

Draft Board Meeting Minutes
The Vancouver Life Drawing Society

Tuesday September 15, 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 (technology manager)

Meeting Chair: Doug Smardon

Standing Items:

1. The meeting was called to order at 6:10 PM
2. Agenda approved.
3. Minutes of previous meeting: September 15, 2020 minutes issued to members via email and posted to the website.
4. Financial Report
 - a. Ron provided a brief financial update:
 - i. The covid 19 pandemic has impacted Basic Inquiry operations, particularly studio sessions. As a result of reduced income society funds have been reduced by approximately 10% since the beginning of the year. It is anticipated that funds will be down approximately 20% by the end of the year.
 - ii. With new sessions planned, and barring a new lock-down, revenue is expected to increase over the next months.

5. Tech Systems Report

- a. Nick provided an update on various technical issues (see separate report included with these minutes).

6. Models Report

a. Model cancellations and notification policies

- i. There have been one or two instances of models not turning up for sessions on time. With the reduced volume of models available post-reopening, we do not currently have a “short list” of “emergency models” who live close enough to Basic to be available as replacements in an “immediate” time frame; and we have transitioned away from communicating with models and bookers by text or phone in favor of email (another delaying factor). Therefore we have at present no good mechanism for sourcing a replacement model at last minute from our “model list.”
- ii. It was agreed that current models are generally reliable.
- iii. It was agreed that in the event of a no-show the session manager or attending artist may choose to model instead and would receive the model fee, or the session may be cancelled—session managers will have to manage the situation. Nick will advise current session managers and draft language for a future update to the Session Management Guide outlining options.

b. Model Shortages

- i. All models have been contacted to determine their availability. Some are no longer modeling, others are taking a temporary break from modeling. Currently there are about 10 models routinely available for sessions.
- ii. One current model has had some difficulty with the new online booking system. However Ron and Nick have provided some guidance and the issue has been resolved.

Old Business:

1. Studio Cleaning Update

- a. Suzanne reported that Marlene is back cleaning the studio and the revised procedure appears to be working well.

2. Bartec Fire Inspection

- a. Doug / Suzanne reported that the inspection has been completed. A report and invoice have not yet been received.

3. Committee Reports

a. Online Sessions Committee.

- i. Paul reported that the City of Vancouver Culture Grants program for 2021 has not yet been announced. In previous years grant applications are typically submitted in December. Paul will monitor the website for updates.
- ii. It was agreed that the committee (Nick, Alain, Paul) would provide a proposal to the board to begin

sessions independent of outside funding. A report / business plan will be provided at the next meeting.

4. Grant Proposal Update

- a. See item 3a above.

New Business:

1. Review of Fall 2020 Survey Results

- a. Nick provided a report on the results of the survey. A copy of the report is attached to these minutes.

2. Studio Safety Policy

- a. Background: Review of problems with current Safety Plan (multiple versions, inconsistent practice, complaints from member, reports from models, report from surveys)
 - i. Nick suggested that we are not doing a good job in communicating the studio safety policy and pointed to previously issued notes and the results of specific survey responses. Other board members disagreed with this perspective.
 - ii. Two approaches to addressing current non-conformance, or apparent non-conformance, with the policy were identified: a) retain the current safety protocol but add a general statement that specific policies related to drawing sessions may be modified at the discretion of the session manager to address particular session circumstances, b) revise policies to provide general guidance and build in

some flexibility to accommodate a range of specific session circumstances (simplified safety plan).

- iii. It was agreed that Ron would provide a draft of a revised safety plan for discussion and that Dean would reconcile current in-studio protocols with protocols on the website.

- b. Agenda items 2b, c and d were not discussed.

