



*This manual is part of the Stroll of Poets Archive Project,  
with assistance from the Community Initiatives Program grant*

# **The Stroll of Poets Society Guidelines for the Board**

prepared by Ivan Sundal and Sandra Mooney Ellerbeck

for the Stroll of Poets Society

2004

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Acknowledgements are also due to all the past and present Stroll of Poets Board members:

### **1991-92**

President: Ivan Sundal  
Treasurer: Doug Elves  
Secretary: Ken Wilson  
Directors: Ruth Anderson Donovan, Peter Cole, Andrew Thompson

### **1992-93**

President: Ivan Sundal  
Treasurer: Doug Elves  
Secretary: Ken Wilson  
Directors: Ruth Anderson Donovan, Mimi Bengershon, Peter Cole, Myrna Garanis

### **1993-94**

President: Ivan Sundal  
Treasurer: Doug Elves  
Secretary: Ken Wilson  
Directors: Ruth Anderson Donovan, Peter Cole, Myrna Garanis, Philip Jagger, John King-Farlow, Katherine McKee, Anna Mioduchowska, Anna Marie Sewell, Andrew Thompson

### **1994-95**

President: Candace Bamber  
Treasurer: Doug Elves  
Secretary: Ivan Sundal  
Directors: Ruth Anderson Donovan, Annette Cannell, Jocko, Paul Matwychuk, Katherine McKee, Anna Mioduchowska, Tracy Murray, Anna Marie Sewell, Andrew Thompson, Ken Wilson

### **1995-96**

President: Jocelyne Verret  
Treasurer: Doug Elves  
Membership Secretary: Ivan Sundal  
Recording Secretary: Anna Mioduchowska  
Directors: Ruth Anderson Donovan, Annette Cannell, Jocko, Tracy Murray, William Nichols, Paul Pearson, Andrew Thompson, Lyle Weis

### **1996-97**

President: Jocelyne Verret  
Treasurer: Doug Elves  
Membership Secretary: Ivan Sundal  
Recording Secretary: Sandra Mooney-Ellerbeck  
Directors: Ruth Anderson Donovan, Don Butler, Michael Glasel: Publicity Committee Chair, Geraldine Matus, Tracy Murray, William Nichols: Web Page Editor, Sandy Sprinkle, Andrew Thompson: Archives, Lyle Weis

### **1997-98**

President: Anna Mioduchowska

Vice-President: Michael Walters  
Past President: Jocelyne Verret  
Treasurer: Doug Elves  
Secretary: Helen Lavender  
Directors: Geraldine Matus, Louis Munan, William Nichols, Anna Marie Sewell

**1998-99**

President: Anna Mioduchowska  
Vice-President: William Nichols  
Treasurer: Gordon McRae  
Secretary: Helen Lavender  
Directors: Nancy Mackenzie, Marilyn Hooper, Louis Munan

**1999-00**

President: Nancy Mackenzie  
Vice-President: Beckie Garber-Conrad  
Past President: Anna Mioduchowska,  
Treasurer: Gordon McRae  
Secretary: Candyce Neill  
Directors: Fred Anderson, Jenine Dumont, Pamela Young

**2000-01**

President: Mark Kozub  
Vice-President: Jocko  
Past President: Nancy MacKenzie  
Treasurer: Gordon McRae  
Secretary: Cindy Lou Prokopy  
Directors: Linda Jennings: Workshops, Ron Kurt, Beckie Garber Conrad, Thomas Trofimuk

**2001-02**

President: Mark Kozub  
Vice-President: Thomas Trofimuk  
Past President: Nancy MacKenzie  
Treasurer: Gordon McRae  
Membership Secretary: Cindy Lou-Prokopy  
Directors: John Chalmers, Phil Jagger, Helen Lavender, Christina Tower

**2002-03**

President: Sandra Mooney-Ellerbeck  
Vice-President: Ken Sutton and vacant  
Past President: Mark Kozub  
Treasurer: Doug Elves  
Membership Secretary: Ivan Sundal  
Recording Secretary: Ben Murray  
Directors: John Chalmers: Workshop Coordinator; Tom Emmens: Reading Series; Pierrette Requier

**2003-04**

President: Ivan Sundal / Ozzie Meyer  
Vice-President: Ozzie Meyer and vacant  
Past President: Sandra Mooney-Ellerbeck and vacant  
Treasurer: Katherine Charr / Trevor Dekort  
Secretary: TDL Turner  
Directors: Micahel Appleby, Tim Cusak, Doug Elves, Andy Michaelson, Pierrette Requier

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**Archives with \* are downloadable.** Ask the secretary or webmaster how to access the files.

## Introduction

The mission of the Stroll of Poets Society, as worded at the founding meeting in 1991 chaired by Glen Kirkland, is “to promote acceptance of poetry through vehicles such as poetry festivals, public readings, and associated activities.” The Stroll board serves this mission.

But how does it serve this mission? If once a year the Stroll spent its grant money on a high-profile reader, and did nothing more, would that serve the mission? I think it clearly would. But it wouldn't be the Stroll that we know.

So, what is the Stroll? A little after I started working on these manuals, I posed this question to fifty or more “old-time” Strollers. I had just unearthed from the digital archives a draft of a statement of Stroll goals Doug Elves had written in 1995. It appeared to me to depict the broad features of the Stroll, and I wanted to know what others who had been in the Stroll a long time thought. So I sent Doug's old draft, and my question – what is the Stroll? – to everybody I could find an address for who had been in the Stroll more than six years.

