

Board Meeting Minutes

The Vancouver Life Drawing Society

June 20, 2022 — Meeting on Zoom

Chair: Doug Smardon

Attending: Doug Smardon, Alain Boullard, Nick Jackiw

Delayed: Jaime Jones (joined 6:30pm)

Standing Items

1. The meeting was called to order at 6:08pm.
2. Adoption of agenda. Unanimously adopted.
3. Approval of the May 25, 2022, Minutes. Unanimously approved.
4. Financial Report
No updates since last meeting, except Quantum is prepping our CRA filing and Nick will file it shortly.
5. Tech Systems Report.
The new Sunday morning session has been opened on Robostrar. The 50 ticket limitation on new ticket acquisition decided last meeting is not yet enforced.
6. Physical Plant Report
No report. Board agreed unanimously to drop Physical Plant reporting from monthly standing reports. Physical Plant issues shall be raised and tracked as needed through New Business.

Acknowledging Interim and Email Business:

1. On June 4, Paul Kernan stepped down from the Board of Directors after long service as Secretary and Vice President. Our deep thanks and best wishes to Paul.
2. On June 5, DS and NJ adjusted the routine monthly transfer from our two-signature-authorized income account to our day-to-day expense account from \$4000/month to \$5200/month. (This new amount accommodates our higher average monthly expenses in a time where we are running 26 sessions/month rather than the ~8 sessions/month we offered when, early COVID, we last adjusted this amount.)

Old Business:

1. Negotiation Strategy for Lease Renewal (current lease expiry Sept 1/2022)
An ad hoc Lease Negotiation Committee—Doug, Nick, Kate Clark, and Paul Kernan—has petitioned City of Vancouver’s “Cultural Spaces” program to see if they are willing and able to intervene with our landlord (the City of Vancouver’s Commercial Real Estate Services) to get Basic a cheaper lease for the next five years. The committee has sent a letter to Cultural Spaces, and received an interested response from Julie Larsen, a planner with Vancouver Cultural Services, requesting more detail. Correspondence continues, with the Lease Negotiation Committee meeting as needed by zoom to strategize.
2. Status of Session Manager Search
The new Sunday session, with Ron Bijok managing, launched successfully June 19. A former manager has expressed interest in taking on a Sunday afternoon gesture session. A third member has expressed interest in sharing management of a weekday session with another manager. Doug and Nick to follow up.
3. AED for Studio
The Board reviewed two options for AEDs for the studio, and moved unanimously to proceed with purchasing, with Nick purchase both an AED and an emergency access cabinet for wall-mounting. These are apparently difficult to source in Canada right now—“global supply chain” etc.—so this may take some time to complete.
4. Tax Receipt for Vicky Earle’s Easels
Treasurer will ensure Vicky Earle receives a charitable donation receipt for her donations by end of the tax year (standard handling for charitable donations).

New Business:

1. 2022 Business Licenses
Alain has received news that we are in apparent violation of not having posted our 2022 Business Licenses, and could be fined. Licenses were purchased in December and passed to then Treasurer Jaime for printing and delivery to Studio but do not seem to have made it. Jaime to determine what became of both, reprint, and post in Studio.
2. Proposed Motion on Ongoing IT Support

The President proposed the following motion, stemming from a recommendation of former Vice President Paul Kernan’s as he exited the Board last month:

Whereas due to the evolving technical nature in the operations of the Society and its dependence on a technically competent person to be its IT Officer be it resolved that this position be recognized with an annual honorarium of \$2,000, paid in four \$500 installments on the last day of the last month of every quarter; March 31, June 30, September 30 and December 31 (retroactive to January 1, 2022). The position of IT

Officer to be responsible for the maintenance and upkeep of the Society's software systems such as Robobooker, Robostrar, BIO, the Website, Ipower email and website server and internet. The IT Officer may with approval of the Board, strike a committee to oversee IT operations for the Society.

In discussion, it became clear the Board, and Basic, needs better understanding of the overlapping roles currently held by Nick and in instances other volunteers, which include at least the following:

(a) as an end-user of Robobooker/Robostrar functionality, acting in capacity as a Registrar or Model Booker. These are non-technical roles and could be handled, with brief training, by any volunteer able to use (relatively uncomplicated) software applications. This is currently all Nick.

(b) as a senior IT manager or Chief Technology Officer, administering or overseeing *all* of our technical systems (Robobooker/Robostrar applications; web, file, and email servers; collaborative productivity and information-sharing apps, etc.), making sure these systems are adequate and configured to Basic's needs, reliably backed up, etc. This is a more technical version of (a), and requires a fair amount of technological savvy. Currently, this is Nick, with support for mail lists and site hosting from Cyprian and occasional help on web development from Lucas.

(c) as a software developer of Robobooker/Robostrar. These are custom apps designed only for Basic Inquiry, and currently only Nick does this and may be rare among existing and future volunteers in having general knowledge on how to do things like this. However, in that our apps have been developed on top of widespread "LAMP stack" technologies, Basic could likely hire other contract programmers to extend functionality where required in post-Nick scenarios.

Based on the complexity of unknowns here, the President withdrew the motion, and the Board agreed to both continue developing its understanding of the *separability* of technical roles and needs the Society faces, and in developing more insight into Roboboker/Robostrar-specific back-end use (as technical needs the Society has do not exist anywhere outside the Society).

3. Proposal for Future Board Meetings

The President proposed, and the Board unanimously passed, the following motion:

Be it resolved that every quarter one Board meeting be held in a restaurant where Board members may meet and share dinner and beverages at the Society's expense, to a maximum of \$600. The purpose: to give Board members a chance to discuss business on a more personal level without the need to follow a set agenda and record minutes. The Board is entitled to invite one or two guest volunteer members to join them in discussions and dinner.

In discussion, Doug points out that making Board meetings more fun is one way to attract new Board members and sustain existing ones. Alain reminds us that socializing was an important part of past Board's coherence and identity. Nick sees the "guest" feature as being useful in improving dialog between Board and other volunteers. Jaime raises the potential accessibility concerns around assuming everyone wants to, or can, eat the same food, while still being willing to give it a try. No one objects to the idea of in person meetings supplementing Zoom. \$600 is a target maximum for a full board (seven people) plus invited guests; we expect near-term expenses to be less. Board agrees to start our first "social meeting" in Third Quarter, *on July 18, with the President to invite members of the ad hoc Lease Negotiation Committee as our first guests.*

4. Proposal for One-Time Compensations

The Board discussed and deferred action on any one-time compensations for the Lease Negotiation Committee.

5. Proposal for Directors Compensation

In the sake of a timely conclusion to the meeting, the Board tabled discussion on a proposal for changing Directors' entitlement to one free ticket/week.

Action item summary:

- SI5. Nick to complete and file annual Charity Filing.
- OB2. Doug & Nick to followup with interested volunteers on becoming session managers.
- OB3. Nick to purchase an AED and wall-cabinet for Studio.
- NB1. Jaime to locate missing business license emails, print, and post in Studio.

Set next meeting date

The next meeting will be July 18, 2022, at a restaurant venue to be determined.

Meeting Adjourned

The meeting was adjourned at 8:03pm.