

Vancouver Poetry House

March 7 2021. Start time 16:05pm

Board Attendees:

Amanda Eagleson

Holden Wall

Leslie Stark

Max Sumner

Staff:

Colleen Brown

Joseph Dandurand

Laura Beatrice Covaza

Regrets:

Meeting Began: 16:05pm (4:05 pm)

Meeting End: 18:45 (6:45 pm)

Motions:

- Amanda motion to approve February minutes. Holden seconded. Motion passes unanimously.

Action Items:

- Board will review the policy manual as well as Vetting process for interim Board members and make sure there is no conflict
- Board to Vote on the Vetting Process for Interim Board Members

- After vote on vetting process Holden (and rest of board) to set up meetings with those who expressed interest in the board membership callout
- Colleen will continue to check-in regarding the layout (and cover art) of cotyledon
- Continued review the Pivot and Canada Heritage grants and use these as an outline for planning courses of action regarding the work plan
- Laura will look into **Profit and loss Projected Vs Actual** for February as Admin. Salaries appear to be missing from actuals (though were paid) and get back to Leslie on this
- Holden and Joseph to communicate with Colleen regarding the FaceBook blurb they have written
- A “what have we been up to” blog post to be written, posted to Facebook and a redirect to go up on the VPH Facebook page
- Leslie will share any workshop resources (from other anti-racism workshops she is attending)

Agenda Item 1:

Land Acknowledgement (Holden): Land Acknowledgement : *As we gather for this meeting physically dispersed and virtually constructed let us take a moment to reflect the meaning of place, and doing so recognise the various traditional lands on which we do our meeting today.*

Compassion Acknowledgement:

"I am that clumsy human, always loving, loving, loving. And loving. And never leaving."-- Frida Kahlo

Motion to approve the February Meeting minutes Amanda motion to approve February minutes. Holden seconded. Motion passes unanimously.

Update Action Items:

1. Holden to compile notes from emails into a draft document for board approval regarding a vetting process for new (interim) board members. Holden has shared the link “board requirement folder”. The brief needs to be fleshed out. Have one that exists in the file. But what has been written is in line and specific to interim directors.

Colleen: Is it in line with the Policy Manual?

Is a agreed that the board will review the policy manual

2. Holden (and rest of board) to set up meetings with those who expressed interest in the board membership callout. Regarding meeting Board Membership callouts we should pass the interim board member policy first and then contact people.

Need to compare to policy vote and vote on vetting process before this happens

3. Leslie to reach out to poets (regarding willingness to read at book launch). This was done.

Colleen: Brought up Verses meeting and put up dates (for the best time/day for the launch).

Holden: I think the Friday of Hullabaloo might be great as it's a Youth fundraising focus. The other timeslot available following is the Friday before cips finals (which will be the focus).

Leslie agrees, as it is a Youth fundraiser placement near Hullabaloo makes sense. She works until 3:30 so 3pm is not a good time.

Timeslot placed as 4-5:30 (Allstars doesn't start until 6:30).

Leslie brings up a conversation with students where they thought the submission info (for the video poem) said they had to pay 200 dollars? She clarified that "No you don't. You just submit." There seems to be a miscommunication.

Colleen says so far there is one submission which is brilliant but one is more problematic than none she will look into this (speak to RC).

Leslie says she had sent the form provided (for submissions)

4. Colleen will check with Brad and report back on cover art. This was done. The copy edit is done but not the cover art. Leslie would like further verification regarding the layout as there appear to have been some changes. The main concern being the poem with the sideways layout (which was done in this way due to the very specific instructions of the poet).

Colleen's understanding is this probably relates to their "on demand printer requirements" (whatever their printing robot requires).

There will be further check-in regarding the layout (and cover art) of cotyledon

5. Review the Pivot and Canada Heritage grants and use these as an outline for planning courses of action regarding the work plan. *Assume a minimal grant is awarded. What can still be done to reach some of the goals of the grants.* Ongoing, some brainstorming regarding this for agenda item 6.

