

VANCOUVER POETRY HOUSE BOARD MEETING

Sunday, September 30, 2018

Next meeting: Sunday, October 14, 2018, Geist Office, start time: Noon

Action Items:

1. Andrew to follow up with Havana (Fernando) regarding specific dates venue is down for
2. Communicate with RC regarding willingness of cafe to consider allowing the Thursday if revenue losses can be paid out
3. Carol (?) to contact Meghan Robinson regarding York and CLab dates
4. Reach out to Johnny (Trinh and MacRae) regarding ideal venues/ dates advice
5. Carol to post Values page on VPH website as both pdf and text
6. Carol to post Code of Conduct (without Code of Conduct statements) to VPH website as both pdf and text
7. Carol to post Board of Directors Job Description to VPH website as both pdf and text
8. Sho and Andrew to go see Vancity Accounts Manager on Saturday October 6, 2018 to transition account type to one that will allow for a corporate credit card and that will reflect our non-profit status
9. Carol to contact Johnny about board approval of grant writer fees letting him know to submit a proposal and once approval has been given, to do the project and submit it with an invoice.
10. Carol will contact Leia Herrera to let them know that the Board has approved her as graphic designer, and that the board will choose the artwork.
11. Sho to book the boardroom for October 14 2018 from noon to 4.

Motions:

1. Motion to Approve minutes from September 16, 2018 Made by Andrew. Seconded by Amanda. Carried
2. Motion to Approve Budget Hullabaloo except RC/Johnny's fee (due to a possible raise) made by Andrew. Seconded by Carol. Motion carried.
3. Motion to Approve Values Page made by Andrew. Amanda Seconded. Carol Abstained. Motion Carried.
4. Motion to approve Vaultpress made by Andrew. Amanda Seconded. Motion Carried.
5. Motion to approve Recruitment Policy and Job Description documents made by Frankie. Andrew Seconded. Carol Abstained. Motion carried.
6. Motion to approve Conflict of Interest statement of Understanding made by Andrew. Seconded by Amanda. Carol Abstained. Motion carried.
7. Andrew moved to adopt Welcome Pack (email/links/and to do list) Amanda seconded. Carol Abstained. Motion carried.
8. Motion to approve Complaint Procedure Document made by Andrew. Amanda Seconded. Carol Abstained. Motion carried.

9. Motion to approve Carol and Amanda taking the Glasshouse bookkeeping course once the in-house books are current and financial feasibility is assured. Moved by Frankie. Seconded by Andrew. Carried.
10. Andrew moved to table year-end move until after implementation of VPH in-house books is done. Seconded by Carol. Carried.

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

Program Guest: RC Weslowski (RC)

Community members present: none

Regrets: none

Meeting began: 12:52

Meeting ended: 16:50

Agenda amendments: Order of Agenda items adjusted due to transit delays for members and time constraints. Andrew proposed to start meeting at 12:52 with RC arrival. All members were present by 13:00.

Agenda Item 3) Hullabaloo Budget and Scheduling

- Frankie requested details / further conversation regarding keeping the Rio as the venue for the All Star Slam. RC acknowledged community concern and accessibility issues. Programers had been looking into alternatives but there are challenges. The Rio's capacity (450) is ideal as is its location near transit. Performance Works was/is considered the its location on Granville Island would require buses. The obstacles in having changes made by the 2019 festival include the current staffing shortages and the VPH's complete board turnover. Keeping the venue as The Rio for this upcoming year's festival would be a matter of simplifying an already challenging situation. The Board acknowledges the current challenges this upcoming year with regards to a venue change. A commitment to change and accessibility priority should be made for the future though. Carol spoke regarding Grant for underutilized theatre spaces.
- Regarding Budget. Carol stated costs as quoted are inline with a caveat that the board is in the process of trying to better organize financials and Johnny and RC's fee could be more
- Budget approved for Hullabaloo with the exception of RC/Johnny's fee due to possible raise (Motion 1)
- Schedule: programming Hullabaloo/Verses Venues. RC has checked. Cafe has agreed to the Weds and Fri but not the Thurs due to Revenue Loss. Possible Agenda per RC WEDS: All 1st rounds//THURS: Becomes community stages//FRI: All 2nd rounds. Sho pointed out staggered dates might allow for visiting poets to attend events/venues. Andrew brought up point that poets often arrive same day.