### Doug's draft, 1995

The policies and objectives of the Stroll of Poets are, in short, to:

- a) promote the public acceptance of poetry within the general community
- b) promote the oral expression of poetry through organizing a variety of public readings
- c) enhance the quality of poetry written by Edmontonians
- d) conduct the organization's activities in a democratic spirit in which all poets have access to the annual season
- e) provide a process and a range of events which meet the needs of all interested in simple participation as well as those who seek recognition of poetic skill and accomplishment

I received quite a few replies from people who said these goals were a good summary of the Stroll. *I include a few replies at arc 2.* There are three goals and two policies in this draft. Goal ‘a’ is the one entrenched in the bylaws – goal ‘b’ gives a stress to oral expression, which is Stroll tradition – and goal ‘c’ seems to aim at developing the poetic talent in the broader community.

Points ‘d’ and ‘e’ are broad-stroke policies that go together: a democratic process (d) for achieving certain needs of the members by means of a range of events (e). Both of these policies invite questions. What is the range of events? How does the democratic process work? These are questions about the program and the running of it. The other two manuals focus on the program, and this one focuses on running the program – the policies, procedures, and tasks.

Before turning to the tasks, I would like to list what I see as the traditional annual program – or what some would call the *membership benefits*.

- a) the Stroll, first Sunday in October, with Brunch and No Bards Barred Bar
- b) the annual Anthology
- c) the Launch
- d) the 12 Days of Poetry, with wrap-up 12<sup>th</sup> Day bash
- e) reading series, spring or other times
- f) quarterly newsletter by post
- g) news and membership services by email and website
- h) workshops

A new board might consider giving formal recognition to what appears to be *the core program of the Stroll*. This would not be to prohibit new directions, but to give bearings on where we are. New directions, depending on their cost, might merit consultation with the membership, but there is a core of programming that the membership expects.

*Ivan Sundal*  
March, 2004

# **Part One: Tasks of the Board**

The bylaws outline the responsibilities of the different offices of the board. They also provide for responsibilities to be delegated if the board approves. The lists that follow the “Orientation” section are job summaries, or *to do* lists.

## **Orientation and some tasks for New Board**

- a) new board reads the bylaws (*arc 1*) and this manual
- b) **at first meeting** new board should appoint treasurer, secretary, vice-president, volunteer coordinator, spring series coordinator, workshop coordinator. *Suggest that an email-news editor (or reviewer) be added to the list.* Someone, perhaps the past president, should be appointed to review the Scroll before it goes to print. Appointments or assignments should be recorded in the minutes. The appointments of the treasurer, secretary, and vice-president are the most pressing.
- c) new board needs to change signing authorities at bank. Talk to old treasurer, call bank, ask what’s required, and make an appointment for the signing authorities to go to the bank (the Treasury Branch on 104<sup>th</sup> Street south of Whyte Avenue). The bank will probably need a copy of minutes that state who the new signing officers are, **so this should be on agenda for first meeting**. In 2003 the board passed a motion to add a third person to the list of signing authorities. The **three signing authorities should be treasurer, president, and one other officer – secretary or vice-president**. Stroll cheques need to be signed by any two of the signing authorities
- d) new board needs to note that there is a form – *arc 3* – for claiming expenses incurred on behalf of the Stroll. At the end of the fiscal year the Society auditors look over the paperwork of all the transactions, and systematic use of a simple form will make their work easier
- e) new board needs to take note of the Stroll Privacy Policy – likely to be implemented in 2004, thanks to the volunteer work of member Paul McLaughlin. The Stroll membership list is not for sale or exchange. Information about members should only be used in “reasonable” ways in Stroll business. So, for example, if the membership secretary gave the volunteer coordinator a contact list of those who had said “yes” to volunteering on the membership form, then the volunteer coordinator could use it for phoning to ask for volunteers, but couldn’t give out someone’s number to an enquirer, and couldn’t send out a mass email ad or message (unless about volunteering and sent as blind carbon copy), and couldn’t give the list to anyone else. The membership secretary should ask the volunteer coordinator to return or destroy the list when finished with it. The same goes for all the contact lists given to the event coordinators