3. Session Schedule

a. Wednesday Sessions

- i. Ron indicated that attendance at Wednesday sessions was improving. There is a core group of artists, mostly non-members. It was agreed that Wednesday sessions would continue.

b. New Sessions

- i. Potential new sessions were discussed, including a Sunday afternoon session. Nick indicated that the recent survey suggests there is a preference for weekday sessions. A Thursday morning session was agreed which Nick agreed to manage.
- ii. Alternative formats for the new Thursday session were discussed. It was agreed that the new session would follow a regular session format but with some modifications which would be advertised by email in advance.
- iii. A new one-week long-pose session on Sunday mornings was also discussed and agreed. Ron agreed to manage this session.

- iv. It was agreed that new sessions would start in October.
 - c. Change to Wednesday Morning Session Format
 - i. It was agreed that the Wednesday morning format would change from a 2-week to a 3-week pose commencing October 28, 2020.
- 4. Broken Window
 - a. Doug reported that the studio window, broken on August 25th, would be repaired by Vancouver Glass. Doug also indicated that the VLDS insurance policy has a \$1,000 deductible for damage of this type, and that an insurance claim could be made by the Board depending on the cost of repairs.
- 5. Worksafe update on use of HVACs with concerns to COVID 19
 - a. Dean referenced a recent post on the Worksafe BC website indicating that, *At this time, there is no evidence that a building's ventilation system, in good operating condition, is contributing to the spread of the virus.*
- 6. Alain agreed to draft a new digital poster for communication by “friends of Basic” to institutions advertising our services. Intent is to drive viewers to our website. Ron to provide a copy to Alain.

Next Meeting

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

The Meeting was adjourned at 8: 00 PM.



Basic Inquiry: Tech Systems Update / 15-Sep-2020

Action Items

- Re-issue Doug's Google Drive sharing invite
- Share ~~*Studio Cleaner Job Description*~~ from Google Drive with Suzanne on Slack

Facebook

- Posted several private-virtual-model-session announcements for Emily Cheung.

Member Mailing List

- Created and delivered a Google Forms-based (“Fall 2020”) user survey of our membership and studio participants; summarized and analyzed the first 55 responses in Board-circulated document

Web Site

- David Boal's show, on the home page (“Current Show”), the gallery calendar, and on the list of “current & previous shows”
- revised Rates page, to better reflect post-COVID-reopening payment requirements
- a note on the Model calendar, advising readers this only shows confirmed models, and that the Session Calendar shows *all* sessions. (A stop-gap measure to try to reduce Ron's need to re-explain that fact repeatedly to registrants. Eventually we can perhaps merge these into one calendar automatically maintained with either “To Be Hired” or a committed model name associated with each session.)
- an up-to-date and more precise description of how to apply to be a model, as a landing page for new model recruitment efforts

Google Drive / Slack

Robobooker

- BUGFIX: A model's Booking Requests' “Add” button is now, again, correctly enabled/disabled based on date/session choices.
- COSMETIC: Improved a model's Booking Request's instructional text (integrating some of Ann Narky's feedback), changed button names, and added a color key, seeking to make the Requesting experience easier/better.
- FEATURE: Future sessions that do not yet have a model now also appear on the Model calendar for some “near future” sessions (the number of which is determined by Admin), per Ron's request, to alleviate pre-registrants' erroneous beliefs that they cannot enroll in sessions without models, or that such sessions don't exist.

Future Road Map

basic_technical_systems_update_report_-_september_15_2020.txt · Last modified: 2020/09/15 13:01 by nick

To: Basic Board Members
From: Nick Jackiw
Re: Fall 2020 Survey Reports
Date: 11 September 2020

This memo reports on the results of the 55 responses we've received to date to our Fall 2020 survey, deputized in the August Board Meeting. I ran the survey by Google Forms for a week in early September, and advertised it to members via the mailing list and to studio participants via in-studio advertisements. Ron may have also advertised it to registrants in, and inquirers about, sessions held during that time.

All survey items except for the final "Other comments?" question were multiple choice, but each included an "Other" response for free-form responses. Attached to this report is a 5-page graphical summary of responses that does a good job at representing the statistical spread of answers but not always not a great job at conveying free-form responses (i.e. "Other"/"Comments"). I may be able to find a more interactive version of this that does a better job sharing the free-form responses. I am also sharing by e-mail the raw data file used to produce this graphical summary; it has all of the responses in plain text if you want to inspect them thoroughly or analyze any cross-question correlations.