- Carol addressed importance of getting venue dates set and paid for. Plus other spaces brought up: Wise Hall/ Britannia Library (logistically doubtful) / RC said Zawa utilized in the past.
- Sho expressed concerns regarding Havana (New Ownership)
- Andrew emailed Fernando regarding specific dates and agreed to follow up on Havana situation (Action item 1)
- Carol brought up (as possible schedule alternative to RC's suggestion). Weds (1st rounds)/Thurs (2nd rounds)/Fri a showcase to end. BUT this dependent on speaking to cafe. If we can make up lost revenue would cafe give the Thurs?
- RC willing to ask if we can makeup cost to cafe would cafe consider giving the Thurs? (Action Item 2)
- Was agreed that at this point staggered days easiest. RC stated "worst comes to worst". possible schedule could look like: Weds (2 rounds) Cafe//Thurs (2 rounds Hav)//With finals split between Hav. and Cafe Friday.
- Carol noted Meghan Robinson needs to be contacted regarding York dates (28th / 4th / and 5th) securing 4th and 5th and dropping the 28th AND CLab dates (30th and 1st) (Action Item 3)
- Proposed by Carol 28th Jangle and Shout. Then 1-5th with that Sunday evening ending in a big showcase (York?) RC liked idea.
- Similar scheduling focused on raising CIPS attendance addressed by Sho and Carol (Weds / Thurs bouts with Friday Gala and CIPS)
- In the absence of an Artistic Director there is a need to address outstanding emails from Australian Groups who have expressed interest in participating as well as booking Indian Summer and CIPS promotion but primary focus is knowing where we stand with venues
- Johnny Trinh and Johnny MacRae were both Tournament directors and their input should sought (Action Item 4)
- Per RC for future reference Croatian Cultural Centre has been discussed as a venue in the past. It's availability and expense being negatives however this venue and venues like it are ideal in their ability to hold events concurrently within the same building.

13:50-14:00 brief break (email received from Hall/slam updates)

Agenda Item 1) Approve documents

- Minutes september 16, 2018 approved (1)
- Values Page: Sho expressed concern regarding word choices in "professionalism in the arts" section. Changes were made in meeting by Carol to clarify as "nurturing artists skills" so that it could not be misinterpreted. Wording rephrased so that goals as artist given priority over success that could be read as financial success.
- Values page passed (Motion 3). *Was noted by Andrew that regarding the posting of Values on the website it should be made accessible for those using screen readers. Carol said she should be able to post in HTML format
- Vaultpress Website backup \$39 US a year. (Motion 4)

- Board of Directors Recruitment Policy and Job Description. Regarding recruitment Carol stressed the importance of “diverse talents”. This point highlighted from “there will be discussion of what skills and abilities VPH needs and what a candidate has to offer”. Stressed a willingness to develop skills and train but there is a need for a range of skill sets. And to actively seek these out. This is also in the Diversity and Inclusion Statement. When discussing the Job Description of the Board of Directors Andrew pointed out (regarding two year terms) that a change in the bylaws would not (as previously assumed) be needed as the Bylaws phrasing is that of “position” change and not necessarily directorship. It has just previously been treated as such. She requested changes in the Description regarding first point under “duties” to promote “mission, values, and purpose”. Carol made these changes direct to the document. Changes in terminology (use of the word “executive”) and under “qualifications” list the order in which arts and nonprofit experience were listed be moved up (rather than behind business and government). Carol made these changes direct to document.
- Approval of Recruitment Policy and Board of Directors Job description and posting (Motion 5).
- Conflict of Interest Statement of Understanding approved (Motion 6)
- Welcome Pack approved (Motion 7)
- Code of Conduct. There were reservations regarding document. Questions regarding possibly using separate versions based on programs participants. Also if document should be conflated with the Code of Honour. Code of Conduct Tabled.
- Complaint Process Document discussion. Concerns regarding the wording being broad vs. people not feeling restricted or have doubts about what they can email about in terms of complaints. She suggested adding an addendum regarding the process not applying to say “judges or venue issues”. Carol stated best action and addition about receiving notification and response to actionable (or NOT actionable) offenses will be received. Also there is the paragraph at the end stating “if you’re not sure this is really a complaint to send to...”
- Complaint Procedure approved (Motion 8)

Agenda item 6) Community Conflicts

- Some discussion (to be returned to) regarding how to address conflicts in progress prior to implementation of processes especially as it is the lack of process that lead to toxic resolutions such as gossip or passive aggressive behaviors in order to relieve and express tension or frustration.

