

**Board Meeting Minutes**  
**The Vancouver Life Drawing Society**  
Monday, November 15, 2021; 6:00 PM

Meeting held via Zoom.

In attendance: Doug Smardon (president), Jaime Jones (treasurer), Nick Jackiw (technology manager), Alain Boullard, Kelly Talayco (secretary)

Absent, with regrets: Paul Kernan (vice president)

Meeting Chair: Doug Smardon

**Standing Items:**

1. The meeting was called to order at 6:00 PM.
2. Agenda was adopted with the addition of “Studio Cleaner” under New Business.
3. Minutes of the previous meetings of October 18, 2021, were approved.
4. Financial Report:
  - a. Jaime reviewed the October statement, noting total expenses exceeding revenue.
  - b. Expenses include window replacement and additional modelling fees due to the two extra weekly sessions.
  - c. October revenue did not reflect the new session fees approved to begin November 1st. We will monitor November revenue for an expected increase in this category.
  - d. Noted later in the meeting: Jaime has applied for June and July CERS supplement and will continue to apply until we no longer meet the criteria.
5. Tech Systems:
  - a. Nick reported that the new fee structure and seating capacity have been implemented on Robostrar.
  - b. He noted that he is receiving many new model applications. New models are being auditioned in certain sessions when model slots are available.

## 6. Physical Plant:

### a. Internal leak:

- i. On Paul's behalf, Doug reported that the contractor Paul engaged has installed a fixture to collect the leak and drain water into the sink. Some adjustments might still be required and the cost to be determined.
- ii. The leak itself persists, its origin is unknown, and Basic is sustaining costs to keep the studio operable.
- iii. Doug will follow up with Paul to ensure that there is a documentation trail demonstrating our communications to the City of Vancouver (our landlord).

## Old Business:

### 1. General Operations (new title replacing "Basic Survivability")

#### a. Session capacity:

- i. Nick reported that attendance at the Wednesday sessions is not adequate to pay the model fees. Regarding the planned revival of a Thursday evening session, it appears uncertain when that can happen due to session manager availability.
- ii. Discussion followed on Nick's proposal to phase out the Wednesday session and introduce a Tuesday evening session, which he will manage.
- iii. Unanimously agreed that Nick will implement this plan, in a sequence that makes sense from his point of view.

#### b. Relief Session Managers

- i. The Saturday session manager has already made arrangements for a replacement in the event he cannot attend, and this has worked well.
- ii. Nick noted that routinely, all session managers are each other's back-up, and that he will approach the Saturday replacement to

see if he is interested in being on-call as “relief manager” for other sessions as well

- iii. Discussion followed on the ticket compensation for relief managers. It was agreed that the person who has twice relieved on Saturdays will be compensated with two tickets. The new policy will be that a person who acts as relief manager will be credited with the weekly complimentary ticket of the session manager who is being relieved.

2. Underground Circus rig proposal: Nothing new to report.

### **New Business:**

1. Holiday Schedule: Historically, Basic has offered sessions on December 24 and 25 and December 31st and January 1st. Nick will canvass the session managers to see if they want to run sessions; if yes, models will be canvassed for availability.
2. Insurance: The HUB document has been received and filed.
3. Key Contacts and Calendar document:
  - a. Kelly proposed developing and maintaining a simple document for the Board’s reference, with names and contacts related to studio business and operations, such as insurance, bank, lease, etc.
  - b. It was noted that ample documentation is already available on Slack and Google drive. The point of the proposed list is not to duplicate, but to assemble in one place the essential people-contacts and in some cases, filing deadlines.
  - c. It was agreed that Kelly will develop a draft document for the next Board meeting.
4. Studio Cleaner: A suitable cleaner has not yet been identified. Nick and Doug will make a wider search.

5. Year-end Communications: Doug will consider a December appeal to members for tax-credited year-end donations.

Next Meeting: Monday, December 13th, 6-8 pm

The Meeting was adjourned at 7:18 pm.