carol to meet with program coordinators re proposed budgets / in process (Action Item 2)
14. Hal to look for missing equipment and report back on what they find / Amanda will attend slam on Monday September 17, 2018 and take with her the stopwatch and clicker she purchased. Amanda will submit the invoice to Andrew. (Action Item 3)
15. Need to find and make available “hosting bible” and the “code of honour” / Action Item 4)
16. Mariah to check with Café Deux Soleils and sound tech to see if moving start time is feasible / Franke to follow up with this (Action Item 5)
17. Andrew to further explore the idea of a company credit card for VPH / (Action Item 6)
18. Andrew to look into Hal’s request for money to cover August expenditures / done
19. Carol to set up new VPH emails for program coordinators / done
20. Carol to set up possible avenues for business cards for board and program coordinators / in process (Action Item 7)

Agenda Item 2) Arts Cohort Meeting

- Andrew gave a summary of the meeting between Linda Gorrie, Andrew and Carol at 18:00 on September 11, 2018. He mentioned our wish to continue with the Arts Cohort, the fact that the critical issue identified by the old board (HR practices) has largely been put in place now through our new hiring guidelines and operations manual, the suggestion by Linda Gorrie to help us set up financial systems and get some administrative support with restructuring VPH.
- It was reported that the people going to future meetings are likely to be Andrew, Carol, RC and Johnnie.
- Discussion about new directions for VPH included acknowledging the need for mediation/conflict training, more workshops, training for active listeners and better funding methods

Agenda Item 3) What is a Board of Directors for?

- Discussion concentrated on the responsibility of the board to act for the organization and not necessarily for any individual member of the organization
- A distinction was drawn between the action of the board collectively, and our individual responsibilities as board members
- Some discussion was had about how it can be difficult to make decisions for the organization when it conflicts with what we want as individuals who may be emotionally invested in the situation of any specific community member
- The board agreed to read and edit the VPH Board of Directors Job Description set out to

make clear the role of the board and its individual members. (Action Item 8)

Break from 13:40 to 13:55

Agenda Item 4) VPH Organization

- Discussion was had about how to move the organization from a program focused process to a task focused process. Key:
 - To make the systems more efficient
 - To centralize certain repeated tasks such as bookkeeping, logging receipts, purchasing tickets, setting up venues, etc
 - To focus on a model which we can take with us to the Arts Cohort meeting in October
 - To allow current staff to focus on the arts component of their job and transfer the admin and logistics components to executive staff
- Carol suggested limiting hiring to 2 executive positions
 - Artistic Director, duties to include
 - Artistic direction of all programs in VPH
 - Developing new arts initiatives (with Board)
 - Hiring and training staff
 - Curating VPH artistic Statements
 - Fundraising (with Arts Administrator)
 - Representing VPH in the community and with funders
 - Arts Administrator, duties to include
 - Managing and promoting the activities of the organization
 - Hiring and training staff
 - Developing and maintaining program budgets (with Artistic Director)
 - Fundraising (with Artistic Director)
 - Publicity and marketing
 - Office and information systems
- Carol agreed to post the developing reorganization plan to the drive so the board can comment (Action Item 9)
- Sho request that an acknowledgement that VPH is not a traditional top-down organization be written into the model. (Action Item 10)

Agenda Item 5) Slam Payments

- Discussion was had about how to pay for travel, purchase flights online, etc. Long-term we will try to get a visa debit or other method that allows us an easy solution. *see Action Item 6

- Discussion was had about how to include more flexibility into the system without sacrificing the financial checks and balances. Suggestions included:
 - Reworking the financial rules to allow one signature for expenses under a certain number (e.g. for purchases under \$500) and requiring 2 signatures for purchases \$501 and over).
 - Developing a robust bookkeeping system to monitor banking transactions and match them against receipts and reported expenses.
 - Establishing a petty cash system for small purchases
 - Establishing another bank account (Sho suggested “operational account”) which would be sent money when an authorized expenditure was due--such as booking flights for competitions or incoming artists
- On the immediate - there is a need to book and pay for VanSlam team’s flights this coming week. It was decided that Andrew would contact Hal and arrange to go to Flight Center on Commercial to book the flights. Then Andrew and Hal could pay by cheque. (Action Item 11)
- Air BnB and other cheques will be cut after this meeting closes (Action Item 12); Amanda will take the cheques to Slam Monday September 17, 2018 (Action Item 13).

Agenda Item 6) Other Business

- Amanda out of town October 6-20, 2018
- Next meeting September 30, 2018
- Sho to put this date in the Geist calendar (Action Item 14)
- The Jennifer Williams flight cost will be figured out by Andrew (Action Item 15)

The meeting was adjourned. Motion by Andrew. Seconded by Frankie. Passed.