

Board Meeting Minutes
The Vancouver Life Drawing Society

Monday January 22, 2018; 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

2. Approval of minutes of previous meeting, November 27, 2017

Approved

3. Financial Report

No new financial news since the last meeting; end of year accounting is being put together and will be reported at the next meeting.

4. Models

The issue of payment to models by cheques was discussed, and it was agreed that models should be reminded to review the model guide document and ensure they are fully aware of how the process works.

New Business:

1. Session Manager Replacements

- a. It was agreed that the session manager list needs to be updated and all telephone numbers and email addresses should be confirmed. Paul will look after this item.
- b. The updated session manager list can be issued to all session managers to allow replacement managers to be identified and contacted.
- c. It was agreed that an email group for session managers should be set up.

2. New Lease - Finalized

The details of the new lease were finalized. The lease will run until September 1, 2022.

3. Insurance Coverage

Details of required insurance coverage have been finalized and insurance is in place. Some additional premium payments apply to cover increased contents and improvements coverage. Paul provided details of these to Nick.

4. Studio Bathroom Upgrades

- a. The proposed scope of work was discussed and it was agreed that we would investigate the possibility of omitting a tiled floor finish and polishing the concrete slab instead.
- b. The options of having a contractor do the work or relying on volunteer labour were discussed.
- c. It was agreed that it would likely be necessary to cancel some sessions to accommodate the bathroom work.

5. Member Survey

Paul indicated that the member survey is ready to be issued to members with the questions that were previously agreed. The survey, developed using the free Survey Monkey application will be issued to members via email. Paul will provide to Cyprian to issue.

6. Date for AGM

- a. It was agreed that the AGM would take place on April 21 at 2:00PM.
- b. It was agreed, that a discount on membership renewals would be offered to members attending the AGM.
- c. Alain agreed to prepare a poster for the meeting.

7. Date for Next Board Meeting

Meeting tentatively scheduled for March 26, 6:00 - 9:00PM

8. New Drawing Session

- a. The possibility of adding an additional drawing session on Wednesday mornings was discussed.
- b. Elsa Chesnel has expressed an interest in managing this session

9. Model Scheduling Software

- a. Alain has had some discussions with a third party about using computer based software to schedule models. This would essentially allow models to schedule themselves without the need for a model coordinator.
- b. Nick expressed some concerns that software of this type is elaborate and requires regular maintenance and updating.
- c. It was agreed that Alain and Nick would further investigate this issue.

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