

VANCOUVER POETRY HOUSE BOARD MEETING

Sunday, September 2, 2018

Next meeting: Sunday, September 16, 2018, Geist Office, start time: Noon

Action items:

1. Andrew and Sho will send headshots to Carol for the VPH website
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
3. Carol will ask Pam to reassign drive folders
4. Sho undertook to ask Sean, Fernando and Jillian to return Geist Office fobs and keys
5. Sho will liaise with Anne Marie with respect to a time for us to go in to get pictures, keys and fobs
6. Carol will update Board Welcome Packs in the future
7. Andrew will share with Board financial email from Fernando
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
9. Sho agreed to reach out the Arts Capacity group and c.c. Carol to ask questions about rejoining and utilizing funds
10. Carol agreed to condense her ideas for reorganization and send that to the board.
11. Andrew to invite staff to Basecamp
12. Andrew to send email re signing authority to Tessa, Mariah and Hal
13. Carol to meet with program coordinators re proposed budgets
14. Hal to look for missing equipment and report back on what they find.
15. Need to find and make available "hosting bible" and the "code of honour"
16. Mariah to check with Café Deux Soleils and sound tech to see if moving start time is feasible
17. Andrew to further explore the idea of a company credit card for VPH
18. Andrew to look into Hal's request for money to cover August expenditures
19. Carol to set up new VPH emails for program coordinators
20. Carol to set up possible avenues for business cards for board and program coordinators

Motions:

1. Motion to pay Pam \$35 hr to reassign all folders in the drive to hello@vancouverpoetryhouse.com. Proposed by Andrew. Seconded by Carol. All approved.
2. Motion to reimburse Carol for cost of Jill Binder meetings. Motion made by Andrew. Seconded by Frankie. Carol abstained. Motion carried.
3. Motion to accept the Hiring Guidelines. Motion made by Andrew. Carol seconded. Motion carried.
4. Motion to make \$250 available to Mariah for program promotion. Motion made by Sho.

Seconded by Amanda. Motion 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: RC Weslowski, Johnny MacRae, Hal Lackie, Tessa Bourguignon, Mariah Lynne Dear **arriving at 13:30**

Regrets: none

Meeting began: 12:12

Meeting ended: 15:57

Agenda amendments: no additions

Agenda Item 1)

- Minutes from August 21, 2018 approved
- Andrew reported that VPH declined Word's (VPL) offer to include us in this year's event
- Agenda Item 2 from August 21 meeting (board roles and committees) was tabled to a future meeting.
- Agenda Item 6 from August 21 meeting (banking, social media, volunteer training) partially tabled. Andrew reported (re banking) that Andrew and Sho now have signing authority and that Fernando is off. Mariah will be able to deposit in person only. Hal Has signing authority. Johnny and Tess need authority.
- Andrew and Sho will send headshots to Carol for the VPH Board page on the website. (Action Item 1 above)
- Basecamp: the board agreed to use Basecamp as an organizing tool for the larger organization. (Action Item 2 above)

Agenda Item 2) Action Item Updates

- Andrew made motion to pay Pam @\$35 hr to reassign drive folders to hello@vancouverpoetryhouse.com This was decided to make it easier to get all the folders and files transitioned to the VPH email rather than personal emails. Carol will ask Pam to reassign the folders. (Action Item 3)
- Sho talked to Anne Marie with respect to Board access to the Geist office. Sean, Fernando and Jillian still have fobs for the Geist Office. (Action Item 4)
- Sho reported that our access will require us to meet between 9 and 5 Mon to Fri on the 4th floor of the Geist office building to get pictures taken and receive fobs.
- Sho reported that a meeting date to do this could be Monday September 17th at 10:00.

(Action Item 5)

- Andrew reported that Board welcome packs are currently just the bylaws and mission statements. These are already available on the website. (Action Item 6)
- Andrew reported that according to an email from Fernando (Action Item 7) all outstanding post-dated cheques will need to be collected and new cheques assigned. This is due to a shift in the number of accounts.
- Carol reported on progress finding a treasurer with bookkeeping/accounting skills and on the lack of requirement in the Act that the treasurer must be a board member. Sho asked that the treasurer be a board member so that that person would be present at meetings.
- Carol reported that some of the changes being contemplated would require an update of the bylaws. It was decided to postpone this discussion until early next year (perhaps February)
- Carol reported the idea of hiring a Social Media Coordinator position. Andrew and Sho want future discussion with other current program coordinators.
- Carol reported on an upcoming meeting with Jill Binder, a Wordpress developer. The meeting is to discuss website security issues, updating, access and creation of new emails and future hosting. (Motion 2 above). Andrew asked Carol to submit a paid invoice.
- Discussion was had about developing policy and procedures. (Action Item 8)
- The Arts Capacity Cohort was discussed. Questions were asked about if we should rejoin, and how to use the proffered money. (Action Item 9)

