

**Board Meeting Minutes**  
**The Vancouver Life Drawing Society**  
Monday, December 13, 2021; 6:00 PM

Meeting held via Zoom.

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

Meeting Chair: Doug Smardon

**Standing Items:**

1. The meeting was called to order at 6:00 PM.
2. Agenda was adopted.
3. Minutes of the previous meeting of November 15, 2021, were approved.
4. Financial Report
  - a. Jaime reviewed the November statement, noting a favourable performance of revenue vs. expenses, for the first time since first shutdown, even ignoring CERS. This is a great milestone! We will continue to apply for CERS as long as it is available to us.
  - b. Nick noted that the significant uptake in purchased tickets seems to reflect favourably on our recent pricing changes.
  - c. The Financial Report was approved as presented.
5. Tech Systems
  - a. Nick has updated the web site and is dealing with an obscure bug that occasionally occurs in Robostrar.
  - b. He noted that the Instagram account is growing and receives more traffic than the Facebook account.
6. Physical Plant
  - a. Internal leak:
    - i. A small leak persists despite installation of the sheet metal catchment tray. Nick or Alain will mark the floor to show where the drip collects. Paul will continue to work with the contractor

who might not be available for some time and has yet to invoice us.

- ii. Paul's documentation of this maintenance issue will be useful in our future discussion with the City of Vancouver (our landlord).

## **Old Business:**

1. General Operations - Session capacity
  - a. As previously agreed, Nick will stop booking models for Wednesday mornings beyond the December 22nd session. In the New Year, Tuesday evening sessions will begin, with Nick as session manager, and Thursday evening sessions with Anastasia as session manager.
  - b. Attendance at daytime sessions is slim. If things go well with the new Tuesday and Thursday sessions, we might then consider additional evening sessions. Nick has received expressions of interest from known past session managers.
2. Holiday Schedule. There will be no sessions on December 24, 25, 29, 31, and January 1st. These holiday cancellations will be evident in Robostrar.
3. Key Contacts document
  - a. Kelly will install the document on our shared drive and continue to build contact information, with input from all. Doug noted some missing categories including NOVUS, BC Hydro, BC Tel.
  - b. Nick suggested that a Board member "stakeholder" be added to each section so it is clear who is responsible for keeping the information up to date.
  - c. This document probably needs its own folder, alphabetically at the top of the list, which would also accommodate, for example, Board instructions on use of Google drive.
  - d. Paul noted that we have so much information and so much has gone out of date and should be archived. Kelly, as secretary, will give some

attention to this in the new year, involving everyone in decisions about what, where, when.

4. Underground Circus: Nothing to report.
5. Donations
  - a. Doug's letter to members will be sent this week.
  - b. It is to Basic's advantage to have large donations made and receipted manually rather than through CanadaHelps, which charges a processing fee based on percentage. Jaime is prepared to handle this.

### **New Business:**

1. Planning for the 2021 Annual Membership renewal process
  - a. Nick noted that the historic process involved all memberships expiring/renewing on the same date. With the past year's adjustments, memberships will expire at varying times. The first of these in May from the AGM 2021 meeting date.
  - b. He can program Robostrar to send out membership renewal notices one month in advance. The Board agreed to this and also to a suggested \$10 discount for renewing before each individual expiry date – otherwise the individual's membership lapses and would be considered a new membership (with new date and no discount) if the dues were paid after expiry.
  - c. Doug and Nick will work on a letter to go out to members in the spring.
2. Email account handling for emails received via lifedrawing.org
  - a. Nick described and demo'd a different technique for handling official (@lifedrawing.org) email than the traditional practice. Traditionally, addresses associated with specific offices (e.g. [president@lifedrawing.org](mailto:president@lifedrawing.org))

have immediately forwarded incoming letters to the personal email address of the current officer (e.g. [doug@somewhere.org](mailto:doug@somewhere.org)), from which all further correspondence is conducted. An alternate approach allows the current officer (e.g. Doug) to conduct both incoming and outgoing correspondence, as well as to arrange folders of past important correspondence, directly in the official [lifedrawing.org](http://lifedrawing.org) account, without involving one's personal email account. The benefits of the alternate approach include separation of work from personal email (and not leaking one's personal email address into official correspondence), transition between individuals holding an office (the new [treasurer@lifedrawing.org](mailto:treasurer@lifedrawing.org) inherits the correspondence and important storage of the previous treasurer), and even potentially the sharing of a single mail account by multiple individuals where the office or mail account merits collaboration (e.g. Doug, Nick, and Cyprian *all* monitoring [basic@lifedrawing.org](mailto:basic@lifedrawing.org), rather than counting on one reader to forward everything to the other two). The downside is the cost for each individual to figure out how their local mail software can monitor multiple accounts (their personal *and* their [lifedrawing.org](http://lifedrawing.org) accounts) simultaneously and conveniently, so officers aren't required to connect and log in to separate mail accounts manually each time they want to check official mail.

b. It was agreed that this is an extremely useful procedure to systematize and preserve business communications. Nick will orient first Jaime and then Doug on their respective [lifedrawing.org](http://lifedrawing.org) accounts.

3. Information exchange

a. Paul will be attending a 2-part grant-writing workshop on January 19 and 26 (2 hours each) and will forward the notice to the rest of the Board in case others are interested.

b. Agreed that topics for the next meeting should include (i) Monitoring of provincial COVID requirements as of that date; (ii) Preliminary planning for negotiation of our lease which will expire September 1, 2022.

Next Meeting: Monday, January 24, 2022, 6-8 pm by Zoom

The Meeting was adjourned at 7:40 pm.

(Pdf corrected on Dec 21/2021)