

Board Meeting Minutes
The Vancouver Life Drawing Society

Tuesday August 11, 2020; 6:00 PM

Meeting held at Basic Inquiry Studio.

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 6:05 PM
2. Agenda approved.
3. Minutes of previous meeting: July 9, 2020 minutes issued to members via email and posted to the website.
4. Financial Report
 - a. Ron provided a brief financial update:
 - i. The Society is well positioned financially with no immediate concerns. However current bank balance is approximately 13% down from the same time last year.
 - ii. Ron agreed to circulate the latest financial statements.
5. Tech Systems Report
 - a. Nick provided an update on various technical issues (see separate report included with these minutes).

Old Business:

1. Confirmation of Committee Membership, Terms of Reference and Progress

a. Online Sessions Committee

- i. No action to date. See later discussion concerning possible grant.

b. Session and Membership Management Systems Committee

- i. Ron reported that he has set up a Shopify account. The software is versatile and may be able to accommodate membership sales.
- ii. Nick questioned whether a single off-the-shelf system would be able to support all Basic's needs.
- iii. Bookwhen, an online booking system designed to handle a course and workshops, was also discussed. It was noted that Bookwhen can be combined with Paypal software for payment purposes.
- iv. Currently the session booking process is from the payment process and consists of the following steps:
 - a) request place, b) agree to pay by e-transfer, c) e-transfer confirmation, d) reconcile booking and payment activities.
- v. The question of members v non-members was discussed and the possibility of requiring all session participants to be members was discussed.
- vi. Doug indicated that the board will require a concrete recommendation on proposed software.

c. Session Formats, Structure and Configuration Committee

- i. It was noted that Alain is not part of this committee.

- ii. Dean and Ron have discussed the option of some non-standard (novel) session formats.
 - iii. It was noted that the gesture sessions have, so far, not been popular.
 - iv. The possibility of shorter sessions to enhance safety was discussed. It was also agreed that an additional poll of the membership should be undertaken to investigate member preferences for session format and related issues.
 - v. One of the challenges with current sessions is the high temperature in the studio as a result of non operation of the HVAC system as per the health and safety plan.
 - vi. Doug proposed a motion, seconded by Dean, to permit operation of the HVAC system at the discretion of the session manager. The vote on this motion was as follows: In favour, Doug, Dean, Opposed, Nick, Ron, Suzzzane, Alain, Abstained, Paul. Motion did not pass.
- d. Fee Realignment (& Volunteer Compensation) Committee
- i. It was reported that 6 weekly sessions each attended by 13 artists paying \$15 per session would be sufficient to cover operating costs.
 - ii. The issue of the poorly attended Wednesday session was discussed and alternative options, including a Sunday, or additional Saturday session were discussed.

2. Circulation of Recent Poll to All Session Managers

- a. It was agreed that Ron would provide the results of the poll to be issued to session managers.
- 3. Cleaning of Studio
 - a. Suzanne reported that Marlene is interested in resuming cleaning operations. However, would like to be compensated with free attendance at sessions as per the previous policy.
 - b. It was noted that Marlene doesn't currently mop the floor as part of the cleaning process. The possibility of having a second cleaning person to assist was discussed.
 - c. It was proposed that a cleaning protocol be developed, and Suzanne agreed to prepare a draft for review by the board.

New Business:

- 1. AGM Preparation
 - a. Postponing the AGM was reconfirmed.
 - b. Paul agreed to confirm the regulatory position with respect to postponement.
- 2. Review of Interim Session Fee Structure
 - a. Ron proposed 3 motions dealing with session fees and tickets:
 - i. Motion to allow attending members to use tickets in lieu of the \$15 fee. Seconded, Dean.
 - 1. Voting: In favour: Ron, Nick, Suzanne, Dean, Alain, Abstaining: Paul. **Motion passed.**
 - ii. Motion to allow non-members to attend sessions. Seconded, Nick.