- f) the bylaws do not give instructions on how meetings should be run (except in broad ways such as “the president shall preside at meetings”). *Suggest that new president and board talk about how they would like meetings to proceed, and that they refer to Robert’s Rules of Order if there are disagreements over particular procedures*
- g) **new board needs to read Step 1 in each of the five sets of guidelines** in the other two manuals – the Stroll manual and the 12 Days manual, which have coordinator guidelines for Stroll Festival, Anthology, Launch, 12 Days Jury, and 12 Days of Poetry. Step 1 in each addresses the board, and outlines some preliminary work the board must do before the event coordinators can put on the show
- h) the new board looks over the program of the past year and discusses plans for the upcoming year of Stroll events. It wouldn’t be without precedent to have a special meeting or gathering devoted to planning. The past president should be at this meeting, and the old treasurer could be invited, as the board will likely discuss its financial situation at the same time that it charts the annual program
- i) select photos for possible publicity use – e.g. in the Edmonton Journal’s *Ten Best* feature. Photos of Stroll members reading. Ask members for permission to use the photos.
- j) the board advertises for coordinators in the May newsletter after the Annual General Meeting (AGM). Deadline for submitting to Scroll editor: April 25. The ad for jobs also goes out on the membership email list and on the website. The job descriptions in the ads can be reduced versions of the coordinator job summaries in the manuals. Also see past newsletters in archives. The jobs and their honoraria:
  - a. Scroll editor – \$50 per issue
  - b. Stroll festival coordinator – \$750.
  - c. Anthology – editor, \$650; launch coordinator, \$100. (Can be same person.) *See Step 1 in the anthology editor guidelines for thoughts on dividing the text editing and text formatting and advertising for both jobs*
  - d. 12 Days of Poetry coordinator – \$750
  - e. 12 Days of Poetry jury coordinator – an honorarium hasn’t been offered, but there has been some discussion on doing so
  - f. artwork for anthology cover – \$100
- 1. when contracting coordinators there should be discussion or negotiation regarding how much independence from the board the coordinators want and/or need. An experienced coordinator may want as much independence as possible – might want just to make a plan, present it to the board, do the work, and report at intervals on progress. Some coordinators may prefer or need more help and direction from the board, or from someone on the board. The assumption, or default position, in the manuals is that there is a fair bit of interaction between coordinator and board or president. A coordinating committee, whose chair is on the board, is in a different position: the committee can make plans and the chair can present it to the board and report on progress at board meetings.
- k) select art work for anthology. it would be advantageous to put a cover designer to work on the image early, as the image could be used in several ways leading up to the launch
- l) a board committee, including president, interviews and selects coordinators. If there are no tempting applicants, the board discusses possible candidates and someone is appointed

to get on the phone

- m) in late August or early September the media list should be updated. The ATA publishes a comprehensive media directory every year, and it can be purchased from the ATA for \$7. It could be used for updating the Stroll email media list on the website. The board should assign someone to liaise with the webmaster regarding this. All of the event coordinators will ask the secretary to forward their PSAs on the email media list

## President

- new president studies the bylaws and the manuals
- sets agenda, keeps track of Society events and business
- chairs meetings
- delegates tasks
- addresses the membership and the public
- talks to members
- reports on the work of the board at the annual general meeting (AGM) – oral and written
- orients new president

## Vice President

- assists the president
- takes on roles such as volunteer coordinator, or editor or reviewer of the email news
- thinks about running for president
- submits written report of year's activities at the AGM

## Secretary

The Stroll traditionally divides the Secretary position into Membership Secretary and Recording Secretary. When appointments are made at the first meeting of the new board, either the RS or the MS should be designated as the official secretary, the person who holds the office. The secretary, then, with the board's approval, can delegate the other person to do certain tasks of the office.

- *suggest that both secretaries have access to the digital and hardcopy membership records*
- *and that the recording secretary take on the receptionist role regarding email and phone calls*
- *and that the membership secretary picks up the mail and answers or forwards it*

The following two descriptions are a possible division of the secretary tasks. Quite a few tasks are tied to data management, and it's probably best that most of this be done by one person.

There is one straightforward way, however, of dividing this work. The web-based membership database allows for shared access to the membership list. This database is for permanent storage of data, and is limited in querying power. It has, however, a feature called *Download to Excel*, and Excel can probably satisfy all data management needs. So one person could enter the data online, and the other could download it and use it for the society – to produce mail labels, for example. This was the arrangement in 2003.

## ***Membership Secretary***

- picks up mail, and answers or redistributes it at least once a month
- updates membership data at least once a month – several times or more in July and early August
- gives membership cheques with statement of names and amounts to treasurer once a month
- must have Excel software and proficiency in sorting and merging data
- should have high-speed connection to internet
- produces membership directory insert for September Scroll
- produces address labels for Stroll Scroll
- queries database for a variety of lists for organizers – e.g. the list of October Strollers. Always asks organizers to destroy membership contact lists when finished with them
- creates ordered digital lists for pasting into posters, schedules, signature sheets, etc.
- endeavours to have everyone's name right, the way members want them, in the database
- emails to the membership the list of renewed members and the list of signed-up festival Strollers several times approaching the July 31 deadline, and asks members to check the lists. This is a membership drive and a way of improving the membership list
- about four postal days after the July 31 deadline the membership secretary picks up the mail, updates the data base, and sends the list of Strollers to the Stroll coordinator.
- instructs the webmaster, after picking up that mail, to update the year on the membership form. Advises the board that new membership forms should be used.
- gives Scroll editor, for spring newsletter: a list of members who have renewed, a list of Stroll festival registrants, a call for renewals and festival registrations, and a reminder of the July 31 deadline. Ask the editor to include a membership form, either in the newsletter, or as an insert. The form from the website should be used.
- creates *welcome-new-member* list for each Stroll Scroll.
- pays, or asks treasurer to pay, the postal box fees
- files annual Society return with Alberta Registries
- gives a membership story to the Scroll editor before the AGM
- submits written report of year's activities at the AGM
- orients new MS to the role, including how to use the online database

## Recording Secretary

- takes, prepares, presents, amends, and files the minutes – in hardcopy and digital form.
- lists actions from the meeting in the minutes, carrying unfinished actions forward
- (It has been common in the Stroll to delegate a minutes taker at the outset of each meeting.)
- makes meeting arrangements
- ensures quorum at board and general meetings
- takes the receptionist role: receiving calls and email letters from members and the public
- forwards messages and PSAs from organizers on the Stroll email lists. *Suggestion: this could include the Stroll email news, which could be assembled by a volunteer and then reviewed and sent by the RS*
- manages the archives: brings requested docs to meetings and re-files them
- receives and files archives from board meetings and event coordinators
- updates manuals by direction of the board
- submits written report of year's activities at the AGM
- orients new RS

