

BOARD MEETING MINUTES - THE VANCOUVER LIFE DRAWING SOCIETY

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

ATTENDEES:

Chair: Bryce Baril

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

Partial attendance via phone: Kevin Hartwig

Guests:

STANDING ITEMS:

1. Meeting called to order at 6:00pm
2. Adoption of agenda: Adopted
3. Financial report: Dave noted that the year-end accounts look great, and that our financial records are now completely up to date.
4. Secretary's Report: Steph and Sean have been given their first tasks as Event Coordinator and Studio Coordinator, respectively. Event Coordinator now has a job description. A poster was co-created with Bryce for the Digital Gallery meeting. Additionally, she has made a general-use "gallery open" sign for the sandwich board; it will be delivered soon.

OLD BUSINESS:

1. Gallery report:

- a. A fantastic variety of work has been hung for the membership show! Thank you to all members who participated.
- b. The next show is *Third Exhibition* by Sean Murphy, which will be on display from March 2nd to 31st. The gallery is open Saturday 2pm-5pm, with an

Opening Reception on Saturday, March 2nd, 6:30 to 11pm. [Please RSVP here](#) to attend the Opening Reception or to request a private showing.

- c. In preparation for the next show, **take your work home by February 25th.**

Works not removed by this date will be removed by the Board and stacked on the front desk. **Works still unclaimed by March 15th will be discarded!**

2. (5 min, Lindsay) Volunteer Party Postmortem:

- a. Overall, the event went well; volunteers had a great time, and we had a turnout of about 20 people. We were slightly over budget (mostly due to delivery of chairs and catering).
- b. Sarah and Lindsay agreed that for the next event like this, we should have
 - i. A more defined schedule with activities
 - ii. A small speech prepared in advance, to help the event feel more formal
 - iii. Something to take home, either raffle prizes or a token of appreciation
 - iv. A theme for the decorations or activities
 - v. Clearer indication that options are available upon request for people with dietary restrictions

3. (10 min, Bryce) Proposal for discussion, amendment, vote: Workshops

- a. Bryce's workshop proposal was unanimously approved. A rough draft of a submission form has been created.
- b. Workshops should be able to be entered into Robostrar with minimal changes to the system.
- c. **Action item:** The Session Manager's Handbook will need a new section dedicated to the details of workshops, or be its own document.

4. (30 min, Bryce, Sarah) Proposal for discussion: Technical Coordination

- a. Nick has announced that he is stepping down from the title of Technical Coordinator, but will stay on as the Model Booker and Robostrar Registrar. An action plan for the ongoing coverage of the vacated responsibilities has been discussed. Nick has provided an email outlining his current duties and concerns. Bryce to lead.

- b. Determine who will be taking on responsibilities for email, customer service, event calendars, and website/ hosting, as well as the passwords that go along with these duties.
 - i. Lindsay noted that the Secretary position should hold the administration of the GDrive.
 - ii. Look into getting a password manager system for the society.
- c. Bryce has drafted a reply from the board thanking Nick for his service and proposing collaboration with him on the following:
 - i. Onboarding Bryce with maintenance of Robostrar
 - ii. Seeking a suitable software solution to eventually replace Robostrar
 - iii. Asking for continued documentation of his duties as Technical Coordinator to improve board operations and remove points of failure in Basic's structure

5. (15 min, Dave) Proposal for discussion: Charitable Status and Taxation

- a. Dave has discussed with our accounting service two aspects of taxation with respect to BI's operation.
 - i. As long as our activities (instructional and otherwise) remain consistent with our charitable status, income from our accumulated surpluses is not taxable.
 - ii. Both our annual membership fee and tickets for our studio sessions are, in principle, subject to GST. However, we do not need to register a GST account with CRA until our gross income from sales reaches \$250,000 per year, roughly double what our income is right now.

6. (15 min, Sarah) Proposal for discussion: Communications Coordinator

- a. Sarah wrote up a job description for a Communications Coordinator; this position would assist with customer correspondence via email and social media, and create posts for social media. They would also be tasked with creating a monthly or quarterly newsletter of shows, news, and other items of interest.
- b. Cyprian will continue to send news updates and other communications to our membership as the Membership Coordinator.

NEW BUSINESS:

1. **(15 min, Sarah)** Proposal for discussion: **Revisit the Constitution**
 - a. Do we adhere to the principles and goals of our current constitution?
 - i. We do, for the most part. Workshops will continue to reinforce our goal to educate the public.
 - ii. Sarah proposes a rewrite, and offers to create one herself to be presented and voted on at the AGM in May.
 - iii. We want to focus on being a “third space” for artists and creatives.
2. **(10 min, Sarah)** Proposal for discussion: **Volunteers on Discord**
 - a. Sarah proposes adding all current volunteers (session managers, studio coordinator/cleaner, and social media and event coordinators) to the Discord server.
 - b. A few general members have been added to the Discord in order to discuss the Digital Gallery.
3. **(10 min, Bryce)** Proposal for discussion: **Horses/Easels per Artist**
 - a. Both sessions on Sunday were packed, and Mandy mentioned concerns that we may not have enough drawing horses. In many cases, some artists take up the space of 2 horses even at a full session; we should tackle this with clearer signage and a general reminder from the session manager at the start of full sessions.
 - b. In addition to clearer policies, Bryce will be purchasing two new drawing horses to bring the total to 25, our maximum occupancy.
4. **(10 min, Lindsay)** Proposal for discussion, amendment, vote: **Gender on Robostrar**
 - a. We have received a few complaints that Robostrar does not denote the gender of the model on the session registration page.
 - b. The board voted a majority against making any changes.
5. **(10 min, Bryce)** Proposal for discussion, amendment, vote: **Storage Spaces**
 - a. Bryce noted that the storage spaces are becoming quite messy, and there is confusion as to who has access to them.

- i. Clearly label the cubbies with a note that they are only for volunteers, and label volunteers' names on all claimed spaces.
 - ii. Discuss with Sean the option to put dividers in some spaces to increase the number of spaces for tall thin contents. Post a notice to vacate the spaces to be divided.
 - iii. Inquire among volunteers to see who desires a spot; spaces shall be granted by years of volunteer service to Basic.
- 6. **(5 min, Bryce)** Proposal for discussion: **Begin AGM Planning**
 - a. May 11th was chosen as a tentative AGM date.
 - b. Dave brought up that he will not be re-running for Treasurer, and will be looking for a replacement.

NOTES:

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ACTION ITEMS:

1. Bryce/ Lindsay: Update signage on the bulletin board, especially a clearer notice to remind artists to only use one drawing horse or easel during full sessions, as well as a new notice outlining the standard of organization and cleanliness expected after all sessions and workshops.
2. Lindsay: Make, print, and hang up posters reminding people to take down their work in preparation for Sean's show.
3. Bryce/ Lindsay: The Session Manager's Handbook will need a new section dedicated to the details of workshops, or be its own document.
4. Bryce: Purchase two drawing horses so that we have 25 in total, to match maximum occupancy.
5. Lindsay: Invite all volunteers to the Discord, if they wish to join; important correspondence will continue to take place over email.

6. Lindsay: Make a notice for the storage spaces to indicate they are for volunteers only.

Meeting Adjourned: 8:00pm