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## **Minutes Board of Directors Meeting March 31, 2010**

Meeting held at  
1082 Seymour Street  
Vancouver

Attendees:	Doug Smardon	President
	Randy Cullen	Vice President
	Doug Janzen	Treasurer
	Paul Zeke	at Large
	Jaime Jones	Asst Treasurer
	Lucas Johnson	Web Master

Apologies: Mary Hartlieb Secretary

The meeting was called to order at 7 pm by Doug Smardon, President.  
R. Cullen volunteered to act as secretary.

### Mary Hartlieb

The Board was saddened to learn that Mary will be leaving Vancouver and resigning her position as Secretary and Thursday pm session manager starting immediately. Her resignation was accepted with regret. The Board will be seeking someone to fill these positions as soon as possible.

### Old Business

Redesign of sign in sheet ongoing – D. Janzen

No update on Wendy Louise Davies estate – D. Smardon

Pamphlets were created, budget was exceeded, no report was made – J. Libin

Monday Session will not be reinstated

Additional sessions to be added to the schedule based on analysis of past attendance.

### Financial report

D. Janzen reported that the society lost \$267 in January, based on income statements. Total assets were \$43,499.45 as of Jan. 31, 2010.

Co-operator's Insurance has requested Basic's accounts audited to qualify for insurance under our current policy. Co-operators has taken over Van City Insurance and notified us that our insurance expires May 26, 2010.

D. Janzen volunteered to an accounting firm to carry out an audit and prepare our 2009 tax return.



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#### Motion to appoint an Assistant to the Treasurer

D. Janzen moved that a Treasurer Clerk position be created to assist in collecting money from the safe, reconciling the session sheets, entering the data on an accounting spread sheet and completing bank deposits. The position would be compensated with free annual membership and free attendance to sessions. As an addendum to his motion, D. Janzen moved that Jaime Jones be appointed to the position of Treasurer Clerk.

Motion seconded by D. Smardon and unanimously accepted.

The Board welcomes Jaime Jones to this new position.

This position will free up the Treasurer to tend to higher level accounting duties such as preparing monthly financial reports for the Board, running statistics on session attendance, updating the existing session sheets, tracking session ticket and pass card sales, creating an electronic file management system for keeping copies for all Basic documents such as studio lease agreements, Constitution and Bylaws, Modeling Contacts, Gallery contracts and so on.

#### Motion to appoint a Web Master

D. Janzen has been acting as web master for the Basic website and finds that with the addition of treasurer's duties he is no longer able to fully address the requirements of the position. A new member, Lucas Johnson, has volunteered to become the web master in D. Janzen's place. The position includes free attendance to drawing sessions.

D. Janzen moved that Lucas Johnson be appointed web master. Seconded by P. Zeke and carried unanimously.

The Board welcomes Lucas Johnson to this position.

#### Membership Drive

P. Zeke addressed the meeting with a plan to increase membership through focusing on four demographics within the drawing/art community as follows:

- Galleries
- Post Secondary Art Schools and former art students
- High School art students
- The gaming and movie/animation industry



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P. Zeke will prepare a marketing plan for presentation to the board that includes an email-out and a Face Book web page advertising Basic and the sessions there.

#### Annual Reporting

D. Smardon filed with the B.C. Ministry of Finance a report containing the names of the newly elected Board of Directors in keeping with the requirements of a non profit charitable society under the B.C. Societies Act. There is a \$25 filing fee charged by the Provincial Government.

#### Drawn Festival

Upon analysis of a written outline from Elizabeth Nichols for Basic's participation in the Drawn Festival it does not appear to "hold water" as a fund raising event or to provide promotion of Basic or its membership. Unfortunately Elizabeth was not in attendance to defend her proposal.

The previous Board agreed in principle with participation in the Drawn Festival under an acceptable format which is still to be determined. The Society has registered for the Festival which required a \$150 registration fee.

D. Smardon to contact E. Nichols to discuss and hopefully get her out to the next Board meeting.

#### **Session passes and Basic gift certificate**

P. Zeke indicated that Basic should create a method of payment that could be used as a gift certificate allowing the recipient to attend sessions on a pre-paid basis. A general discussion followed. It was suggested that previously proposed punch cards with prepaid sessions represented by small windows around the cards margin would also act as a gift certificate. At each attendance the session manager or his appointee would punch one window out of the card with a paper punch. Punch cards also offer the possibility of a cashless transaction, reducing the amount of cash changing hands at each session sign in and thereby reducing the chances for theft. Punch cards would be cheaper to reproduce than session tickets (\$0.12 per business card size of 10 sessions vs \$7 for 10 session tickets) but require more attention by the session managers to administer. Paul offered to explore the development of a punch pass card for Board approval and presentation at the next session managers training session.

The creation of a 30 Day Pass card that could have the option of being purchased as a gift was also discussed. The cards would have activation and expiry dates activated by the session managers upon the card's first use. Cards could then be purchased as gifts by members with or without a membership for a favoured guest to use. It would be hoped that once the receiver of such a gift felt obliged they would purchase a membership. Doug Janzen offered to



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explore developing a 30 Day Pass Card with an activation and expiry date for presentation at the next session managers training session.

As it stands session tickets can be purchased by members or in bulk (as is done with gaming studios) for distribution to non members.

The possibilities for alternative forms of payment will continue to be discussed.

### **Theft from Cash Box and Un-reconciled Sign In sheets**

R. Cullen proposed a modification to the way sessions are run that would see sign in happen at the front desk as people arrive. This will require discussion with session managers and would form an item at the next-training session. R. Cullen offered to speak with session managers during the weeks ahead to gather ideas and assess response to changes to the current sign in system. As it stands session managers are asked to be more vigilant in monitoring their sessions as there have been incidents of attendees either not paying or worse stealing from the cash box and/or tip jar.

### **Studio Rental Proposal**

R. Cullen proposed a system of fees for studio rentals under the headings of member and non-member rentals.

Under the proposal a member of the Vancouver Life Drawing Society can rent the studio for a minimum of 3 hours for \$80. Additional hours are charged at \$20. Non Members can rent the studio for a minimum of 3 hours for \$90 with each additional hour charged at \$25. For security reasons all rentals would require a volunteer member approved by the Board entrusted with a set of keys to be in attendance or at least responsible for the term of the rental. This requirement will limit the distribution of keys. This would also ensure compliance with Basic's general session guidelines, set up and clean up. Models booked by Basic for rental sessions are paid a minimum of \$75 for a 3 hour session with additional hours at \$25 per hour. Models are given a 5 minute break for every 20 minutes of posing in a session.

Modifications to this proposal were requested as to who an approved member is. Modifications to be made and represented to the board for approval at the next meeting.

### **Adjournment**

All business having been addressed, an April meeting was proposed and accepted with a date TBA. D. Smardon moved the meeting be adjourned seconded by D. Janzen and carried unanimously.

Meeting adjourned at 9:15pm.