## Treasurer

- new treasurer needs to get signing authority, with two others, as soon as possible after assuming office
- receives membership money and statements from membership secretary
- deposits grants and revenue from all sources
- receives expense claims and invoices
- pays claims and bills
- issues honoraria to coordinators, brunch guest, anthology cover artist, ...
- keeps receipts, claims, statements, invoices in good order for the annual audit
- keeps the books – in such manner that financial reports and summaries can be generated from them
- makes budget for program year, as soon as possible after the board discusses plans for the upcoming Stroll year of programs. Presents budget to board. The board needs to know funding available when making plans with the event coordinators
- asks board for authority to apply for traditional grants for certain amounts from AFA and EAC. Deadlines are: \_\_\_\_\_
- gives the 12 Days coordinator a cheque, or several in stages, to cover the honoraria of all the 12 Days readers and hosts – before the 12 Days begin
- attends the 12<sup>th</sup> Day and pays honoraria directly. Pays band and venue
- Festival coordinators may submit expense and revenue statements at stages or at the end of a festival. *See templates at arc 8 in 12 Days manual and arc 01 in the Stroll manual*
- fills in and files the annual client statistics report from the AFA
- prepares an annual financial statement for the auditors and the AGM in March
- prepares other financial statements as directed

- looks for additional funding if needed
- orients new treasurer

## Scroll Editor

The purpose of the *Stroll Scroll*:

- to give the Society news to the membership
- to provide the president and board with the means to address the membership
- to recognize accomplishments of members, and encourage members
- to showcase Stroll events through articles and photographs

The Scroll editor reports to the board – new ideas are always welcome. **An appointed board member, perhaps the past president, should review the newsletter before it goes to print.**

There would be advantages to the Scroll editor being on the board. The Scroll editor submits/gives a report at the AGM, and orients the new editor.

## Contents of Scroll

### First Page

- name of newsletter, *Stroll Scroll*, with the logo, address, website, and date.
- president's message
- upcoming events
- AGM notification (in February issue)

### Second Page

- articles or photo showcases of recent events
- information that relates to membership

### Third Page

- *Volunteer Spotlight* – approximately 100 words. Includes photo, name of volunteer, information about them and what they do for the Stroll.
- *Member News* – recognition of members' accomplishments.
- *Market/Contest News* – informs membership of opportunities.
- *The Stroll Team* – lists the coordinators for: Stroll, 12 Days, Anthology, email news, Scroll, reading series, Stroll photography, workshops, and volunteers. Also lists current board of directors with their titles

### Fourth Page

- other news and opportunities: includes workshops, Stroll or 12 Days festival, reading series information.

## **Deadlines**

### **September**

- Stroll festival issue – submission deadline: August 25
- newsletter out by September 1

### **November**

- anthology launch & 12 Days info
- submission deadline: October 25 – newsletter out by November 1

### **February**

- AGM notification & spring series
- submission deadline: January 25 – newsletter out by February 1

### **May**

- AGM news, Stroll registration reminder, and job openings
- submission deadline: April 25 – newsletter out by May 1

## ***Previous Scroll editors include:***

- 1991-93 – Ivan Sundal
- 1994-95 – Candace Bamber
- 1997 – Geraldine Matus
- 1998-99 – Nancy Mackenzie
- 1999-2001 – Rusti Leahy
- 2001-2002– Kathie Sutherland, Thomas Trofimuk
- 2002-2003 – Sandra Mooney-Ellerbeck
- 2003-2004 – Tim Scheybeler

## **Volunteer Coordinator**

The volunteer coordinator can be a board director or a society member appointed by the board. The coordinator reports to the board, works with other coordinators, and completes a report for the AGM. He/she orients the new volunteer coordinator.

- volunteer coordinator asks membership secretary for an up-to-date list of members interested in volunteering. After July 31 is a good time to update the list – after the database has been updated with all the new registrations
- liaises with Stroll, Anthology, Launch, 12 Days, and reading series coordinators – asks them what volunteers they need
- contacts volunteers by phone or email, tells them what the volunteer jobs are, and asks them what they would like to do. Tentatively books them for certain jobs, and tells them

that he or she or the event coordinators will call when the events are being organized. Ensures the volunteers are called back, even if they aren't needed at the time

- if more volunteers are needed, the coordinator advertises via email or the Stroll Scroll, listing the jobs that need to be filled.
- all volunteers are valuable to the Stroll and should be appreciated. Honouring volunteers inspires and encourages other members to volunteer
  - *Volunteer Spotlight* column in Stroll Scroll – an opportunity to showcase volunteers. Volunteer coordinator recommends to the board the volunteer to be spotlighted in an issue. When the recommendation is approved, the coordinator forwards photo and bio of volunteer to Stroll Scroll editor.
  - At AGM – thank volunteers formally and give them a gift and card of thanks. Gift can be a book of poetry from a well-known poet.

## Workshop Coordinator

The workshop coordinator can be a board director or a society member assigned by the board. The coordinator reports to the board and completes a workshop coordinator's report for the AGM. He/she orients the new workshop coordinator.

