Draft Board Meeting Minutes
The Vancouver Life Drawing Society
Thursday July 9, 2020; 6:00 PM

Due to the on-going Covid-19 Pandemic and regulations prohibiting group meetings, the meeting was held via Zoom video conferencing software program.

In attendance: Douglas Smardon (president), Suzanne Saint Pierre (vice-president), Ron Bijok (treasurer), Paul Kernan (secretary), Alain Boullard, Dean Gazeley, Nick Jackiw (IT Manager)

Meeting Chair: Doug Smardon

Standing Items:
1. The meeting was called to order at 6:02 PM
2. Agenda approved. Addition item introduced by Alain: Outside Events, to be discussed under Gallery agenda item 4, New Business.
3. Minutes of previous meeting: June 10, 2020 minutes issued to members via email and posted to the website.
4. Financial Report
    a. Ron provided a brief financial update:
        i. With annual costs of $2,500, and no revenue, the Society can continue to operate for approximately 3 years.
5. Tech Systems Report
    a. Nick provided an update on various technical issues (see separate report included with these minutes).

      i.   The need for an additional board member or volunteer to understand the administrative aspects of the Robobooker system was discussed. It was agreed that in the short-term Nick can continue to look after this.

      ii.   The need for training sessions for models and volunteers was also discussed.

Old Business:

1. Installation of WiFi at Basic Inquiry Studio
   a. It was agreed that WiFi in the studio is required for a number of reasons. Nick indicated that a business rather than a personal account would be required.
   b. A committee to address this, and related issues, was also approved. The committee will consist of Nick (chair), Paul, and another member to be determined.

New Business:

1. Clarification on Calendaring of Board Meetings
   a. It was confirmed that Ron, after consultation with Doug, sends out Zoom meeting invitations, and that this practice will continue.

2. Motion Regarding Additional Restart Sessions
   a. Ron proposed the following motion, seconded by Nick:
   With the objective of broadening the number and variety of sessions available to members, it is proposed to restart the following sessions, under the current safety guidelines:
   Tuesday AM – Regular - Christian
   Wednesday AM – Long - Dean

Wednesday PM – Gesture - Ban
Saturday AM – Regular - Ron
<u>*Thursday evening - Regular - Temporary SM*</u>
<u>*Sunday PM – Format TBD - Temporary SM*</u>

These sessions shall be opened and announced gradually once the original session manager <u>or temporary substitute</u> is found to run the session, and as demand and management capacity allows.

a. Following discussion of practical issues related to the motion it was agreed that the motion would be amended to remove reference to temporary session managers (change indicated by removal of underlined text noted above). This change effectively limits additional restart sessions to those managed by the four listed session managers, Ron, Dean, Ban and Christian.
b. Voting: In favour: Ron, Nick, Suzanne, Dean, Alain, opposed: Paul. **Motion passed.**

3. Committee Formation
   a. Doug proposed the formation of two Board Committees to work on detailed issues and to formulate proposals to be presented to the Board.
   b. Session and Membership Management Systems:
      Motion: Proposed by Doug, seconded by Ron: *Research software to allow online session registration, payment and Membership sales and List management. Tasks to include but not limited to comparing different software products and proposing best options based on security, learning curve to operate, cost,*

useful interfaces, proposing budget to purchase and maintain. A secondary objective would be to assess and recommend Basic Members as volunteers to take on the positions of Session Registrar and Membership Coordinator.

Nominations: Committee Chair: Nick
Committee Member: Ron
Committee Member:

    i.   Both Nick and Ron agree to serve on the committee. It was agreed that the third committee member would be selected from the membership.

   ii.   Voting: In favour: Ron, Nick, Suzanne, Dean, Alain, Paul. Opposed: none. **Motion passed.**

c. Session Formats, Structure and Configuration:
Motion: Proposed by Doug, seconded by Nick: *To determine and recommend different varieties of sessions considering but not limited to length of sessions, length of poses vs breaks, attendance numbers, proportion of long pose vs gesture and regular sessions, stage placement and seating arrangements and lighting. Based on their recommendations develop a proposed session schedule.*

Nominations: Committee Chair: Dean
Committee Member: Alain
Committee Member:

i. Dean indicated his willingness to participate. Alain, because he is not currently attending sessions declined to participate. Suzanne offered to assist the committee.

ii. Paul proposed that the motion be amended to include virtual sessions. This amendment was not agreed.

iii. Voting: In favour: Ron, Nick, Suzanne, Dean, Alain. Opposed: none. Abstention: Paul. **Motion passed.**

4. Volunteer Compensation

    a. Motion: Proposed by Doug, seconded by Nick: *Effective immediately the following compensation be made available to volunteers for their efforts and time.*
    Session Managers will have the sessions they manage as gratis sessions; whether assigned or as relief. All volunteers (including Session Managers) such as Board Members, Session Registrar, Membership and Gallery Coordinator, Modelling Booker will be able to book sessions at half the posted fee at a limit of 3 sessions per week

        i. Following discussion, the consensus was that the proposed change was premature, and the motion was withdrawn.