Following are some observations and conclusions I draw from the data, having looked through all of the responses. Some of these may be subjective interpretations but I've tried to stay with the actual data, but just focus it on two specific Board issues.

A. Potential Session Format Changes & New Session Desires

Respondents do not in general clamor for changes to session duration. (Data: Almost 60% of people interested in current sessions prefer three hours; only 7% of such people want prefer two hour; and the rest would be happy with a blend.)

Respondents like Regular sessions the best, by a significant margin (data: 2 out every 3 respondents), **and long-poses second best** (1 out of 2). There is also active interest in new session formats (less than 1 out of 2, more than 1 out of 3). Gestures just aren't popular with the crowd we reached here (less than 1 out 5). **Weekday daytimes** are the most popular (2 in 3) but all our timeslots are pretty good for lots of people.

B. COVID Concerns

Many respondents are genuinely concerned about COVID safety in Basic's studio. This is true for participants who have ventured into our post-COVID sessions. (Data: About one in six of those have decided they are "unlikely to return again unless something changes.") It is also true for participants who have not ventured into our sessions. (Data: More of those participants say they are staying away "due to specific concerns about COVID risks in Basic's studio" rather than to "ongoing general concerns about COVID risks in public places.")

Most respondents want confidence that Basic's web-published Safety Protocols will be uniformly followed in actual practice. Data: more than 75% of respondents prefer the public safety plan be interpreted "rigidly and uniformly" rather than as "guidelines to be interpreted by individual session managers as they see best fit."

Some respondents are concerned that even Basic's web-published Safety Protocols are inadequate. We did not explicitly ask them to critique our existing safety protocols, but roughly half of those staying away cite "specific concerns about ... Basic's studio." That said, in the freeform comments, the same number of people who object to existing protocols not being strict enough ("15 artists is too many") complain the protocols are too strict already ("I can't wear a mask for 3 hours.")

C. There remains substantial goodwill among the respondent pool, including current non-participants

Data: in the question for "Help reaching Animators, etc.," many respondents made specific offers of their own assistance; and in the general "Comments" section several expressed interest in continuing to support Basic, e.g. by paying memberships and making "donations"

I call out one nice comment for all of us to share: "First: *HUGE* credits to the B.I. Board for its carefully considered actions & decisions from the earliest days of the pandemic. I've been a member for past 2 (3?) years and greatly value the sessions."

Implications and Action Items

From these data (A, B, and C), and others, I conclude a few things:

1. Our gut instincts about session planning are good — we should open another Regular and Long-Pose session as our next two, and we could shut down Gestures if we have to, and these decisions will track respondents' opinions very cleanly.
2. if we want to attract more people to the studio and/or retain the ones who are coming, we need to be more conscientious and diligent about following our public Safety Protocols than we are currently.
3. We should come up with specific action plans for responding to specific offers of help "spreading the word" on open sessions, and for announcing to members (and others) how they can easily make tax-free donations to Basic (e-transfer, tax receipts, etc.).

Let's discuss further at our September meeting.

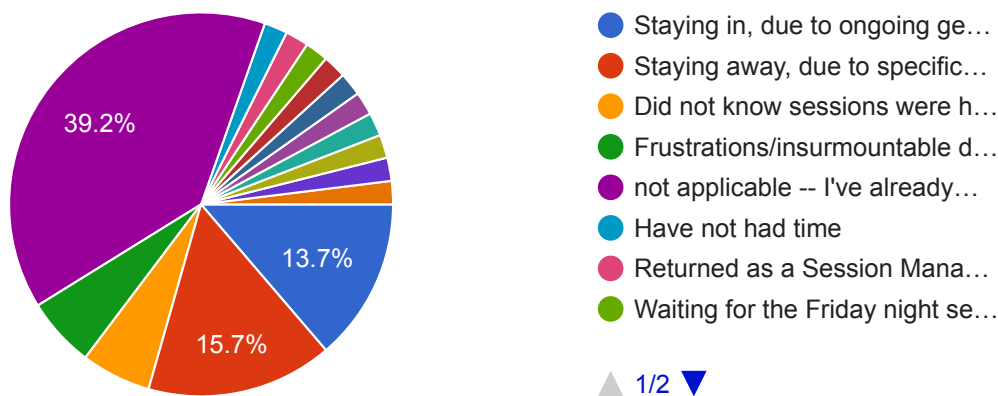
Basic Inquiry Survey: Fall 2020 Studio Sessions