1. Voting: In favour: Ron, Nick, Suzanne, Dean, Alain, Abstaining: Paul. **Motion passed.**

iii. Motion to allow bulk purchase of tickets. After initial discussion the motion was withdrawn. It was agreed that the website section dealing with session fees and tickets should be modified to reflect current fees.

3. Proposal to offer free sessions to Board Members and Volunteers

a. Ron proposed a motion allowing current volunteers and board members to attend sessions at no cost provided seats are available. Seconded Dean.

i. Voting: In favour: Ron, Nick, Suzanne, Dean, Alain, Abstaining: Paul. **Motion passed.**

4. Promotion

a. The issue of low attendance at a number of the reopened sessions, particularly gesture sessions was discussed. It was agreed that efforts be made to make potential attendees aware of these sessions. In particular the large commercial studios should be contacted with a view to notifying their staff.

5. City of Vancouver Grant

a. Ron identified an upcoming City of Vancouver grant program that could be applicable to some Basic Inquiry operations. It is anticipated that the program will be announced in mid-September.

- b. While the exact nature of the program; eligibility, available funds, activities or events to be supported, has not been announced, it was agreed that an application for funds to support necessary modifications to the studio and purchase materials to support virtual drawing sessions could be made.
- c. Paul agreed to prepare an application for a grant when details of the program become available.

6. Studio Supplies

- a. Ron explained some details concerning preparation and use of cleaning supplies required in connection with the health and safety program.

7. Gallery Show

- a. Alain indicated that artist David Boal is scheduled for a gallery show on September 11, 2020.

Next Meeting

It was agreed the next board meeting would take place on September 15th at 6:00 - 8:00 PM at the Basic Inquiry Studio.

The Meeting was adjourned at 8: 15 PM.



Basic Inquiry: Tech Systems Update / 11 August 2020

Action Items

Facebook

- Posted several private-virtual-model-session announcements for Emily Cheung.
- Posted update on studio-session availability, 8/6/2020.

Member Mailing List

- Ditto (Emily Cheung announcements)

Web Site

- HOME PAGE: announced newly opened sessions
- SCHEDULE: applied COVID SUSPENSIONS to individual sessions; updated Wednesday AM's description per Dean's request

Google Drive

- (No action.)

Robobooker

- FEATURE: Added Search Name box for filtering the list of people in the Booker's view of the People page
- BUG FIX: The Booker's "Requests" report now uses the MOST RECENT date, rather than the OLDEST DATE, in computing the "weeks since [this model has appeared] in this [exact same requested] session".
- FEATURE: Session availability is now subject to open-for-new-booking date windows. Affects booking, booking requests, and Schedule page.
- FEATURE: Added a "Last Logged In" field to a person's People or Me view.
- FEATURE: Added a "Recent Activity" panel to the Admin status to show who has been on the system recently without having to search the logfiles.
- FEATURE: Added "change password" facility, with prompt in upper-right corner of any logged-in page; improved text of Password Reset experience both for non-logged in and (now, differentiated) logged-in users.
- FEATURE: Added some security protocols around multiple failed login attempts to discourage brute-force password cracking. We currently slow the login process successively over failed logins and brick the account at 10 consecutive failures (requiring an admin reset).
- COSMETICS: Minor bugfixes and lots of language changes, mostly directed by Ann Narky's extensive and excellent user feedback.
- FEATURE: Booker's "requests" page is now sortable by request-status (Open, Booked-to-requester, Booked-to-someone-else)

else).

