

BOARD MEETING MINUTES - THE VANCOUVER LIFE DRAWING SOCIETY

21 July 2023 / 1:00-3:00 PM / At the studio, 1011 Main St.

ATTENDEES:

Chair: Kevin Hartwig

Attending: Doug Smardon, Lindsay Towns, Christian Geiser, Sarah Heng Hartse, David Boal

STANDING ITEMS:

1. Meeting called to order at 1:15pm
2. Adoption of agenda: Adopted
3. Approval of AGM 2023 minutes: For approval at next AGM
4. Financial report: David has gone through statements for March through June and is in the process of finalizing them for transmission to the Accountant. Finances are healthy, especially compared to last year.
5. Tech systems report: Nick was not in attendance. The website and Robostrar have seen minor maintenance updates, and the news section was updated with details regarding the Dennis Smith show.
6. Secretary's Report: Lindsay will be assisting Nick in fielding questions related to the use of Robostrar, so that he may focus on model booking. She has created a new registry key and has submitted the annual report to BC Societies.

OLD BUSINESS:

1. AGM Followup:

- a. All members that attended the 2023 AGM now have a complimentary ticket credited to their Robostrar account.

- b. A brief correspondence has been sent out to thank members for their attendance and participation.

2. Gallery report:

- a. Following the AGM, members' art has been removed from the walls and taken home.
- b. A new show by Dennis Smith has been hung up in the gallery, featuring original works in pencil, linocut, and more! The show will run through September 22nd.

3. Studio fridge:

- a. Cyprian Libera has generously donated a fridge. Thank you! The old fridge will need to be disposed of right away to make room for the new one.

NEW BUSINESS:

1. (5 min, David) Signing Authority

- a. David is collecting contact information and signatures regarding signing authority for the two Basic Inquiry cash accounts, and will relay the information to Nick Jackiw.

2. (5 min, Doug, Kevin) Discussion: Current rates for sessions

- a. Basic is at an interesting crossroads where income is high, but attendance has dropped off- the cost of sessions had been increased during Covid lockdowns in response to smaller sessions, but now that these mandates have been lifted we may consider lowering the cost again to encourage attendance.
- b. We would like to have a discussion in the future about discounts for students and other eligible artists.
- c. We would like to collectively analyze sales and attendance data to understand which sessions are most popular, with the goal of promoting under attended sessions.

3. (30 min, Lindsay) Discussion: Primary Workings of Basic Inquiry

- a. Capable session managers, model booking, Robostrar, and Robobooker are the backbone of Basic Inquiry, as are keeping the studio itself in a state of cleanliness and repair. No less important is our finances, which are currently healthy. Keeping these core systems stable will be top priority, and we will consider adding new features slowly on top of it as we gain a better understanding of how the society functions.
 - b. Aside from the operations of Basic itself, there are also annual fire inspections, HVAC servicing, and rent to be paid.
4. **(20 min, Lindsay)** Discussion: **Non-Board Volunteers**
- a. The new board will get in contact with integral non-board volunteers such as session managers, cleaners, Alain Boullard (gallery coordinator), and Julia Devorak, who expressed interest in the Studio Coordinator position.
 - b. The board is considering having a twice annual get together of some kind- perhaps a potluck- for session managers and other volunteers, with the goal of catching up, rewarding volunteers for their efforts, and collecting feedback.
 - c. Have Christian outline the process of purchasing supplies and materials for the society to Julia, since he currently does this task.
5. **(10 min, Kevin, Lindsay)** Proposed motion for discussion, amendment, vote: **Core Board Communication**
- a. Following a majority vote, the core board has agreed to use the instant messaging app Discord for discussions and planning, and will continue to use email chains to correspond with volunteers as needed. Unlike Slack, Discord is free for organizations and has excellent video services rolled in.
6. **(15 min, Kevin, Lindsay)** Proposed motion for discussion, amendment, vote: **Zoom**
- a. The board has decided that when a majority of people slated to give a report, such as the treasurer, president, or IT officer are not present, the meeting will be rerouted to Zoom instead of in-person.
 - b. The **first Tuesday of every month from 6-8pm** has been decided as the new default meeting time- Kevin or Lindsay will be responsible for sending out an email reminder a week prior to the core board and volunteers.
7. **(10 min)** Discussion: **Photography during sessions**

- a. In light of an incident where an artist posted a photo of a model (which is against our guidelines), Lindsay will create a notice to be hung directly on the model stand for visibility. It should be clearly legible but not too distracting.
 - b. The board discussed having a clearer rules sign posted, and considered moving the bulletin board to a more visible location, such as beside the front desk.
8. **(5 min, Lindsay) Discussion: Introduce New board**
 - a. The new board wishes to introduce itself to its members, either by a news post on the website (with photos!) or via a president's report.
9. **(5 min, Lindsay) Discussion: Internal Calendar**
 - a. Lindsay will create an internal calendar with important dates (filing deadlines, etc), as well as goal dates for various things.
10. **(10 min, Lindsay, Kevin) Discussion: Model Booking**
 - a. Although Nick has withdrawn from the board, he still shoulders the responsibility of model booker in addition to website maintenance- we would like to learn and document the process of model booking, and seek an assistant model booker to help and learn from him, should he want one.

NOTES:

- The next fire extinguisher check, performed by Bartech, is scheduled for November. This can be scheduled during a session.
- Grants are still available to us as a non-profit society; we should at some point hire a suitable grant writer or have an interested volunteer get certified.

ACTION ITEMS:

1. The next meeting has been scheduled for **August 1st from 6-8pm** at the studio.
2. Lindsay will create the No Photography sign for the model stand, and Kevin will print and post them up.
3. Bryce has offered to haul away the old fridge.
4. Lindsay will create the internal calendar for the core board.
5. Kevin will create the discord server for core board members.

Meeting Adjourned: 3:00pm