55 responses

[Publish analytics](#)

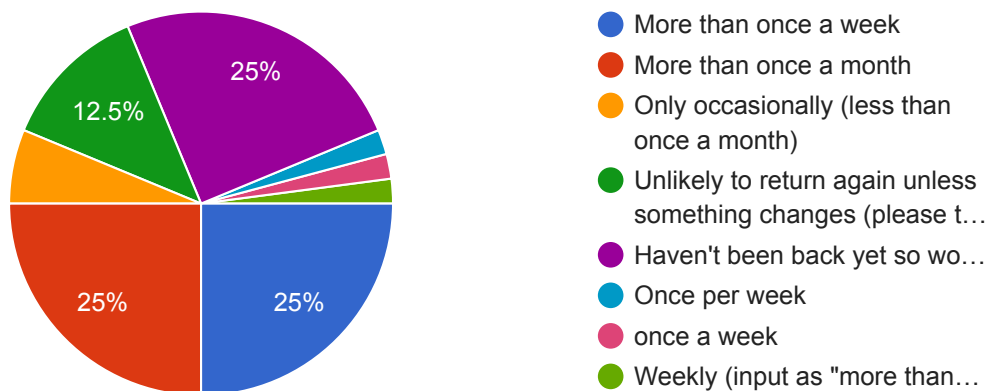
If you haven't returned to the Studio since our COVID reopening last month, what is the primary reason for this?

51 responses



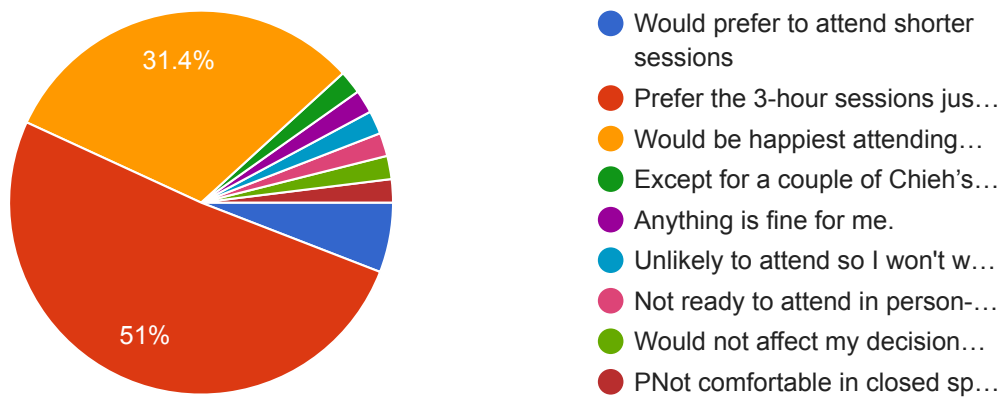
If you have returned to a Studio session since our COVID reopening, how often do you imagine you might go again in the near future?

