

**MINUTES  
OF THE BOARD MEETING  
THE VANCOUVER LIFE DRAWING SOCIETY**

Held on Sunday, July 20, 2014 at 7:30 pm  
At Basic Inquiry Life Drawing Studio and Art Gallery  
1011 Main Street, Vancouver BC V6A 4L4

<b>IN ATTENDANCE:</b>	Doug Smardon	President
	Nicholas Jackiw	Treasurer
	Alain Boullard	Member at Large
	Rachel Chou	Secretary
<b>REGRETS:</b>	Randal Cullen	Vice President

**CALL TO ORDER**

Doug Smardon, Board President, opened the meeting at 7:30 pm.

**APPROVAL OF BOARD MEETING MINUTES**

It was MOVED/SECODED to approve the Minutes of the Board Meeting held on May 19, 2014.

**ELECTION OF SECRETARY**

Voted Rachel Chou as the new secretary at 7:53pm.

**APPROVAL OF FINANCIAL STATEMENTS**

The financial statements for the first six months of 2014 were reviewed by Nicholas, the Treasurer who reported that the Society was in a good financial position at the end of June 2014. The Society has some income and is on target.

**BUSINESS FROM PREVIOUS MINUTES**

1. **Docs Google (online server) Files and Access:** Nicholas, the Treasurer, is working on moving the account from Doug Janzen's and registering it as Basic inquiry with a new password.
2. **Van City Accounts Policy:** Randal, the Vice President, will need to propose a fine tuned monthly transfer policy (for monthly expanses) that provides more security on withdrawing money from the account.
3. **Member Show 2014:** The Member Show Committee, Nicholas Jackiw, Irene Thorne and Stefan Brunhoff, is working on organizing a member show dates: Nov 1 -28, 2014 at the Basic Inquiry Art Gallery. Caroline Dahlmanns has volunteered to coordinate promotional materials for the show. The Committee has decided not to participate in the Cultural Crow for financial reason.

4. **Studio Lighting:** The Board is waiting for James Ceaser to propose an estimate before proceeding with the installation of an array of 9 lights over the stage area with each light independently controlled by a rheostat switch.
5. **Studio Telephone:** Rachel, the Secretary, will be contacting Telus on reducing the rate.

#### **NEW BUSINESS**

1. **Self Curated Gallery rental for members:** Board is revisiting the member rental fee, and motion to lower the gallery rental rate to \$50/week. Motion passed three to one.
2. **Monday Morning Session Manager:** The Board is to post a notice through the website and printouts at the Studio for a new manager.
3. **Face Book Page:** Rachel, the Secretary, expresses interests to working with Tony on editing the Basic Inquiry Face Book page. The Board will contact Tony to get password access to the page.
4. **Session Tickets and 30-Day Pass:** The Board need to print new tickets, pass cards and flash cards.
5. **Model Taping Policy:** There have been incidents regarding taping markers too close to the models' bodies. The Board has discussed this issue and has updated and strengthened the Session Manager Handbook regarding working with models and taping poses. These updates will be communicated to all session managers.
6. **Seating Policy:** Any artist is only entitled to one drawing horse or easel. During an over crowded session, the artist, who is monopolizing more than one drawing horse, may be asked to give it up for another artist to occupy; even if the artist is a late arrival.
7. **Session Manager's Handbook:** Please find attached the revised Session Manager's Handbook that incorporates both policies in bullets 5 and 6 above.

There being no further business to discuss, the meeting was adjourned at 10:00 pm.

## SESSION MANAGER'S HANDBOOK 2014

To Basic Inquiry the session manager is like the ambassador and administrator all rolled into one. They are often the only contact most members and non-members have with the Society and are the authoritative figure looked to for guidance and information. In managing the session they prepare the studio, set up the lights, welcome the artists in, direct the model, collect the money, reconcile the session sheet, answer the phone and generally provide the attending artists and model a sense of a safe, orderly and secure environment from which they can work.

Because session managers are expected to work their session they are granted the privilege of free sessions whenever it suits them so they can enjoy an uninterrupted session. Understand however that when attending an over crowded session no volunteer receiving free sessions can take the spot of an otherwise paying artist. In such cases the volunteer must either give up their spot or pay for the session. This is something a session manager should keep in mind when volunteers attend their session.

Below are listed some main points to assist session managers in carrying out their duties and responsibilities.

### **Before Each Session**

- Arrive about 30 minutes early, turn on lights and adjust heat or AC.
- Set up music if desired. *Most artists and models appreciate music during a session.*
- Prepare session sign in sheet.
- Make coffee if desired – (general recipe - 1 heaping tsp per cup).
- Check fridge is stocked with concession items such as pop, juice and water.
- Check on newsprint stock and inform a Board member if supplies are running low.
- Organize drawing horses in a circle, do a quick tidy up including putting away any dishes drying in the rack. Ensure paper towel is set out for use around kitchen sinks.
- Check washroom is presentable with toilet paper and paper towels set out.