Workshops give members the opportunity to learn new techniques and refresh their poetry. Workshops are led by qualified people within or outside the Stroll

- Workshop coordinator presents workshop ideas to the board
- Upon agreement with the board, the workshop coordinator
  - contacts instructor(s)
  - secures a meeting place at a library, or other acceptable venue
  - writes a promo, submits it to Stroll Scroll and email news service
  - is the contact person for all participants. Follows up on collection of fees. Relays time, place and any other information to the participants
  - submits report to the board
- One to four workshops per year are acceptable.

### ***Checklist by John Chalmers, past workshop coordinator:***

1. Name of workshop
2. Name(s) of presenters
3. Brief description, purpose, and nature of presentation
4. Time, date and location, plus deadline date for sign-up
5. Cost to participants, if any
6. Expenses necessary such as promotional materials, facility rental, etc.
7. Any funding required from the Stroll of Poets Society
8. Will any funds generated from workshop fees and profits be given to the Stroll of Poets Society
9. Number of participants required to ensure that the workshop is offered

10. Brief write-up for inclusion in Stroll Scroll newsletter and for distribution by e-mail

***Previous Stroll workshops include:***

- Voice on the Page: Don McKay & Jan Zwicky, U of A
- Rhythm and Repetition: Di Brandt
- How to Present Your Poem in Performance: Walter Kaasa at Victoria School of Arts
- Blending Music with Poetry: various Stroll Members, including Tom Emmens and Dean McKenzie, and facilitated by Pamela Young
- Travelling with the Muse: Alice Major, Bert Almon, Douglas Barbour, Shirley A. Serviss, Gary Potter, Ted Blodgett
- What Editors Look For & Identifying Themes: Jocko, Shirley A. Serviss, editor from *Other Voices*
- Taking a Fresh Look at Poetry: Ruth Anderson Donovan
- Creativity Workshop: Rusti Leahy and Rebecca Schellenberg at the City Arts Centre
- From the Stone to the Jewel: Bert Almon at the City Arts Centre
- A Poetry Chapbook template accompanied by a user guide is on the Stroll of Poets website, where they may be downloaded.
- Rollin on the Bus to the Calgary Stroll – Sept 2001 and 2002.
  - Sept 2001 - a 46-passenger bus cost \$700 for the return trip, plus \$49 GST. With a tip for the driver of \$50, the cost was \$799. At \$22 per seat, 37 seats.
  - 2002 – a school bus was rented at lower cost but not as much comfort.

***Previous workshop coordinators include:***

1997 – Jocelyne Verrett

1998 – Louis Munan

1999 – Louis Munan

2000 – Pamela Young

2001 – Phil Jagger

2002 – John Chalmers

2003 – Andy Michaelson & Pierrette Requier

## ***Part Two: Policies***

### **Policies extracted from Minutes**

#### **1992**

- AGM, carried that all profits made by the Stroll and Stroll Anthology go back into the Society.

#### **1993**

- it was agreed to have the community jury for 12 Days and all scheduled readers receive complimentary copy of anthology.

#### **1994**

- roles and tasks of board be centered on society as in current bylaws. Recommended that everyone on board take on a task or two in regards to other positions: publicity, coordinating events, anthology editor, etc. However, it is not necessary that the board take on the tasks.
- if someone from outside stroll board wishes to ask board for collaboration, the board will ask that the case be presented, in written form, ahead of the meeting at which it is to be discussed.
- all people who wish to volunteer for coordinator jobs and editor of anthology submit a one page letter to the board, briefly stating their related experience and their vision.
- all coordinators are requested to write short reports and submit to board.

#### **1995**

- reading series: board decided that the open stage should be limited to poets who have not read before or who are not in main reading series. Limit, 3 people. New people, priority.
- that the Stroll board holds two meetings a year where strategic planning is main topic on agenda.
- limit newsletter to two pages on both sides.
- board decided juror list be kept confidential till after selection of 12 days poets.
- board agreed ok to give Calgary the Stroll name.
- Mar 9/95 motion carried that the position of secretary be split as one recording secretary and one membership secretary.

#### **1996**

- arising from AGM that the Stroll publish a members directory for its membership only.
- registration form will always indicate: "Would you like your name included in Stroll directory? YES or NO?" and "Would you like to receive a Stroll Directory?"

#### **1997**

- Directory should also have this on it: we do not sell our membership list or exchange.
- if Stroll board wants to make changes to the board and shape by-laws, membership has to be provided with information 21 days prior to AGM. In order to pass must be favoured by 75%.
- new proposals should be made as a notice of motion at one meeting, then a full proposal prepared for following meeting.

## 1998

- carried that event coordinators and committee members attend board meetings.
- board to keep a record of action plans after each meeting.
- need to develop a policy for choosing members for paid gigs in future. Criteria - good reps of Stroll meet needs of requesting organization, possibly those who have books published
- Mar 21/98 - membership fee raised to \$10.00

## 1999

- website changed from *e-poem* to *Stroll of Poets Society*.
- honorarium to newsletter editor instated – \$200.00 in two instalments, December and March.

## 2000

- board members are required to complete year end reports

## 2002

- agreement between Lit Fest and Stroll that the Lit Fest keep Sundays as Children's Day so as not to compete against the Stroll.