48 responses



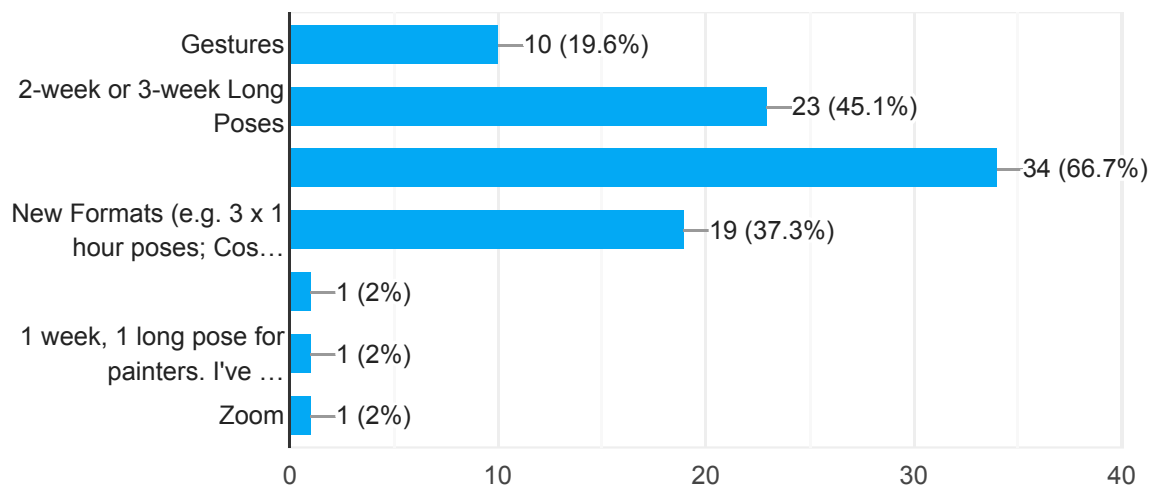
Would you be more or less likely to attend Studio sessions if they changed from 3 hours to 2 hours in duration (presumably at a lower cost)?

51 responses



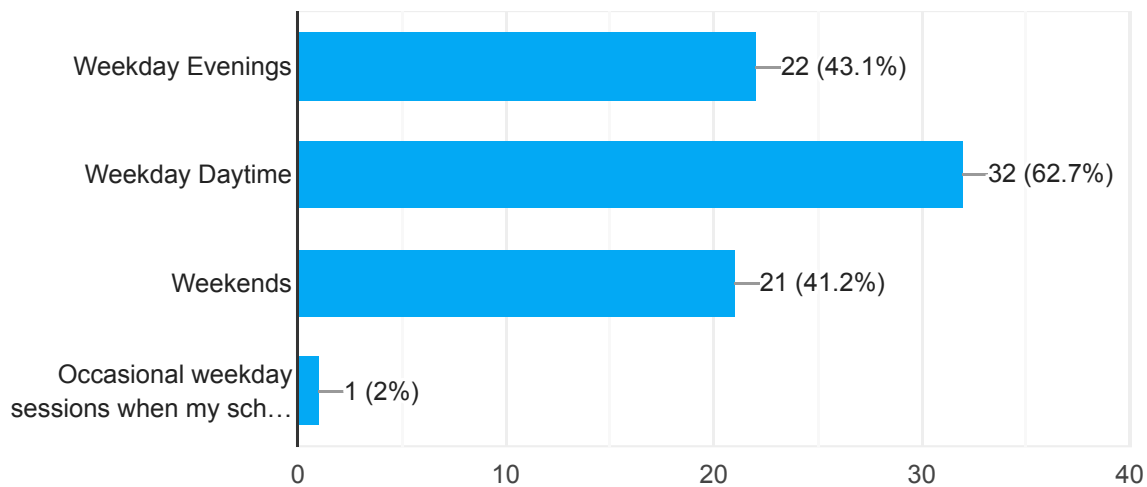
Please check the Session Types you are most interested in attending.

