

BOARD MEETING MINUTES - THE VANCOUVER LIFE DRAWING SOCIETY

9 January 2024 / 6:00-8:00 PM / At the studio, 1011 Main St.

ATTENDEES:

Chair: Kevin Hartwig

Attending: Bryce Baril, Sarah Heng Hartse, David Boal, Killian O'reilly, Lindsay Towns

Guests: Sean Liaw, Stephne Wood, Alain Boullard

STANDING ITEMS:

1. Meeting called to order at 6:00pm
2. Adoption of agenda: Adopted
3. **Financial report:** Dave is up to date on his end, but our financial advisor has yet to confirm completion of any reports beyond September.
4. **Technical Systems Report:** Nick implemented the seating capacity limit and its policies as requested by the board, and added Bryce's new Monday morning session. He also implemented an automated backup of data from Robostrar to lifedrawing.org, for data security. He met with Kevin and Lindsay after the break to discuss his concerns regarding Basic's systems and the need for a back up plan.
5. **Secretary's Report:** Lindsay has pushed the date of the Volunteer Appreciation Party back to allow for RSVPs. Catering has been secured and invitations have been sent out. Dave is helping secure seating rentals and other necessities.

OLD BUSINESS:

1. **Gallery report:**

- a. The first show of the new year is a member self submission show. **Members, you are encouraged to hang your figurative work on the walls! We recommend 5 pieces or less per artist.** Pins can be found near the notice board.
2. **(20 min, Bryce)** Proposal for discussion, amendment, vote: **Workshops & Studio Rentals**
 - a. Bryce wrote a detailed proposal for everyone to read over and propose amendments to, for a final vote at February's meeting.
 - b. His proposal has a strong focus on educating the public in the arts, as is outlined in Basic's constitution.
3. **(20 min, Sarah)** Proposed motion for discussion, implementation: **Website Update**
 - a. Sarah is still putting the polishing touches on the website, primarily written content like policies and reorganization of sections (for instance, the Minutes being hosted on the Contact page.)
 - b. Future goal: Host Grandy's 40th anniversary booklet webpage. The page itself is already finalized. Bryce does not want to host the booklet as a subdomain for security reasons, and is thinking of an alternative way to host the page.
 - c. Sarah reported that hiring a professional service to migrate the website and run a security test will be about \$120. A loose deadline of springtime has been proposed for completion and migration of the website.
4. **(5 min, Bryce)** Proposal for discussion, amendment, vote: **Student Discount**
 - a. Last month we briefly discussed a want for a student discount on memberships. All board members voted in favor of a \$40 membership available to students with a valid student ID, for implementation in the future.

NEW BUSINESS:

1. **(15 min, Lindsay, Kevin)** Proposal for discussion, amendment, vote: **Onboarding of New Volunteers**
 - a. Sean Liaw has been appointed as our new Studio Coordinator, tasked with the maintenance and upkeep of the studio as well as purchasing supplies as needed.

- b. Stephne Wood has been temporarily appointed as an assistant to the Gallery Coordinator, and will have a volunteer 'job description' to outline her duties soon.
2. **(5 min)** Proposal for discussion, amendment, vote: **New Day of Week for Board**

Meetings

- a. Due to the new year and new schedules, poll board members to find a day of the week and time that works for everyone and doesn't interfere with sessions, so that all members are able to attend more regularly.
3. **(15 min, Sarah)** Discussion: **Gaps in Communication**
- a. Sarah has pointed out some communication gaps among the board and other volunteers. The board agreed that it needs to be more vigilant about cc'ing the appropriate members on emails regarding important topics.
 - b. She proposed that all board members read proposals ahead of the meeting to expedite voting on topics.
 - c. She envisions a volunteer hierarchy where Basic has committees with a leader that submits summaries of their monthly efforts to board meetings.
4. **(10 min, Lindsay)** Follow up: **Session Manager Policies**
- a. Following some scheduling mix-ups over the holidays, Lindsay sent a reminder to all session managers regarding relief manager policies and other topics.
5. **(15 min, Lindsay)** Proposal for discussion, amendment, vote: **Robostrar/Model Booker**

Backup Plan

- a. Following a meeting with Kevin and Lindsay, Nick encourages us to make a comprehensive plan in the event that Robostrar/Booker are unable to be updated or fail.
 - b. Bryce asked that this discussion be tabled until after he has had a chance to speak with Nick regarding our technical systems.
 - c. In general, the board agrees that Robostrar is a very useful and stable tool and would prefer to continue using it post Covid. However, we recognize that it may need a better how-to guide for those who are inexperienced with technology.
6. **(10 min, Alain)** Proposal for discussion, amendment, vote: **Saturday PM Open Gallery**

- a. Alain has proposed using the gallery hours on Saturday afternoons as a free entry/ by donation session featuring still lifes, master copy sessions, or informal workshops. The public is welcome during gallery hours.
- b. The board voted in favor of this endeavor.

NOTES:

- Killian has expressed interest in being trained for the position of Model Booker. As both a model and artist, and having experience working with clients professionally, he is well suited to the task.

ACTION ITEMS:

1. The next meeting is TBD
2. Board- Read and propose amendments to Bryce's workshop policy
3. Sarah- Finalize web content, send email for bios and portrait from volunteers
4. Bryce- Meet with Nick regarding technical systems so we can determine how to proceed
5. Lindsay- Write job description of Steph's volunteer position
6. Lindsay- Write proposal form template for workshops

Meeting Adjourned: 8:00pm