

Board Meeting

The Vancouver Life Drawing Society

Monday May 19, 2014, 7pm at Campagnolo's Restaurant

In Attendance:

Douglas Smardon – President
Randal Cullen – Vice President
Nicholas Jackiw – Treasurer
Alain Boullard – Member at Large
Secretary - vacant

The meeting was called to order at 7:10 pm by the President who also acted as interim Secretary.

Minutes of March 27, 2014 Board Meeting reviewed and accepted.

AGM minutes and Secretary

Our Secretary Gaston Lessard has resigned and left the Board without a Secretary. His last act as Secretary was to pass on his minutes from the AGM. The Board is in receipt of his AGM minutes but they had errors and did not capture all the subjects discussed. Douglas Smardon made some corrections in time for the Board meeting and Nicholas has offered to review the minutes and do his best to fill in the blanks for approval.

The Board is looking for a Secretary to fill this vital role. The position has been posted at the studio and emailed out to all members. Any member interested in getting more information on this position please see a member of the Board.

Old Business

Facebook Advertising – Nick has researched the matter and costs associated with Facebook advertising and has recommended until our Facebook Page reflects Basic Inquiry's interests there is no point. The Board has accepted his recommendation and the notion of doing any advertising through Facebook has been dropped.

Docs Google: Files and Access – Nick has completed Stage 1 of organizing the files into a hierarchy and they have been in place for 2 months. He proposed moving towards Stage 2, eliminating the need to use Doug Janzen's access and password to access our Docs Google site and instead register the site to Basic Inquiry with a new password. The Board approved this move.

Van City Accounts Policy – Nick has been working with VanCity to set up new banking rules to make the Society funds more secure against pilfering from a rogue officer of the Board. VanCity has proposed our accounts be split in two with one account requiring two signatures to access

funds. The 2 signature account would be the long term account holding most of the funds and term deposits. The 1 signature account would be the short term operating account. The accounts would be set up so that a given number of dollars would be transferred automatically every month from the long term account to the short term account. Nick had recommended \$7K be transferred on a monthly basis as this is the Society's average monthly expense. This would mean a minimum of \$7K being available for "one signature cash out". Randal has offered to look into fine tuning this transfer based on when funds are needed such as the dates rent, hydro, telephone and insurance are paid. This way he is hoping to keep the amount in the operating account down to no more than \$3 or \$4K to pay for models and studio supplies.

Nick will also be looking into setting up "e" access with VanCity to view our accounts; similar to on line banking.

Financial Report

Nick reported that in January the Society lost some money but in February and March managed to make some money. Over these three months the Society was in the black by about \$1,500, which is welcome news given last year's dismal "track record" where the Society lost \$9K.

New Business

Gallery Hours – Proposed was a member's show for September 20 to October 17, 2014 and Centro Flamenco was offered the timeslot from October 25 to November 21, 2014 for their anniversary show. As Centro Flamenco has bowed out from doing their anniversary show this year the Board has opted that the preferred dates for a member's show would be the dates Centro Flamenco had, October 25 to November 21. These dates coincide better with the East Side Cultural Crawl and give a show committee a little more time to prepare. Nick and Alain have proposed that they advertise for a show committee to take on the responsibility to organize this year's member's show. The Board will review over the summer the membership response to determine the next step. An advertising budget of \$100 was approved.

Tony Chu the Gallery Coordinator will be advised by the President that the timeslot set for Centro Flamenco will now be booked for a proposed member's show and the timeslot previously set for the members show, September 20 to October 17 will be made available for a private showing.

Studio Lighting Proposal – Justin Ogilvie's proposed lighting plan has been circulated to the session managers for comment and will be posted by Randal at the studio for members to review. The plan is to install an array of 9 lights over the stage area with each light independently controlled by a rheostat switch. Justin was to secure a price and oversee the install but his electrician has moved out of town. The Board decided to thank Justin for his time and effort in putting together his proposal and was to offer him a bottle of nice wine but since the meeting he accepted instead the price of a membership with the Society. Alain to approach James Ceaser our Friday morning session manager who has installed the anti back splash screen around the stage to see if he would be willing to take on completing the light install. If he accepts the Board has asked he prepare a quote.

Insurance – The President has completed the application for acquiring this year’s insurance for building & contents and Directors & Officers. Hub International our insurance broker is in the process of preparing our documents. The D&O insurance premium of \$850 will remain the same as we are in the middle of a three year contract. The Building and contents will be increasing a few percent to around \$1,100. Randal will complete the application with Hub to acquire our insurance which comes due every May 31.

Secretary Position – how to fill? The Board discussed ways to find a Secretary and will beseech the membership for someone with the skill sets to carry out the job.

Ticket Sales – DHX Media has been in touch with the Board to purchase 60 session tickets. Randal and Nick will coordinate handling the sale of tickets and Corporate membership DHX will need.

Telus Phone bill – Nick to investigate to see if we can get a lower rate either through Telus or another carrier. The Societies last bill was for about \$140 for the month of March which seems extremely high.

Studio Rental Rates – Doug produced some rates Kensington Community Centre charges for room rentals to see if the rates we charge for our studio are within the market range. The Centre charges \$20 to \$25 per hour for rooms comparable to our studio based on occupancy. Our rates of \$23 per hour seem to be in line with other community services.

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