

Board Meeting Minutes
The Vancouver Life Drawing Society
Monday, January 24, 2022; 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 December 13, 2021, were approved.
One week following the December Board meeting, an Email motion was proposed and unanimously approved to immediately cease Basic's in-person sessions in light of an urgent Public Health order issued in response to rising COVID/Omicron cases.
4. Financial Report
 - a. Jaime reviewed the December statement, noting that despite decline in revenue due to our closure, we are essentially holding our own.
 - b. An unexplained anomaly exists which affects the categories "Accounts Receivable" and "Bad Debts." Both show the identical figure \$1220 from 2019; as well, there is another historic bad debt of \$200 from 2017. Because these were not sorted out in their relevant fiscal years, it is now difficult to attribute their origin or define what disposition was made at the time. Considerable discussion took place and with research from Quantum's records and our own it was possible to conclude that the figure \$1220 might represent two books of tickets sold in 2019 at the corporate rate (\$510 x 2), with the bad debt attributable either to clients who did not pay (failure to collect the income) or to Basic's own book-keeping or billing error (failure to

account for the income) With this limited explanation and to the best of our knowledge, we agreed unanimously to write off the amounts in question as bad debt.

- c. Jaime will continue to apply for CERS as long as we qualify.

5. Tech Systems

- a. Nick reported that the Robostrar system was very useful in quickly identifying those who needed to be notified about our December 21st shutdown.
- b. He has developed a new functionality in the system which allows for an audit trail when tickets are transferred – for example, when a relief session manager takes over for the originally assigned session manager.
- c. Development is under way on the function that will notify members one month in advance of their membership renewal date.

6. Physical Plant

- a. General status: Doug visited the premises over the holidays and confirmed that things were generally in order.
- b. Internal leak: Paul will follow up with the contractor for his invoice and keys.
- c. Housekeeping:
 - i. Before we resumed in-person sessions in 2021, Paul personally did a thorough cleaning of the studio, for which the Board again extends hearty thanks. Paul volunteered to clean the studio again before our next re-opening and more thanks will be headed his way then!
 - ii. We have not yet been able to engage a suitable cleaning service. A significant issue is ensuring that any contractor has suitable liability coverage and, where relevant, registration with WorkSafe BC. Doug and Nick will research the issue further.

Old Business:

1. General Operations

- a. Review of current Public Health requirements and implications for renewed in-person sessions:
 - i. It was agreed that Basic fits into Public Health's category of "indoor events at venues." This PH category allows opening at 50% capacity with all restrictions in place: Masks, distancing, vaccine cards, participants generally seated (not roaming around). While our fire marshall capacity is in excess of 50 people and our pre-COVID sessions occasionally exceeded 35, the Board agreed on 16 total as a reasonable interpretation of 50% in that by our previous measurements that capacity also allows seated artists to socially-distance themselves (2m) from each other.
 - ii. Nick reported that he is receiving many inquiries about Basic's plans for reopening. He further noted that all other drawing studios in the city have remained open, including those on city premises such as the Roundhouse.
- b. Confirming that we consider Basic to be in the category of "indoor events at venues," Nick moved the following motion, seconded by Jaime:

Where Public Health makes clear we can now be open at 50% of our operational capacity as an indoor event venue, which is historically well in excess of 30 artists, and where all but two of our December session managers are ready to resume operations immediately, Basic shall reopen 1 February 2022, with the following sessions:

- *Tuesday AM with Christian*
- *Wednesday PM with Ban*
- *Thursday AM with Nick (substituting for Alain indefinitely)*
- *Thursday PM with Anastasia*
- *Friday PM with Cyprian*
- *Saturday AM with Steve (starting Feb 12 rather than 5)*

As previously, vaccination passports and face masks will be obligatory for all participants (except model facemask). Models cancelled for these dates prior at our December shutdown will be offered right of first-refusal on the newly reopened dates. Ticket prices will remain at the amount of their recent (November) adjustment. We will indefinitely adopt a 16-person-in-studio limit and document our interpretation of BC Province-Wide Restrictions supporting this proposal.

The motion passed with five in favour and Alain abstaining. Nick will communicate with those concerned.

2. Using Google Drive effectively: After review of current usage, it was agreed that:

- a. The Search function is easily used and separate archiving is not needed.
- b. The most-accessed folders are beautifully organized.
- c. Annual folders titled by calendar year should replace our previous May-April fiscal year categorization, from 2019 on.
- d. The work-in-progress “Key Contacts” document should be installed as top-level folder, and Kelly will continue to bring this into current usable format.
- e. The naming protocol for new documents that report chronologically-recurrent contents (e.g. minutes, expenses, monthly records) is to begin with YYYY-MM-DD so that sorting files alphabetically is equivalent to sorting them chronologically.

New Business:

1. Preliminary planning for lease renewal: Tabled to a future meeting.
2. Preliminary planning for the Annual General Meeting: Tabled to future.
3. Inquiry received from Kate Leask of TED2022: Doug will reply to her, indicating that at this time, Basic is not in a position to accommodate her group’s request for a “Discovery” session.

Next Meeting: Monday, February 28, 2022, 6-8 pm by Zoom

The Meeting was adjourned at 7:50 pm.