

Board Meeting Minutes
The Vancouver Life Drawing Society

Monday November 27, 2017; Campagnolo's Restaurant at 7:00 pm

Meeting called to order at 7:50pm

In attendance: Douglas Smardon (president), Alain Boullard (member-at-large), Nick Jackiw (treasurer), Paul Kernan (secretary)

Standing Items:

1. President's introduction

The president did not make a formal introduction but noted that the position of Vice President is vacant.

The Board is currently seeking a Vice President; any members interested in this position should forward their name for consideration.

2. Approval of minutes of previous meeting, October 2, 2017

Approved

3. Financial Report

The Treasurer provided an overview of financial statements for August and September 2017.

- a. August: Down approximately \$200. However, it was noted that this was partly the result of expenditures for studio supplies which occur on an ad-hoc basis and are not typical monthly expenses. August can be considered a break-even month.
- b. September: Down approximately \$1,000. This is more significant It was also noted that banking charges for September were significantly higher than typical monthly charges; Nick will investigate this further.
- c. Overall in assessing August and September and the year to date, Nick had no major concerns and noted that the YTD balance is a positive \$5,000.
- d. In looking forward to the 4th quarter and future years it was noted that our new lease agreement will result in a rent increase of approximately \$4,116 per year.

- e. The Treasurer provided an update on the 2-account system at Van City and the procedure for transferring funds from the long-term to short term accounts. When this system was first proposed there was some concern that transferring a standard amount (\$7,500) would result in a build-up of funds in the short-term account in the event that monthly expenditures varied significantly and that this would result in a need to adjust the amounts transferred on an on-going basis. Nick report that this concern has not materialized and that the process is working well.

4. Models

A procedure for interview potential models was discussed. It was agreed that to avoid any suggestion of impropriety interviews of prospective models should be conducted by the model coordinator and a second person (Question – should this be a board member or session manager?) and ideally the model would be accompanied by a friend. Interviews should take place at the Basic Inquiry Studio.

New Business:

1. Session Manager Replacements

- a. The Board recognized the contributions of Alex Tirasongkran in managing the Saturday morning sessions, and wishes Alex all the best with his new job in Montreal.
- b. The Board would like to thank M. J. Sarmiento for volunteering to manage the Saturday morning sessions.
- c. The Board is currently assessing potential candidates for the Monday, Tuesday and Thursday morning sessions.

2. Insurance Clauses in New Lease

The secretary provided an update on discussion with the Societies Insurer (HUB) regarding insurance requirements in the new 1011 Main Street lease.

- a. Jordan Fellner of HUB expressed concern with 3 issues which were brought to the attention of Carvan Sung at the City of Vancouver. The City responded to each and Jordan indicated that the responses and proposed changes were acceptable. The

changes will result in a need to HUB to obtain a revised quote for Tenant's Legal Liability coverage increasing the limit from \$100,000 to \$200,000.

- b. HUB also requested updated replacement values for content coverage and leasehold improvements coverage.
- c. It was agreed that the correct amounts should be: \$20,000 - \$40,000 for contents and \$10,000 for improvements.
- d. It was agreed that Paul would check with HUB on the sensitivity of premium payments to adjustments of the contents coverage amount.

3. Donation of Photographic Lighting Equipment by Randall Cullen's Family

The Board recorded its thanks to the family of the late Randall Cullen (former Society Vice President) for the donation of some of Randall's photographic lighting equipment. The Board is currently seeking a purchaser for the equipment to raise funds for the Society.

4. Holiday Schedule Confirmation

It was agreed that the regular session schedule would be maintained over the holiday season, as such there will be sessions on Dec, 24, 25 and 26 and Dec 31 and Jan 1.

5. Studio Bathroom Upgrades

The Secretary provided an update on the plans for the renovating the bathroom using tenant improvement funds to be provided by the Landlord (City of Vancouver).

- a. Paul provided a written description of the proposed work which the City has approved
- b. The City requested a plan drawing indicating the location of the proposed work to allow them to assess potential hazardous materials. Paul referred them to the plan drawing in the lease agreement.

6. Other Business

The Board decided to briefly record details of an incident that occurred at the Main Street Studio.

- a. At a studio session, a member artist approached a model in a manner she found inappropriate and threatening. The situation escalated and other members intervened.
- b. Unfortunately, the model decided she would no longer model for Basic Inquiry.
- c. The Session Manger reported the incident to the Board and it was investigated. It was established that the member artist had been previously warned regarding approaching the same model, and that he was clearly violating that warning.
- d. The Board determined that the member artist's membership and drawing privileges be revoked and that he would no longer be welcome at the studio.
- e. This information was communicated to the member artist.

There being no other business, the Meeting was adjourned at 9:00pm.