

## **BOARD OF DIRECTORS MEETING**

**Wednesday February 10, 2010 at 1082 Seymour Street, Vancouver**

Present: Mary Hartlieb, Doug Janzen, Doug Smardon, Joel Libin and Randall Cullen

Regrets: Elizabeth Nichols, Jim Yang and Anna-Maria Potamiti. *Both Jim and Anna-Maria have resigned from the Board of Directors but are continuing their volunteer efforts as session managers.*

Meeting called to order at 7:10pm

Randall Cullen was inaugurated as Vice President and Mary Hartlieb as Secretary. Many thanks to Anna-Maria Potamiti and Jim Yang for the time they gave as Board members.

**January 12, 2010 minutes** – were reviewed and accepted.

**2009 Financial Report** – a report was presented by the Treasurer but it was incomplete as he had some questions on figures that the software keeps producing. Doug is to follow up with Peter Berger (the past Treasurer) on queries regarding the accounting software. Based on the given understanding of the software the financial picture for 2009 was not as bad as forecasted. There appears to be a deficit of -\$1700. The Treasurer will endeavour to sort out the final numbers by the AGM in March. It was decided that the Treasurer will also seek out assistance for completing the taxes for the year 2009 and a budget of \$200 was approved. The president will also respond to a request from Work Safe BC to pay a premium for the time a contractor was employed (approximately January-May 2009 at a cost of \$2,172). The Work Safe premium is estimated to be about \$11 or 0.51% of the contractor's fee.

**Session sheets** – The Treasurer made a motion to simplify session sheets. This was seconded by the President. The Treasurer also will work out a method of streamlining art sales by perhaps making it part of the session sheets.

**Website** – Doug Janzen is seeking out someone to replace him to be in charge of maintaining the Basic Inquiry website. He is willing to train his replacement.

**Olympics Session scheduling** – Parking is nowhere near as bad as expected and we hope to maintain a certain level of attendance at sessions despite the Olympics. Sessions will continue as regularly scheduled.

**AGM** – is scheduled to take place March 6, 2010 from 2-4pm at the studio. The President will do the agenda, and the financial report should be finalized by then.

There will also be statistics for session attendance by this time and there will be a call for volunteers to serve on committees. **All members are encouraged to come out and stand for election.**

**Gallery Curator** – Joel Libin has taken on official duties and is seeking assistance for gallery hours and putting on shows.

**Virtual Gallery** – The idea of a blog is still in question at least until a new web administrator is found. There was also mention of the possibility of putting together a Facebook page.

**Drawn Festival** – As Elizabeth Nichols was not available for comment any further discussion has been tabled until the AGM. The next Board of Directors will be responsible for administering the programme under one of two options being looked at.

**The Estate of Wendy Louise Davies** – The president (via the advice of Peter Berger) returned a form to the executor indicating Basic will not challenge probating the will. Peter also advised the entire process of finalizing the estate may take some years to complete.

**Committees** – Media Publications/Promotions Committee headed up by our Studio Coordinator Joel Libin has found a printing shop in Yale Town that can print promotional material at a reasonable cost.

Pamphlets @ \$0.90 each for 50  
9" X 4" cards @ \$0.36 each for 50  
6" X 4" cards @ \$0.22 each for 50

As the pamphlet is ready to go thanks to the effort of Judy Choi it was decided to go with an order of 100 pamphlets for now. Before printing there are some minor edits to make. Joel will advise Judy and arrange for printing. A budget of \$150 for printing more pamphlets was approved. Joel will also get prices for this shop to print more membership and session pass cards and tickets. We will try to locate all of the digital files that are needed for printing as print shops charge for the type set up.

The reinstating of Monday am sessions was discussed and it was decided any move on this would more appropriately undertaken by the next Board of Directors.

No further business to discuss the meeting was adjourned at 8:40pm.