

# The Vancouver Life Drawing Society

**Minutes Board of Director's Meeting**

**Tuesday, December 17, 2013**

Meeting held at Campagnolo's - 1020 Main St. Vancouver

## Attendees:

Doug Smardon – President  
Melissa Delamar – Secretary  
Jo-Ann Turford – Treasurer  
Nicholas Jackiw - Treasurer  
Alain Boullard - Member at Large

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

## **Old Business**

### Calendar

The 2014 Calendar has been completed and is available for purchase at the studio. They are being sold for \$10/copy.

### Studio Lighting

James Ceaser, Basic's new Friday morning session manager is going to look getting a curtain hung in the studio to separate the gallery lights from the stage lights.

### Sunday Evening casual class by Anastasia

The class began in November but turnout has not been what was hoped for. Alain Boullard has been to the class and reports that her approach to teaching is great. He conjectures turnout is due to lack of advertising. Nick Jackiw has offered to help with her presence on FB to try and get more students. She is currently 20% through the course.

## **New Business**

### Financial Report

The net income for October showed a slight surplus. The net income for November showed a slight deficit indicating the Society is still on marginal ground.

### Hand over of Treasurer's position from Jo-Ann to Nick

Jo-Ann has given Nick the rundown of the position and duties and has handed over the keys. Douglas Smardon made the motion that Nick Jackiw be elected the new Treasurer as of December 17, 2013. The motion was passed unanimously and Nick is our new Treasurer.

The board is extremely grateful to Jo-Ann for all her hard work as treasurer and wishes her the best in all future endeavours. The Board further wishes to extend its many thanks to Nick for taking on this very important task on behalf of the Society.

#### Members show

Thank you to Jane Hennessey for hosting the members show and making it a success. The show covered costs and was a great success with members and guests as many commented on the quality of the work and entertainment.

#### Proposal Gallery Rental term and fee adjustment

The proposal was originally to change the term to 2 weeks and increase the rental to \$100 per week. Alain had suggested that 2 weeks isn't long enough. It was motioned to adjust the term to 2-4 weeks at \$100/week; the motion passed unanimously. The changes are effective May 1, 2014 to coincide with the start of Basic's fiscal year. Please see the revised Gallery-Artist Contract for Individual and Group Shows, attached.

#### Business license for 2014

The business license has been purchased by Doug and will be posted at the studio.

#### New Cleaner

The studio has a new cleaner, Marlene Van Tassell. We are very happy to have her on board.

#### New Friday Morning Session Manager

James Ceaser has taken over for Mei Wang. Congratulations to James and a huge thank you to Mei for all her time and commitment as our past Friday morning session manager. She has agreed to continue volunteering as a relief session manager.

#### **Other**

##### Internet

Adam, the owner of Safari Cafe next door to the studio has asked we pay for a portion of his internet bill as our studio "piggy backs" off it. The motion to pay Adam \$15/month for the last 12 months of internet was passed by the board.

##### Google Drive

Nick Jackiw has offered to clean up and organize our Google drive account. He is interested in also streamlining access to the account, having all board members access the documents using their own Google accounts.

Justin Ogilvie has also commenced a series of classes this winter at Basic Inquiry. Post this Board meeting Randal made a motion to reduce studio rentals to members who are running a series of instructional sessions. The motion was approved and the Studio Rental Policy revised to reflect this change; please see attached.

*Please indicate your support or otherwise for this proposal by email.*

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*> I believe we should offer Justin a volume discount for the studio rental from January 1.*

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*> Over the period from January 6 to March 24 he is planning to run classes every Monday and Tuesday Evening (20 sessions).*

>

***> I suggest a 15% break on the price from \$92 to \$80 per 4 hour session for people taking 10 x 4 hour sessions or more.***

>

*> Justin is a Basic Member, is raising awareness of the studio and the drop in sessions, which are advertised during the classes as a way to improve skills, expanding the scope of activities available at Basic and is bringing us new members. The discounted rate would show the support of Basic for his continued association with the studio in a teaching role.*

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*>He has already completed 4 weeks of rentals in December.*

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*> Following his drawing course in December we have at least one new member and further courses will probably attract more.*

>

*> Regards*

*> Randy Cullen*

#### Facebook Advertising

Melissa brought up the possibility of Facebook advertising for the studio. She will look into the costs and report back.