Amanda left 15:34 Carol to continue as secretary

Agenda item 1) Action Item Updates

1. Carol will continue to update the Board Welcome Packs__Done

2. Carol will continue meeting program coordinators to work on projected budgets__Ongoing
3. Amanda will take the new clicker and stopwatch to Slam Monday September 17, 2018 and submit the receipt to Andrew.__Done
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.__Ongoing
5. Frankie will follow up with Mariah to see if they checked with 2 suns and the sound tech about moving the start time__Done
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.__Sho and Andrew to go see Vancity Accounts Manager, Action Item #8
7. Carol to send a business card template to relevant staff. Motto on back: more poetry to more people in more places_Done (Amanda has taken on this job as Secretary)
8. All board agrees to vet the Board of Directors Job Description for September 30, 2018 meeting. Drive/VPH/Admin/Position Descriptions__Done
9. Carol will post the developing VPH Proposed Organisation Model to the drive__Done
10. Carol will include a statement in the VPH Proposed Organisation Model that VPH is not a top-down driven system.__Done
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.__Done
12. Air BnB and other cheques will be cut by Andrew and Sho after this meeting closes__Done
13. Amanda will take the cheques to Slam Monday September 17, 2018__Done
14. Sho to put the next board meeting date in the Geist calendar__Done
15. The Jennifer Williams flight cost will be figured out by Andrew__Done

Agenda item 2) Glasshouse Meeting

- Andrew summarized the meeting pointing out that VPH has been paying Glasshouse to do our data entry and that no receipts or invoices have been given to Glasshouse for any of 2018.
- Glasshouse is very supportive of our plan to do our own data entry and that they are happy to vet the final reports to make sure the data is correct.
- Glasshouse has training modules available at a cost of \$270 and it was cleared for Amanda and Carol to take that training once the books are up to date and it is clear our finances will allow it. This will be re-introduced to the board once the books are current.

See Motion 9.

- Glasshouse has offered to vet the gaming grant text. Carol said that the text given to her by Johnny has been sent on to Sharon Jessiman of Glasshouse.
- Discussion was had about moving year-end. All agree that it is a good idea but Andrew is concerned that it might be too much for the immediate future. See Motion 10.

Agenda item 4) Grant Writer Fees

- Discussion about increasing and adding more items to grant writer fees. Mentioned that the current grant writer has some concerns at being paid considerably less than the previous artistic director and managing director of Verses. It was agreed that Johnny had been paid poorly, relative to general rates. It was also agreed in principle that the items Johnny is requesting (via email) be paid at his requested rates.
- Projects to be paid in future include: final reports, one-page breakdown of grant availability, grant workshops.
- Johnny to submit a proposal to Board for specific project including cost. Once that proposal is approved, then Johnny completes the project and submits the project and an invoice. See Action Item 9.

Agenda item 5) Arts Cohort Update

- Carol updated the board on the request by Linda Gorrie to create a turnaround document, submit it by October 1 to her for editing, then send final document directly to both Cheryl and Susan by Oct 10th.
- We are asked to explain why we aren't in decline and what our plans are for the future.
- Carol explained that the first draft of the document was done and available to them for comment in the drive.
- Andrew explained how unexpected their reaction was.

Agenda item 6) Other Business

- Returning to the discussion of community conflict stories were told by some board members of previous conflicts and it was decided that Sho and Carol would continue to privately talk to community members identified as possible sources of informal complaints. It was reiterated by the board that we should approach this in a supportive manner so as not to make the situation worse.
- It was identified that the lack of official complaint processes the informal complaint process had become a strong member of the community voicing the complaints of the less vocal members. It was pointed out that this remains the responsibility of the governing body - the board - and not the membership directly.
- It was agreed to post the new Complaint Process immediately and to get it out on the Slam stage and through social media.
- BC ANNUAL REPORT - it has now been submitted, by Andrew.
- GRAPHIC DESIGN - Carol reported that Patrick has declined the offer to work with Verses this year due to over work. Leia Herrera was the next on the list so she has been approached and an agreement has been struck. The Board (or Artistic Director) will

choose the artwork and Herrera will do the graphic design. See action item 10

- CHEQUES - all done
- ANDREW WARNER and CAFE DEUX SOLEILS - this venue is not paid and Andrew works for them
- The next board meeting is scheduled for October 14, 2018 See action item # 11

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