Agenda Item 3) Motions

- Hiring guidelines: Andrew made comments on the hiring guidelines but it was decided that the guidelines were acceptable. (Motion 3 above). No date for posting was agreed.
- Job descriptions: Discussion continued about possibly transitioning the Verses Artistic Director position temporarily to a visioning committee as a trial re 2019 Verses. We all agreed that the organization should hire an Executive Director and some kind of Verses Director. Sho calls for further meeting to discuss any changes. Apart from the need for an Executive Director no agreement was made. (Action Item 10)

Agenda Item 4) Make a list of items to go over with paid partners

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Agenda Item 5) Roundtable

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Agenda Item 6) Meeting with paid partners after 13:30

- Introductions and sharing of emails. Hal recorded emails and sent us all a copy in real

time.

- Andrew updates paid partners re access to bank for staff and program managers. Reported to them that cheques must be signed by 2 persons, 1 board member and 1 program director (Action Item 12)
- Staff to be invited to basecamp (Action Item 11)
- Staff asked about board positions. Andrew said that we were floating the positions so that no one person had the same job all the time. Andrew was cited as “acting-president”. Carol was cited as “acting-secretary”
- Status and budget updates: (Action Item 13)
 - Mariah \$125 approved for advertising
 - Hal asked about travel costs and the budget - it was decided that until the budget situation was cleared up, there would be no travel costs.
 - Johnny talked about Canada Council travel guidelines providing a set expenditure amount for inter-provincial travel.
 - It was suggested that the board would know more in the next 3 to 4 weeks about budgets
 - Hal needs a new counter and timer, or stopwatch. Hal will look for missing equipment and let us know what they find. (Action Item 14)
- Discussion about conflict and drama
 - The need for conflict resolution
 - Community building needed
 - The community and artists within it need support
 - There are new folks coming out to slams and open mics
 - There are nearly as many on open mics as on the slam lists
 - Need more hosts, and host workshops
 - Getting volunteers is a bit slow, but new folks seem interested
 - Sho asks if volunteer training would help
 - Volunteer meetups needed
 - Mariah brought up the facebook volunteer page as a public group
 - Jaye Simpson is stepping down as volunteer coordinator, need a new person to do that job
 - Sho mentions the code of conduct for hosts and poets, asks who to write that. Respect a key component, no hate speech
- Discussion about the need to better promote VPH programs
 - The hosting bible also mentioned. The need for hosting training mentioned.
 - Hal would like to see workshops in creating music with your poetry, upping your performance, creating challenges such as topic prompts, how to encourage people to write more (prizes, points?)
 - Mariah to create posters to post at UBC

- Johnny talks about increasing VPH program promotion along with upcoming grants. We should know in next 2-3 weeks about getting funding for organization and program promotion
- Mariah asks for \$250 promotional budget (\$150 printing) (Motion 4)
- Tessa asks about getting brochures made.
- Discussion about slam time
- Mariah wants to shift slam time to 19:00 or 19:30 (from 20:00) to better take into account family concern about school-aged youth and performances
- Mariah to check with the venue and the sound tech to see if the proposed change is doable (Action Item 16)
- Question asked about what to do with the float. Direction given to take it home.
- New emails and business cards
 - Discussion about getting professional email and business cards for program directors (Action Item 19)
- Wordplay discussed by Tessa
 - Suggests a roster party
 - professional development and a series of workshops
 - Also asks about getting a budget for a professional photographer. Jim Greene @\$100 day non-profit rate was mentioned.
 - Discussion about getting a featured teacher to the youth slam between Mariah and Tessa, the idea was met with general approval
 - Wordplay has 25 poets on the roster. Discussion about removing people from the roster. Procedures to do that need to be developed. Tessa to manage the roster.
 - Sho asks if Wordplay has contacted teacher professional organizations (PSA). Johnny talks about the brochure to English department heads and teacher librarians. Also talked about future plans to go to school districts and the desire to get into conferences and building a larger network between Wordplay and the school system.
 - Current email list is about 800 addresses
 - Suggestion made to comp tickets to youth slam for select teachers
- Discussion about 2019 Verses
 - Headliner suggestions include: Vivek Shraya, Andrea Gibson, Terra Hardy, Denise Frohman, Roop Sidhu
 - Also suggested were a Francophone showcase, more features with Whiteface Theatre, improv communities, Middle Eastern artists, East Asian artists
- Hal asked about a company credit card for booking, travel etc. (Action Item 17)
- Hal needs money for August expenditures. Andrew to look at that (Action Item 18)
- Need to increase budgets for programs and program coordinators reiterated
- Johnny suggests that Vancouver Poetry House look at developing a place for the physical

hub for VPH