**Having no more business to discuss, the meeting was adjourned at 9:00 pm.**

THE VANCOUVER LIFE DRAWING SOCIETY DBA

“BASIC INQUIRY”

GALLERY-ARTIST CONTRACT FOR INDIVIDUAL/GROUP SHOWS

(Revised Effective May 1, 2014)

Basic Inquiry [the "Gallery"] and \_\_\_\_\_ [the "Artist"] hereby agree that the Gallery shall provide space at its premises at 1011 Main Street, Vancouver, B.C. [the "Premises"] for a display [the "Show"] of the Artist's works of art [the "Works"] during the period [the "Term"] commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ [the "Opening Date"] until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ [the "Final Date"] subject to the following terms and conditions:

**Agreements of the Artist(s):**

1. The Artist(s) must be members in good standing of The Vancouver Life Drawing Society.
2. The Term work can be displayed in the Gallery can be for a period of two (2) to four (4) weeks. Longer or shorter Terms must be agreed to by the Coordinator of the Gallery and the Board of Directors.
3. The Artist(s) must deliver the Works to the Premises no earlier than 1:30 p.m. on the Saturday prior to the Opening Date so as not to disturb the morning session. Works may be stored by the Artist(s) prior to that time in available gallery slots in the Premises. The Artist(s) shall advise the Coordinator of the Gallery, when all of the Works have been delivered to the Premises.
4. The Artist(s) shall remove the Works from the Premises forthwith by midnight of the Final Date. Works not so removed may be stored by the Gallery for a period of not exceeding two weeks in gallery slots, after which time, they may, in its sole discretion be disposed of by the Gallery,
5. The Artist(s) will be loaned one set of keys for accessing the gallery for the term of the contract upon which the keys must be returned. A \$20 deposit will be collected by the Gallery Coordinator and refunded upon the safe return of the keys.
6. During the Term the Artist(s) shall be responsible for arranging and/or attending their own Gallery Sitzings. Times the studio is available comprises hours when the Premises are open to the public, namely between the hours of 1:30 p.m. and 5:30 p.m., Monday through Saturday. The dates and times of these sittings shall be agreed upon by the Artist(s) with the Coordinator of the Gallery who will confirm approval with the Board of Directors. The Gallery hours approved will be posted on the web site. Artist(s) occupying the studio space during these times for showing their work may at their discretion use the space for personal studio time as long as the gallery remains open to the public and activities are conducted in a professional/respectful manner that reflect favourably on the Society. Under all circumstances the studio must be left in a clean and

orderly fashion for the following drawing session. The artist(s) will be held accountable for any complaint brought against them by anyone of the session managers.

7. The artist(s) will be responsible for preparing the gallery space for their show including cleaning of the premises, white washing the walls, changing any burnt out light bulbs and any set up as needed. ***The studio has a tall ladder that can be used to reach the lights but is strongly recommended that no person should be climbing the ladder without the assistance of another person to steady it.***

The gallery maybe able to provide the necessary materials and light bulbs but is not obligated to do so. If the artist(s) have to purchase any materials for exclusive use in the gallery as part of maintaining the gallery such as light bulbs, these expenses will be approved by the Board of Directors for reimbursement.

8. The artist(s) will be responsible for any repairs for damage to the studio/gallery that may result from their negligence whether accidental or intentional; such as damage to the windows, electrical wiring, lighting fixtures, walls or any other parts or components that make up the gallery/studio space.

9. The Artist(s) shall be responsible for providing their own labeling for the works being shown. Such label information shall include its title, the date that it was created, the media of the Work and its price and must meet the approval of the Gallery Coordinator in layout and design.

10. The Artist(s) will be responsible for determining the location and manner of displaying the Works and for the hanging of their pieces. Hammer and nails maybe provided. The show must be hung in a professional and safe manner. The Gallery Coordinator will be the sole judge as to what constitutes a professional display of work.

11. Works comprising small items that the Artist(s) wishes to sell on the Opening Date or during times when the Premises are open to the public may be displayed on a table in the Premises in such manner as the coordinator of the Gallery and the Artist(s) may agree. The Artist(s) shall be solely responsible in organizing such table of display.

12. The Artist(s) will be solely responsible for their own promotional material including invitations to the show. All promotional material must meet the approval of the Gallery Coordinator for content and design.

13. If the Artist(s) wish to arrange for an Opening Reception they must have approval from the Gallery and Studio Coordinator for rental of the studio and the nature of the events planned. Studio rental must be agreed to as per the terms of the Basic Inquiry Studio Rental Policy and Lease of Premises Agreement. The cost of renting the studio for the purposes of holding an opening reception will be waived but a rental/lease agreement must be signed.