6. Colleen will provide contact information for poets. This was done

7. Post for Black History Month and advise Colleen when done. This was done

8. Vote on final version of letter and send it. This was done

9. Leslie will check in with Matt Loeb and Duncan Shields both of whom have done video for us in the past. The point of this action item is moot as the video is available (just not public) on YouTube

10. Line added to letter (in action time 8). This was done.

Agenda Item 2:

Financial Report

Laura: There are two more Reports in Accounts Receivable. For what Schools are paying and deferred grants.

- For the \$2000 Hamber grant (2021) do we know when this will be used? So I know when to move this from deferred grants to income.
 - Colleen: Most is spent for Wordplay payments. The rest to go out to two artists and the Frog Hollow Editors. But this will happen when the invoices are received/ when the work is done
Laura will check in closer to April regarding if the entirety of the grant has been used
- Laura: Regarding Documents created by Carol was there anything we want in particular that we want to keep? As we are using Quickbooks wants to know (since there is some duplicate reporting happening and we can get most of the reports from quickbooks
 - Within payment register
 - Credit card = can be eliminated as get report from QuickBooks
 - Bank transactions same as "Credit Card"
 - Hullabaloo TRACKER KEEP needed invoices for that
 - Keeping Deposit tab (all in person cash deposits and cheques)
 - Program Tabs and Month to Month Keeping
 - Payment register is handy for Colleen when doing reports for grants
 - Petty cash (needed as we will have petty cash again when live)
 - Paypal sheet needed (not in Quickbooks)
 - The Receivable register can be eliminated as is in the Hullabaloo tracker and Quickbooks so this is the third place it's being kept
 - YouTube Summary Keep (this brought up more conversation)
- Leslie asks about payouts to artists being due. Amanda states that yes they were but it's only a slight delay (compared to previous payouts). Colleen: basically we have done two payouts. This will be kept (process needs to be looked into--how best to issue payouts)
 - Project COVID tab can be eliminated
 - Laura and Colleen will meet on remaining tab (mainly notes on items that need to be checked and are probably- at this point- largely done)
- Leslie: Question about monthly budget for February **Profit and Loss Projected Vs. Actual** really far apart but it looked like the admin. salaries were not included. Laura believes these should have been entered but perhaps were not captured (ended up in March) she will look into this.
- Regarding our financial situation overall we are sound

Agenda Item 3:

General Manager Report

- Second workshop is finished for Frog Hollow: *A note on that it's a lot of work*
- Youth program workshop is done
- Final reports to funders are in process
- Promotions of poetry shorts contest are in process
- Almost finished contracting artists
 - Challenges include venues FB events pages (by venue what is meant is; Zoom Webinars Caffeine tv...etc) there is a need to "get solid so I know where to send people"
- Regionals were postponed. Johnny and Matt are working to get that going again
- RC got 7 schools registered
- Eventbrite is going
- Note: team has moved a lot to caffeine tv (Hangup there is there's no way to raise funds (but that happened--))
- Spent money to advertise lillian's workshop
- We are inches away from being too late to engage press Colleen will work on that this week
- "Brad and I decided it makes more sense for it not to be branded VPH and to have a bunch of other organizations able to contribute to that space (POET TV) There's costs in getting the look working
- Hired Presentation House to house the mashed band
- Mahta and I have worked on how to express safe spaces information to our audiences (Mahta has done a great job and updated the website so sources are current)
- *Need active listeners*
- In need of an emergency host and technician (didn't budget for that)
- Will need direction for grants (in the next 3 weeks)
- *Both Brad and Johnny think idea to : expand teaching arm into host training and hosting is a good one----and I'm feeling like I can put that forward but if we get money we have to commit just not sure we are*
- Want Reemerge with a bang "like an event" but I can't just say "we want to have an event" What does it look like?)cafe /rent a hall? A way of costing it out? One thing? Or a sequence of things? Should we Hire someone to help plan? What are we willing to commit to?