## Recommended or Suggested Policies

2. Recommend that the newsletter editor's term should not end with the AGM in March. There should be an editor in place to cover the meeting, and to advertise in the next newsletter (May) for coordinators, including editor if he or she isn't staying on.
3. Recommend that the treasurer submit a financial report after every major Stroll undertaking – the Stroll, the Anthology, and the 12 Days of Poetry. The report should not reckon grants or fiscal years, just the bare revenues and expenses of the event or project – so that we know what it costs and can use that information in making plans. Financial reports from event organizers generally aren't comprehensive since the coordinators don't handle all the transactions. The treasurer needs to reckon the coordinator's register of transactions with other records in order to produce a comprehensive financial summary of the specific event. The summary should be brief and use categories such as:
  - Sales (divided into types), honoraria, printing, postage, equipment rental, professional fees, advertising, catering, venue rental, other
4. Suggest that the board consider setting an expense-claim policy. It could outline what

types of expenses the Stroll will cover, and it could provide guidelines for claiming expenses. For example, can mileage be claimed? If so, what can it be claimed for, and how much per kilometre? (See bylaws 8.11)

The policy could also give guidelines on the travelling and per diem expenses of guest poets and speakers.

5. Recommend for both the October Stroll and the 12 Days, pending available funding, that \$150 be offered as an honorarium for the graphic layout work – posters, schedules, ads, tickets. Even if digital templates are used, there will still be considerable skilled work required to produce the finished products. Professionals could be hired if funding is sufficient.
6. Recommend that a \$100 honorarium, pending funding, be offered for the layout work for the anthology cover.
7. Recommend that the board adopt a policy on complimentary tickets at events. For 12 Days, suggest:
  - 2 comps to jurors
  - 2 comps to MC
  - 1 comp to readers
  - 1 comp to coordinator, or to each on a committee
  - 1 comp to each band member for a friend (and let band members in without tickets)
  - the media (let in without tickets)

Suggest for Stroll:

- 2 comps to guest poet
  - 1 comp to coordinator, or to each on a committee
8. Need clear policy on who gets complimentary anthology.
    - jurors each get one
    - the submission guidelines state, in line with recent practice, that each contributor gets one complimentary copy. The board could revisit this before it goes in the September Scroll. At one time the anthology was given to every scheduled performer. A few people perform without submitting. There is one drawback to this option: you need a report from all 31 hosts about who showed up and read. But if comps are for the contributors, the table of contents is the comp list.
    - book reviewers for the media
  9. Recommend that a new board discuss, and perhaps set a policy on, what range of material can be sent out to members on the Stroll email news service. Perhaps just a broad principle, such as: *any poetry or literary news or opportunities of likely interest to Stroll members*. Such a guideline could be given to an appointed e-news reviewer. A volunteer e-news editor could assemble a weekly e-newsletter and pass it on to the reviewer. And

how about giving the email news a name? – such as *e-Scroll*

10. Recommended policy: after the 12 Days of Poetry is over, the 12 Days jury coordinator destroys the jurors' results.
11. Recommend that people not be named as movers or seconders of motions. The only important part is the decision of the board. If the board passes or rejects a motion, then the whole board is responsible for that decision. Any individual can request that the minutes reflect that he or she did or did not support the decision.
12. Recommend that the board consider adopting as policy that a membership payment entitles the member to take part as a scheduled reader in the next available October Stroll. The membership should be valid up to the AGM following that available October Stroll. July 31 is a key date since it is the deadline for signing up for the Stroll. The "valid till" date on the membership form should be updated after July 31, or after the Stroll coordinator has stopped receiving names for the Stroll schedule. The "valid till" date should be set ahead a year, so that someone signing up in August of 200X would have membership till the March AGM in 200X+2.
13. Recommend that the board adopt as policy that we put the logos of all our perennial sponsors on all our publications: all posters and schedules, the anthology, the newsletter, the website, and any other publications. At present, the winter of 2004, our perennial sponsors are: AFA, EAC, EPL, and VUE Weekly. For a sponsor of a single event we should place their logo on all publications that bear on that event.
14. Suggest that the board discuss the five goals and policies drafted by Doug Elves in 1995, quoted in the introduction in this manual. And suggest that the board also discuss the proposed listing of core Stroll programs given in the introduction. The board might consider consulting the membership on this, and maybe giving formal recognition to the proposed goals and core program.
15. Recommend that, if leaders have proposals for major new directions or expenses, they put them before the board and the membership at meetings, and that decisions from board and general meetings be recorded in the minutes. Should the membership want to go ahead with a major purchase, the board should appoint someone or a committee to research the market offerings and present a purchase proposal to the board at a board meeting. Again, any decisions should be recorded in the minutes.

## ***Part Three: Archives***

### ***Arc 1      The bylaws of the Stroll of Poets, revised 1997***

1. The name of the society is

THE STROLL OF POETS SOCIETY

2. The objects of the society are

To promote acceptance of poetry through vehicles such as poetry festivals, public readings, and associated activities.

STROLL OF POETS SOCIETY

BYLAWS

#### MEMBERSHIP

1. Membership

- (1) An individual, may apply to the Board for membership and, on payment of the required fee and acceptance by the Board, becomes a member.
- (2) The annual membership fee shall be set by the Board.
- (3) Conditions of membership, including withdrawal, suspension and expulsion of members shall be set by the Board.
- (4) A member who has not withdrawn from membership nor has been suspended nor expelled as herein provides shall have the right to vote at any meeting of the society. Such votes shall be made in person and not by proxy or otherwise.