5. Health and Safety Management Plan

    a. Motion: Proposed by Doug, seconded by Suzanne: *Motion to modify the Health and Safety Management Plan (Doug): To permit the use of studio drawing boards, seat cushions, clips and remaining newsprint (limited to 20 sheets per attendee per*

session at no charge until paper runs out). Once exhausted the supply of newsprint will discontinue.

    i.   Following discussion, it was noted that information posted on the Basic Inquiry website contradicts the Health and Safety Management Plan. Concern was also expressed that the proposed change would represent a lowering of safety standards.

    ii.   Voting: In favour: Suzanne, Dean, Alain, Doug. Opposed: Ron, Nick, Paul. **Motion passed.**

6. Board Decision Making

    a. A number of questions were posed by Nick:

- *What, if anything, can we agree to accomplish as a collective outside of official Board Meetings, and how?*
- *How much time should a Board Member be prepared to commit to Board duties outside of board meetings, say on a weekly basis?*
- *The Slack Experiment: An online tool for Threaded Group and Committee Discussions with History, Transparency, Polling, and Notification, and a lot more. Can we agree to use this in lieu of e-mail for work-in-progress?*

    i.   It was agreed that a more effective medium than email was required for communication between board meetings.

    ii.   The use of the Slack tool was discussed and agreed to be useful. All present agreed to use the tool.

    iii.   It was noted that the Slack polling tool could be used and if unanimous agreement was reached proposals could be implemented without the need for

approval by the Board and an official Board Meeting.

7. Fee Realignment
    a. Dean proposed a motion to form a committee to review fees and membership. Doug suggested the committee also look into volunteer compensation.
        i. The motion was seconded by Ron and Dean, Ron and Nick agreed to participate.
        ii. Voting: In favour: Suzanne, Dean, Alain, Ron, Nick, Paul. Opposed: none. **Motion passed.**

8. Communications with Members, Session Managers, Non-members, Corporate Entities.
    a. Ron discussed the importance of maintaining communications with the various entities listed.
        i. It was agreed that the various current means of communication, emailing and posting of minutes, notification of upcoming sessions via Facebook and the website calendar should continue.
        ii. It was also agreed that the results of the recent polling of session managers should be circulated to all session managers.

9. New Item - Cleaning of Studio
    a. Suzanne raised the issue of cleaning of the studio on a weekly or bi-weekly basis by a commercial cleaner.
        i. Costs would vary from $150 to $250 per month depending on frequency.

ii. It was agreed to table further discussion until the next board meeting.

Next Meeting

It was agreed the next board meeting would take place on July 29th at 6:00 - 8:00 PM at the Basic Inquiry Studio.

The Meeting was adjourned at 8: 05 PM.

Basic Inquiry: Tech Systems Update 9-July-2020

Action Items

Update index.html to have a "Questions? Ask a human being by e-mail." link that routes currently to vicepresident@lifedrawing.org **DONE: Routes now to basic@lifedrawing.org** Propose tech ideas for reducing e-mails (e.g. online agenda gathering; Google Groups/Slack) **DONE: Launched Slack Trial** Should "Françoise" video move from Home Page? **DONE: Moved to Models**

Facebook

Posted several courtesy announcements for Emily's private sessions Q: Do we want to post announcements for Reopened Sessions? (Member vs. Non-member visibility)

Member Mailing List

(No action.)

Web Site

models.html – Model Calendar now targets Robobooker Calendar rather than "hand-edited" one safety_plan.html – Posted new Safety Plan; added "Session Manager" safety committments per Ron's email to participants contacts.html – Added 2019 President's Report, and updated 2019 AGM Minutes to include cited President's Report, both from Paul's notice. across site – Added COVID callouts to brand (temporarily?) obsolete content

Google Accounts & Google Drive

Helped Alain transition off of "BasicInquiryModels" gmail account

Robobooker

Made some UI improvements to Adding/Editing model entries based on Alain's feedback. Retargeted Robobooker's calendar to Basic's Website. This calendar is now maintained entirely in-app. Started targeting outbound robo-e-mails to actual models, rather than inhouse testers Successfully exercised our Robobooker's automated confirmation system with two real Saturday sessions!

Future Road Map

(No action.)