We should have this conversation now and/or on Basecamp. How do we feel about a collaboration with Raising Voices? (Joint PD with their roster).

Colleen: Should I push the hosting thing? Is it a good idea? (It is to: Reimagine wordplay to include for adults. Education in hosting (and booking work to market our roster of poets---could get gigs and seen. So it's an expansion of the booking part of it)

Leslie: Feel maybe it's not a "first priority" at this point. It feels like there needs to be events before hosting (a bit of cart before horse)?

- Colleen: Digital programing partnership with Brad
Will get back to the board with any assistance needed (grant-wise)

- Event insurance was canceled (still have workplace)
- Struggles with the month-to-month

Agenda Item 4:

Artistic Director Report

- Attended Rock Paper Scissors (a salt spring workshop) and included a link to Verses there
- Just came from a workshop on trauma link also provided there (highlighted importance of ASL interpreters and how involved the deaf community was thanks to the two interpreters provided)
- Johnny sent an email regarding ASL and working out what to send to Liz (our interpreter) for Verses in order to assist interpreters. Johnny's email was helpful (in terms of an explanation)
- El Jones still a holdout on the description (though bio has been ok'd)
- Joseph and Holden worked together on a Facebook blurb (to send to Colleen)
- Has a new tattoo
- Attended (and did the intro for) the Lillian Allen workshop
- Trying to do as much promotion as possible for Verses and tie up the loose ends

Agenda Item 5:

VPH Facebook page post "what have we been up to" idea

Amanda: Community member had asked on the VPH FB page if it was still active. I can still see messages on this page and respond. Said it is still active but we are moving all updates and information to other pages. Suggest a "what have we been doing"-type post for those members who are interested in what is happening behind the scenes.

Colleen: VPH profile was intended to be hidden from view . We need a "direct inquiries to" post.

Holden: We can do a blog post on the VPH site and then link it to social media

Blog post to be written and a redirect notice to go up

Agenda Item 6:

Brainstorm Key points from the pivot grant

- We face significant challenges in supporting our staff with training, insurance, policy, clearly documented procedures etc. In turn, these shortcomings put extra pressure on staff who are also directly faced with and combating systemic racism and ableism.
 - Our own Policy Review
 - Leslie-has workshops lined up (sharing of resources)

- Roles and responsibility training with Vantage Point.
 - Basecamp Thread workshops: Charity village list of workshops
- Hire an internal communications intern on a three-month contract to assist with developing staff manuals and other procedure documents recommended by the consultants from Euphony.
 - The Drive. A guide: info as to where information is

Circle back to earlier point brought up that Colleen feels pressure with regards to hiring a host/tech for emergencies (which leads to internal hires which is/has been part of the systemic issues). Asks for assistance in generating names for hosting.

Needs: someone oncall (front of house and back of house) somebody who can talk to an audience and keep things going but also comfortable with basic stuff in Zoom.

Amanda: I've used Zoom Bluejeans. But, For example I wouldn't know how to handle a situation where there was a zoom bomb beyond shutting it down.

Leslie: I've hosted events and webinars and shows for school so I do know my way around those platforms.

C: Leslie and Amanda on a roster for emergency calls?

- Yes (and benefit is we don't need to be paid)
- Limited regarding time: Leslie is not available until after 3:30pm (Amanda 5pm) due to work on weekdays

Colleen: We had some ethical questions come up in the last Verses meeting and wasn't sure if you wanted to share this with the board.

Holden: I don't personally know the individuals involved. As this involves community members Holden requests the rest of meeting be held "in camera".

Colleen (adds before staff leaves meeting: One more thing I sent an email regarding Cips. There was conversation outside of meetings that maybe VPH wasn't the right place to house Cips. That seems to have abated but I felt you should be aware of this. It was primarily centered around the amount of support being given poets.

Meeting is In Camera From 18:15 (6:15 pm) - 18:45 (6:45 pm)

Meeting ends: 18:45 (6:45pm)