Further the artist(s) understand they are responsible for:

- A. Attending the Premises on the Opening Date for the entire Reception which may start any time after 2:00 pm (except Sundays the hours must be after 5 pm) and end no later than 10:00 pm (unless a mid week reception is planned). Receptions cannot conflict with any scheduled drawing sessions or events.
- B. Providing, preparing and serving any food and refreshments.
- C. Set up and clean up before and after the reception. The studio must be returned to its normal set up for drawing sessions in a clean and satisfactory manner. The Gallery Coordinator shall be the sole judge as to what is considered satisfactory.
- D. If liquor is to be served the artist(s) must arrange for and have in place a week prior to the opening reception:
  - i. A person with the B.C. LCB Right To Serve certification to apply for the liquor license and oversee the bar services.
  - ii. A liquor license from the B.C. Liquor Control Board.
  - iii. Special Events insurance that covers the serving of liquor.

All liquor will be provided and served by the artist(s).

*For a fee of \$100 the Society can provide a service by which the liquor license and insurance can be acquired and bar services provided. This fee does not include the cost of the liquor license or insurance which the artist(s) will be responsible for.*

14. The Artist(s) acknowledges that the Premises are used by members of the public as a drawing studio daily and often the Works would be unsupervised. The Artist(s) agrees that the Gallery shall not be responsible for any direct or indirect damage to, or theft or loss of the Works while the Works are on the Premises before, during or after the Term of the Show.

15. The Artist(s) agrees that the Gallery may in its sole discretion remove any piece of work from the Premises, prior to, during or after the Term if such work is felt to be in conflict with the Criminal Code of Canada Obscenity Laws.

16. The Artist(s) hereby indemnifies and saves harmless the Gallery for any loss, damage, costs [including a solicitor's costs computed on a solicitor and own client basis] by any third party or the Artist as a result of displaying the Works on the Premises for any reason whatsoever.

17. The Artist(s) hereby grants to the Gallery the right to print, publish or disseminate copies of any of the Works in printed form or on the internet for the purpose of publicizing the Works or the Show and for a reasonable period of time prior to thereto, during or subsequent thereto without claims of liability therefore.

18. The Artist(s) hereby represents and warrants that all of the Works are original and that the Artist is entitled to sell and distribute the same to the public.

19. The Artist(s) shall be responsible for the sale of any of the Works during the Term of their show and the Gallery is in no way responsible for the successful conclusion of any such sales.

20. The Artist(s) shall pay to the VLDS a rental fee for the use of the gallery wall space the sum of \$100 per week for the agreed term of the show. The agreed sum shall be paid not less than 7 days prior to the opening of the Show.

**Agreements of the Gallery:**

21. The Gallery will not collect any commissions from the sale of work.

22. If the Gallery has no subsequent scheduled shows or events, the Gallery may at the request of the Artist(s), agree to extend the Show beyond the Final Date and may charge the artist the weekly rental for any week or portion of for the extended period.

23. The Gallery shall assist in promoting the artist(s) show by:  
A. Advertising the show on the VLDS web site and Face Book page.  
B. Sending members an electronic version of the invitation by email.

**Charges**

Number of weeks \_\_\_\_\_ @ \$100 per week \_\_\_\_\_

Deposit for Studio Keys (held in trust) \_\_\_\_\_

*Optional Service Fee for License and Insurance Acquisition* \_\_\_\_\_

*Liquour license* \_\_\_\_\_

*Special Events Insurance* \_\_\_\_\_

**Total Charges** \_\_\_\_\_

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

The Vancouver Life Drawing Society

DBA Basic Inquiry

# **The Vancouver Life Drawing Society**

## **Studio Rental Policy**

**(Revised August 2014)**

**For Rental of the Studio for Single or Multiple Sessions, prices effective January 8, 2014**

### **Members**

- Minimum charge \$92 for rental of up to 4 hours. Additional hours \$23 per hour. This includes use of all materials, time to set up and tear down.
- Members renting the studio for 10 x 4 hr sessions in any 12 month period receive a 15% discount (ie. \$80 per 4 hour session) for those and any subsequent sessions in that period. The 12 months is counted forward from the first rental.

### **Non Members**

- Minimum Charge of \$116 per 4 hour session with additional hours at \$29 per hour including set up and tear down.
- Rentals to non-members must include a session manager to oversee the session, open and lock doors and ensure proper clean up and conduct of the session. Session managers are appointed by the Studio Manager.
- Longer term rentals or recurring rentals for drawing courses run by third parties on a per course basis are welcome.

### **Items Included under Rental Agreements**

- Studio rental includes use of studio amenities and infrastructure including easels, mules, props and cushions, model stand, lighting, power and lounge space.

### **Board Approval**

- All rentals of the Basic studio are subject to Board Approval.