51 responses



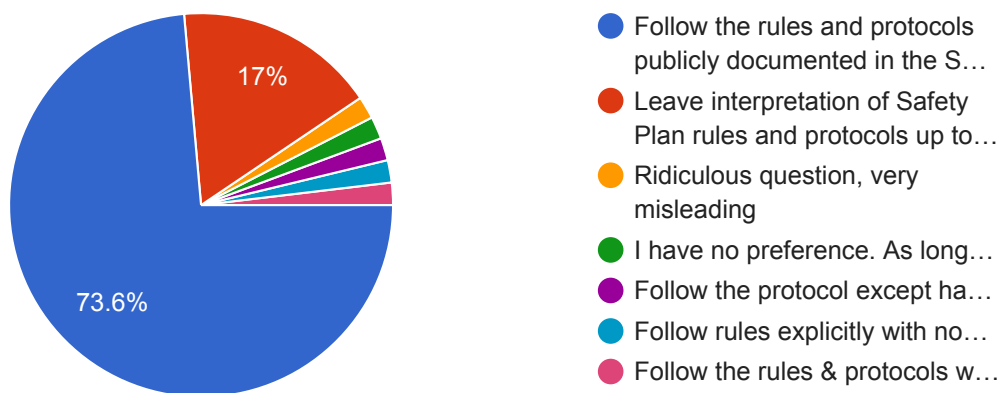
Please check the Session times you are most interested in attending.

51 responses



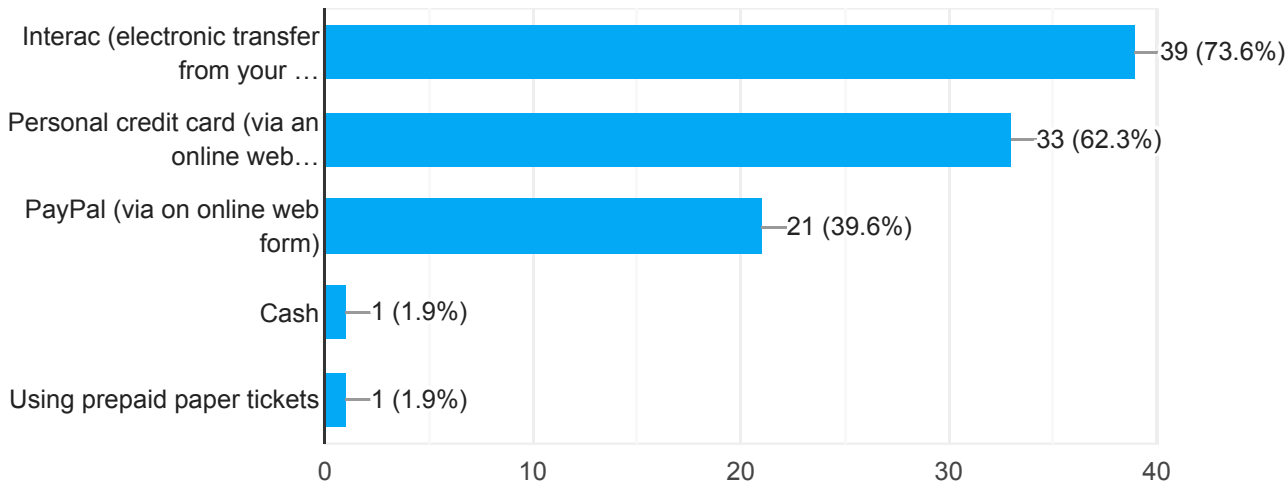
Our public COVID safety plan (http://www.lifedrawing.org/safety_plan.html) describes fixed limits on occupancy, social distancing, timings, and other protocols. Given a tradeoff between accountability and certainty on the one hand, and flexibility and situational appropriateness on the other, would you prefer to see Basic follow these policies rigidly and uniformly (even where that may inconvenience certain exceptional cases), or document them as guidelines to be interpreted (and perhaps overruled) by individual Session Managers as they see best fit?

53 responses



As we move to cashless transactions, which of the following methods of electronic payment are you comfortable using to pre-pay for a Basic Inquiry session? Please check all that apply.

53 responses



We are having difficulty reaching the non-member portion of our previously vibrant drawing community—particularly the students, animators, and game artists who frequented our evening sessions. Do you have contacts or friendships with schools, businesses, other organizations in these communities, and if so, can you help us publicize the availability of new studio sessions to them? (We can provide you e-mail or mini-poster announcement materials.) If you can, please leave a name and e-mail address through which we can contact you in your "Other" response!

49 responses