## 2. Annual Meeting

- (1) The society shall hold an annual meeting on or before March 31 in each year, of which notice shall be delivered in the mail, or by electronic means, 21 days prior to the date of the meeting.
- (2) At this meeting there shall be elected a President and not more than seven directors.
- (3) The officers and directors so elected shall form a Board, and shall serve until their successors are elected and installed.

## 3. General meetings

- (1) A general meeting of the society may be called at any time by the Secretary upon the instructions of the President or Board by notice, delivered in the mail, or by electronic means, eight days prior to the date of such meeting.
- (2) A general meeting shall be called by the President or Secretary upon receipt by him of a petition signed by one-third of the members in good standing, setting for the reasons for calling such meeting delivered in the mail, or by electronic means, eight days prior to the meeting.

## 4. Quorum for a meeting of the Society

The number of serving board members multiplied by two, plus one, is the number of the members in good standing that shall constitute a quorum for a meeting of the Society.

## BOARD OF DIRECTORS

### 5. Officers of the Board

- (1) The Board shall:
  - (a) elect one director as "secretary" and one director as "treasurer", or may designate one director as "secretary/treasurer";
  - (b) elect at least one director as vice-president.

- (2) The Board may establish other offices, or change the titles of offices, and prescribe the powers, duties, and function of each office.
- (3) the immediate past President shall be a member of the Board with all the powers and duties of an elected member of the Board for the year following the completion of the term as President.

## 6. Vacancies on the Board

When a vacancy occurs on the Board the remaining directors may exercise all the powers of the Board, if a quorum remains in office.

## 7. Management of the Society

- (1) The Board is to oversee and generally direct the affairs of the Society in the name of and on behalf of the Society.
- (2) The duties and powers of the Board are to be exercised by resolution of the Board.
- (3) The Board may enact policies regarding the direction and management of the Society, and such policies shall be consistent with these Bylaws
  - (a) respecting the calling of meetings;
  - (b) respecting the appointment, removal, functions, powers, duties, and remuneration of employees, agents and members of a committee;
  - (c) respecting contracts;
  - (d) delegating to directors, officers, employees or agents or a committee, the carrying out of a delegated power;
  - (e) respecting the establishment, membership, duties and functions of committees;
  - (f) respecting membership, including fees, terms and conditions, suspension and expulsion.

## 8. Board meetings

- (1) Meetings of the Board are to be called by the President and held as often as the affairs of the Society require.
- (2) Meetings of the Board shall be called by giving to each director at least seven days notice unless the Board unanimously agrees to waive notice of the meeting.
- (3) Meetings of the Board may be conducted in person, or if agreed to by the Board, by electronic means.

## 9. Quorum at Board meetings

A majority of directors holding office at the time is a quorum at a meeting of the Board, or such greater number as the Board determines.

## 10. Decision-making

- (1) Each director has one vote.
- (2) If there is a tied vote, the motion is lost.

## 11. Expenses

- (1) Directors are not to receive any honorarium or remuneration in the course of their duties as directors unless authorized by the Board.
- (2) Directors may be reimbursed for traveling and living expenses incurred while on Society business, and other disbursements expended in the course of performing their duties as directors.

## DUTIES OF BOARD OFFICERS

### 12. President

The president

- (1) shall be ex-officio a member of all committees;
- (2) shall, when present preside at all meetings of the society and of the Board;
- (3) In the absence of the President, the Vice-President shall preside at any such meetings, and in the absence of both a chair may be elected by the meeting to preside thereat;
- (4) shall present a report of the activities of the Board to members of the Society at the annual meeting;
- (5) may with approval of the Board, delegate powers and duties as necessary;
- (6) is responsible for such other matters as the Board determines.

### 13. Vice President

#### The Vice-President

- (1) shall, in the absence of the President, perform the duties of the President.
- (2) is responsible for such other matters as the Board determines.

### 14. Secretary

- (1) The Secretary is responsible for
  - (a) ensuring proceedings of meetings of the Board and the membership are recorded, and for the preparation and custody of the minutes of those meetings;
  - (b) maintaining custody of the books and records of the Society, except financial records;
  - (c) all correspondence of the society, under the direction of the President and the Board;
  - (d) keeping a record of all members of the society and their addresses;
  - (e) sending notices of meetings as required;

- (f) for collecting and receiving the annual dues levied by the society.
- (2) The Secretary may with approval of the Board, delegate the responsibilities of the office as required.
- (3) The Secretary is responsible for such other matters as the Board determines.

#### 15. Treasurer

- (1) The Treasurer is responsible
  - (a) for the receipt of all money paid to the Society;
  - (b) for opening and operating accounts for the deposit of funds in any bank, treasury branch, trust company or credit union of which the Board approves;
  - (c) to account for the real and personal property of the Society and the preparation and custody of such financial records as are necessary;
  - (d) for presenting a financial statement to the Board as required;
  - (e) for presenting a financial statement at the annual meeting;
  - (f) for producing and presenting applications to granting agencies, as directed by the board.
- (2) The Treasurer may with approval of the Board, delegate the responsibilities of the office as required.
- (3) The Treasurer is responsible for such other matters as the Board determines.

#### 16. Directors

Every Director shall be responsible for such matters as the Board determines, including chairing committees, supervising and administering events and programs.

## 17. Reassigning functions

The Board may reassign, all or some of the functions of the Secretary, Treasurer, or of a Director to a member of the society, or other person designated by the Board.

