

# Minutes Board of Director's Meeting September 13, 2010

Meeting held at  
1011 Main Street, Vancouver

Attendees:

Doug Smardon – President  
Doug Janzen - Treasurer  
Melissa Delamar – Secretary  
Tony Chu – Gallery Coordinator  
Paul Zeke – Member at large

The meeting was called to order at 7:00 by Doug Smardon, President.

The board is pleased to announce Tony Chu as the new Gallery Coordinator. Tony will be working closely with Artists displaying their work in the studio. Responsibilities such as hanging the work and labeling will now be in the hands of the artist, with the approval of the Gallery Coordinator. To book the gallery, members can contact Tony at [tonychu@basicinquiry.com](mailto:tonychu@basicinquiry.com)

## Old Business

Gallery/Artist Contract – The board reviews the contract in detail, and revises the following points:

Point #2 on the contract states “All work being displayed shall be figurative in nature”. After discussing the matter, the board agrees to relax this rule, and have decided to now accept gallery work that is not figurative in nature. Point # 2 is removed from the contract.

Point # 8 in the Gallery/Artist contract - The board pre-approves the purchase of all general expenses such as light bulbs, nails and paint and will reimburse the artist(s) if they choose to purchase them as long as all purchases are first arranged through the Gallery Coordinator. Any extraordinary purchases made must be first approved by the board.

Point # 14 in the Gallery/Artist contract – The board agrees to a \$100 fee if the artist(s) choose to have Basic Inquiry acquire the special event insurance, liquor license and provide other services for assisting with their opening reception which will include bartending. 100% of the fee will go to the person approved by the Board carrying out these responsibilities who must have a “Serving it Right” certification. For information on how to acquire a “Serving It Right” certification visit: [www.servingitright.com](http://www.servingitright.com)

Tony Chu has agreed to look into acquiring his Serving It Right certification and will be reimbursed the cost of the exam so he can be in a position to offer this service on behalf of the Society.

The Gallery/Artist contract is approved by the board with the above changes and has been posted on the Basic Inquiry web site replacing the previous contracts.

Basic Inquiry Facebook Page – It has been brought to the attention of the board that a previous member had already set up a Facebook page prior to Jennifer Mitten setting one up, so Basic currently has two. Melissa Delamar agrees to look into this further, to remove one and to keep the site up to date.

## **New Business**

### Paul Zeke

The Board was saddened to learn that Paul has resigned his position as Member at large effective immediately. The Board on behalf of the members extends its warmest thanks to Paul for the time and energy he was able to give the Society. Basic is now looking for someone to replace him on the board of directors.

### Financial Report

Doug Janzen and Doug Smardon have met with Quantum Accounting Services Ltd. and retained them to take care of Basic's finances and book keeping. They charge an hourly fee of \$35 which is estimated to cost between \$200 - \$250 per month. Services will include: providing financial statements (monthly and yearly), view only access to Vancity accounts to track revenues and expenses, printing modeling cheques, receiving information on session revenues reconciled by our Financial clerk Jamie Jones, invoicing and preparing year end tax returns. In time QAS will be able to assist the Board with statistical analysis of session attendance. The board still requires the position of Treasurer to be filled who will liaise between Quantum Accounting Services and the Board. Doug Janzen has agreed to stay on in the interim until someone is found.

**Attention all members: Basic Inquiry is currently looking for a new Treasurer. The Treasurer would be expected to start ASAP. Anyone interested in being considered for this position please contact a member of the Board.**

Finances as submitted by Doug Janzen: the Balance in the chequing/operating account as of September 13, 2010: \$14,588.

The board agrees to have Doug Janzen open another \$5000 term deposit to replace the one that was cashed out in 2008.

### Vandalism & theft at Basic

Bicycles left locked up in front of the studio have been the target of vandalism and theft in the past few weeks. Doug Smardon moves that evening session managers allow members to park their bikes inside, to prevent future thefts. As well, as it starts to get dark earlier, it is suggested to evening managers to start locking the door during your sessions.

### Upgrades to the Studio

New Lights – Thank you to Rick Hovey who installed 2 more spotlights over the stage complete with dimmer switches. This has improved the session manager's options when setting up the lighting. As well, Doug Smardon and James Andrews installed two more speakers in the opposite corners of the studio providing quadraphonic sound. This will allow the session managers when playing music to achieve the same projection at a lower volume. The speakers and lights were purchased three years ago but never installed. James also installed a toilet paper dispenser in the wash room. Doug has done some work in the large walk in closet to make more room by installing a shelf for more storage and hangers to suspend some of the easels.

**There being no further business to discuss the meeting was adjourned at 9:00 pm.**