- Greet model, ensure they are comfortable and know the session format.
- Set up portable heaters for the model as required.
- Arrange cloth on model stage if necessary and set up stage lights.
- Orientate newcomers to session and sign in protocol.
- Ensure the studio phone is close at hand for the quick answering of calls.

## **During The Session**

- Time the model if they do not want to do it themselves.
- Only the session manager should direct the model.
- When taping the model's position for extended poses first get the model's consent, tape no more than necessary (all that is usually required is some tape around extremities like toes and fingers) and take care not to touch the model.
- The model is not to be touched or photographed.
- Studio seating: Artists are entitled to one drawing horse or easel. During crowded sessions artists monopolizing more than one drawing horse may be asked to give it up for another artist to use.
- Make every effort to seat late coming artists. During a crowded session this may have to wait until the next break or when the model changes poses.
- Position the model and manipulate the lights to accommodate most of the artists sitting around the stage.
- Record ticket numbers when selling books of tickets. Example 45676-45680 for a series of five tickets.
- When selling memberships fill out forms and give tear off card to new members.
- Record pass card number for 30-Day Pass cards sold.
- Check if everyone has paid and signed in (count the number of people against those signed in ensuring intelligibly of names).
- Reconcile sign in/session sheets by tallying up sales of sessions by member drop in, non member drop in, tickets, 30 Day Passes, concession items, newsprint and memberships and record in the appropriate spaces on the session sheet. Stamp each session ticket collected with a "Paid" stamp rendering it unusable again. Count the money and check it against what was tallied. If the numbers cannot be made to match record the difference in the comments section of the

session sheet. Place the money, tickets and any membership forms sold with session sheet into plastic baggy and put into the lock box in the storage room.

## **Reminders for Participants and Members**

- Remind participants:
  - To tip the model,
  - To clean up after themselves, the space around their workstations and coffee cups,
  - To put their name and date on their stored art and not to forget about it. Stored pieces are checked and if considered abandoned will be discarded
  - Of upcoming exhibitions and openings, submission procedures and contacts for proposed exhibitions.

## **End of the Session – *feel free to ask members and other volunteers for help***

- Thank and pay the model. A cheque is located in the session folder with the session day printed on the front in the black filing cabinet in the storage area. Remind models to sign their cheque and keep the stub with cheque number in case they lose it. Don't forget to give them the tips collected.
- Ensure petty cash drawer is locked.
- Perform a general tidy up: sweep the floor and arrange the horses in a circle, turn off and clean coffee machine and wash any dirty dishes and leave in rack to dry.
- Take out the trash and recycling if full and ensure back door is locked.
- Ensure all electrical equipment is either turned off or unplugged: heaters, coffee pot, kettle and stereo.
- Turn off all studio lights, leave front gallery lights on
- Lock grate and front door - Have a great day!

**EMERGENCY PROCEDURES:** emergency contact 911

**Session Managers: Ensure access to back door for quick exit during sessions and door is unlocked. A first aid kit and fire extinguisher are kept in the studio. Learn their location.**

**In case of emergency requiring exodus from the building, the session manager is required to:**

1. Maintain calm and order and announce to everyone to quickly gather up their things and exit out onto Main Street.
2. The session manager will be the last person out ensuring the model has been looked after and everyone has left the building.
3. Before leaving, ensure all electrical appliances are turned off or unplugged such as heaters, coffee maker, teakettle, stereo, lights and doors are secure.
4. In case of fire alarm the session manager may have to stay until the fire department shows up to assist; ie. Gaining access to the building.
5. Once the fire department has given the all clear to re-enter the building the session manager can finish off any loose ends such as putting any money away that may have been left out, tabulating the books etc.
6. Assure all artists who have paid that they have a free session coming to them to compensate for the disruption and or their monies for this session can be returned.
7. If the model could not be paid assure them that arrangements will be made to get their cheque and tips to them.
8. Inform the President of what happened.

## **CONTACTS**

**President and emergencies: Douglas Smardon; [doug@lifedrawing.org](mailto:doug@lifedrawing.org); 604-240-5159, 604-240-5159**

**Vice President and studio rentals: Randal Cullen;  
[randal@lifedrawing.org](mailto:randal@lifedrawing.org)**

**Model Coordinator: replacements, cancellations and recommendations  
for models:**

**Alain Boullard; [alainboullard@shaw.ca](mailto:alainboullard@shaw.ca); 778-866-9335**

**Gallery Coordinator: Tony Chu; [tony@lifedrawing.org](mailto:tony@lifedrawing.org)**

**Basic Inquiry Web Site: [www.lifedrawing.org](http://www.lifedrawing.org)**