## 18. Committees

- (1) Standing or special committees may be appointed by the Board for any purpose considered necessary or desirable.
- (2) Board members, society members and other individuals may be appointed to committees.
- (3) The Board may delegate such of its powers or duties to a committee appointed by it as it considers necessary, with or without conditions, except the power to make bylaws.

## 19. Financial accountability

- (1) The financial records of the Society shall be audited at least once each financial year by a duly qualified accountant, or by two members of the society elected for that purpose at the Annual Meeting.
- (2) The auditor's report shall be presented at the annual general meeting, or if it is not then available, made available to the directors and members as soon as it is available.
- (3) The fiscal year of the society in each year shall be February 1 to January 31.
- (4) For the purposes of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit.

*Arc 2      Responses to archivist's question: what is the Stroll?*

**from Peter Cole**

memories of those first board meetings    hey ken    ken    are you there  
oh he's off chasing his straw hat  
I thought he was training for the marathon  
doing tumble turns    on whyte ave in front of the death by choc shop  
we could never quite figure out why he brought his toaster to board meetings  
sometimes waltzing in the door with his kettle    hand in handle  
sharing his adventures at save-on foods    edmonton am

did you notice he didn't write too many poems about playing horseshoes  
world championships were held right across the street from his place    by strathcona place  
mirror mirror off the wall    what's the closest shoe of all

remember st monica's anglican church    cowboy boots and dust swirling  
boomtown trail    new norway new sarepta  
whatever happened to yardley jones    al shaver    muskeg the moose    kids bids  
rollerskates at the dub    the parklight headlight code    cool to be seen hanging out  
tommy banks' mother's tv cookshow    don messer    marg and charlie  
jungle jim and 1001 bengal lancers    give or take  
eating crabapples on the way home  
from the westend pool    small tired legs  
7 bus tickets for a dollar    saving money for treats

hey ken    what about those board meetings  
weren't you supposed to take minutes  
but you only agreed to write something every few hours  
I remember no-one wanted the archival materials I had  
from the first two stroll anthologies  
until I dropped them off    unannounced  
the first two anthologies    edited    mulled over  
typed up in the finearts building on an apple ii  
at your kitchen table    a borrowed mac  
crazy days    crazy nights    what's a computer anyway  
the car dealership open sunday for the stroll  
sold a cadillac

one day    when the names keats    shelly and byron  
are forgotten in the mists of momentary fame  
people will say *the stroll* with whispered breath  
wasn't that where ken wilson's hat blew off  
and the wholeness of the day was only realized  
when we were already decades in the future

before it ever hit the ground  
and let our breath out  
for the first time  
and found  
we had been holding it  
hostage  
in our bellies  
no  
not his hat  
our breath

**from Nancy Mackenzie**

... Wanted to let my thoughts come together before replying to you, and here some wind comes whooshing through. As Van Morrison says, "everything being nigh" Peter's poem like it's all just about to happen. Again. An inhaled breath. The Stroll is both: an inhalation and an exhalation. A living breath. A pulse. No withholding (some of the blue in the face maybe from cold or reflections of rare moons) mind altering. Inspiring. Amusing. A muse. An audience. A receptacle – a place to pour yourself into where poetry is given shape. See-through. A gaze.

**from Andrew Thompson**

... isn't it amazing that everything he [Peter] writes seems to drip with held breaths and the memories of a sunny featherlight time – it all reminds us of how special the beginnings of the stroll really were: the meeting in the (now-defunct) renford inn on whyte, with thomas noodling away on the piano and everyone filled with good cheer ...

**from Anna Mioduchowska**

Yes they are an accurate summary [Doug's draft of goals]. And to carry on with your kitchen metaphors, my definition of the Stroll is an extended family, in the best sense of the word "family". Bonded not by blood but by a need to shape the chaos called life into aesthetically pleasing as well as emotionally and intellectually satisfying entrees.

*Arc 3 Expense claim form\**

**Stroll of Poets Expense Claim**

<i>Category</i>	<i>Amount</i>	<i>Purpose (Indicate 12 Days, Stroll, etc.)</i>
Printing	_____	_____
Postage	_____	_____
Equipment Rental	_____	_____
Professional fees	_____	_____
Advertising	_____	_____
Catering	_____	_____
Venue rental	_____	_____
Other	_____	_____
TOTAL:	_____	_____

Please fill this out, staple all receipts to it, and give to the treasurer.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Arc 4      Venue inspection re: damage deposit\**

**Stroll of Poets Society**

P.O. Box 35082 - 11229 Jasper Avenue – Edmonton, Alberta T5K 2R8

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**Pre/Post Event Venue Inspection Check List**

Date: 2004 January 24 - 25      Time: \_\_\_\_\_      By: Oswald Meyer

Venue: Hellenic Hall, 10450 – 116 Street, Edmonton, AB

- Parking area, outside walls: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Entrance to Hall
  - Floors
  - Walls
  - Shoe/coat storage
  - Comments: \_\_\_\_\_

- Hall
  - Floors
  - Walls
  - Tables, chairs
  - Shoe/coat storage
  - Comments: \_\_\_\_\_

- Washrooms
  - Floors
  - Walls
  - Fixtures, including functionality
  - Ventilation, lights
  - Comments: \_\_\_\_\_

- General comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• Stroll of Poets rep: \_\_\_\_\_      Venue rep: \_\_\_\_\_

- Pay \$500. cash damage deposit against receipt; repeat inspection day after event at the latest.