- **FEATURE:** The button for composing an e-mail to a specific model now prepopulates the outbound e-mail with an appropriate subject and body when responding to Booking Requests (Requests page, or Bookings page/Model List/Requests-on-this-date section) and, slightly differently, when responding to non-requested booking solicitations (Bookings page/Model List/All-Available-Models section).
- **FEATURE:** Revised Model EMail links from Requests, Booking Page, and Models pages to now be dual action: editors can hot-link either to a draft e-mail addressed to the model (with a pre-composed booking request, if appropriate to the source link) or directly to the Model's central information page, if the editors want more detail and/or to browse the comments on that particular model.
- **FEATURE:** Models page, Bookings page, and Requests Page now all feature a statistic on “# of Prior Bookings for this model in past 100 days”. This is a key metric for choosing one's best bookable model, given some sort of informal sense of “Model X is a 5 bookings/window model” whereas “Model Y is really just a 2 bookings/window model.” Bookers should be able to justify the distribution of models according to this metric, which is more useful than “lifetime previous bookings count for this model.”
- **FEATURE:** Models now receive automatic emails when sessions in their name are ADDED or REMOVED from the calendar. This closes the loop (with Robobooker certification) on open-ended conversations of the form “can you model? / yes I can / okay then please do” etc. It also makes clear when their name is getting written in the RECORDS, rather than just in booker emails.
- **FEATURE:** The template for some (not yet all) automatic outbound emails, and draft booker emails, are now populated by a datatable in the database and supported by a uniform API, making it easier to add more e-mails in the future, as well as to add support for Admins to alter such messages' contents, from time to time (e.g. to track evolving COVID restrictions) without requiring source code modification. (Currently, this “support” involves modifying the SQL table directly, via SequelPro or some such tool, but could in the future grow to functionality accessible on-site from the Admin page.)
- **COSMETICS:** Changed “Pending Sessions” to “Upcoming Sessions” (they are committed, after all); changed “Requests (1 of 4)” to “Requests (1 used out of 4)” for clarity, both inspired by Naomi's site feedback
- **FEATURE:** Sessions now permanently track whether they resulted from a “granted” model booking request, so we have long-term data as to how many sessions are the result of satisfying requests posed through the system vs. soliciting specific models outside of the requests system. Both the Bookings page and a specific model's Booked Sessions history now earmark sessions originating from model's requests with the Smiley icon.
- **CONSISTENCY:** The names of models that appear in the Bookings calendar and above the list of bookable models for a particular session (as models who have requested this specific session) now obey the hyperlinking conventions of other model names appearing across the site: (1) the linked NAME is now a link to that model's information page and (2) the linked ENVELOPE icon following the name, if there is one, is a link to a draft e-mail to that model, opened in the booker's e-mail client as a pre-addressed outbound memo and perhaps prepopulated with some booking query information based on the context of the clicked Robobooker hyperlink. No envelope appears for models for whom we do not have e-mail addresses.
- **FEATURE:** BookingRequests now track how long they've been open, and the booker's “Requests” page shows (and potential sorts on) this information. This is useful in quickly determining new versus old requests, arbitrating priority claims between conflicting requests from different models, and help gauge Booker responsiveness to open requests.
- **FEATURE:** The Booker's “Requests” page now includes a checkbox controlling whether the table shows accepted&rejected requests, or only “undecided” requests. Handy for removing clutter when the goal is responding to open requests rather than admiring how much work one has already done responding to them previously.
- **FEATURE:** Requested bookings—as displayed on the Requests page or in the Bookings Calendar list of requests for a specific date—now include a “booker notes” field where bookers can record quick comments on requests (like “offered 8/7”). Models typically don't see these notes, except under well-documented conditions (see next).
- **FEATURE:** Bookers can now REJECT “Requested bookings” as well as accept them, giving bookers a way to “process” unwanted requests without having to wait for them to age out of the system or for the model to remove them manually. At present, rejecting a request can only occur on the “Requests” page, and the booker there has the option to either reject the request without specific feedback to the model, or to reject the request while showing the current Booker Note for

that request to the model. So it's an easy place to communicate remarks like “Not so soon after your last Gestures” or “Gave you your other request, Wednesday, for this week” without needing an e-mail. Rejectable requests streamline the booker's ability to give explicit feedback on ALL requests soon after models make them, and allows models to reinterpret a “not yet awarded” request status as “still under deliberation” rather than “either under deliberation or not going to happen, you'll never know!”

- BUGFIX: “Requests” table column sorting is now cumulative for multiple sequentially-applied sorts, like the “Models” page. (Was implemented but bug prevented it from working.)

Future Road Map

- Pinged Board Members on a weekly basis until they joined our Slack instance; we have all logged on!