

# BOARD MEETING MINUTES - THE VANCOUVER LIFE DRAWING SOCIETY

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

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## ATTENDEES:

**Chair:** Kevin Hartwig

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

**Guests:**

## STANDING ITEMS:

1. Meeting called to order at 6:00pm
2. Adoption of agenda: Adopted
3. Financial report: In general, we have more expenses (from more sessions), but more income as well. February was very successful. Our accountant is still behind, so Dave filled out the annual charity tax form himself.
4. Secretary's Report: Several posters on the bulletin board have been updated, replaced, or created. The 2024 Studio business license has been hung up. A submission form for Workshops and one for Digital Show submissions has been created. The sandwich board has been updated with new inserts. The Digital Show has been advertised via poster.

## OLD BUSINESS:

### 1. Gallery report:

- a. *Third Exhibition* by Sean Murphy, is on display from March 2nd to 31st. The gallery is open to the public on Saturdays from 2pm-5pm. [Please RSVP here](#) to request a private showing.
- b. Works leftover from the Member's Show have been taken down and stacked on the front desk. **Works still unclaimed by March 15th will be discarded!**

- c. April's gallery will be *The Digital Art Invasion*, a show dedicated to Basic's animators, digital illustrators, FX artists, game devs, and anyone who uses software to create art! **We are accepting submissions for *The Digital Art Invasion* until March 31st.** To submit your work, simply use [this Google form](#).
2. **(10 min, Sarah)** Discussion: **Website Report**
  - a. Sarah has applied the finishing touches to the website draft; we hope to publish it next month. She will be in touch with a Wordpress publishing and security expert.
  - b. Bryce and Nick Jackiw have completed handoff of the existing website management as of March 5th, and Bryce has agreed to publish news items and fixes to the current site until the new website goes live.
  - c. A few links to the existing site remain in Robostrar and will need to be updated at the time of the update.
  - d. As the new website's news reel pulls directly from our Instagram feed, we agreed that future advertising should be done through IG instead of having a separate post on the website. Members of Basic will continue to be notified of new shows and events via email.
3. **(10 min)** Proposal for discussion, amendment, vote: **Communications Coordinator JD**
  - a. Everyone voted in favor of the Communications Coordinator JD as written; it is ready to be printed and advertised in the studio.
4. **(20 min, Sarah, Bryce)** Proposal for discussion: **Technical Coordinator Handoff Plan**
  - a. Sarah has created a to-do document regarding the redistribution of technical coordinator duties to the board.
  - b. Bryce and Nick met on March 5th and are working through aforementioned items.
  - c. Admin rights for the Google Calendar for models and events have been granted to certain board members.
5. **(20 min)** Proposal for discussion: **AGM Planning**
  - a. A budget of \$200 for snacks and drinks was decided upon.
  - b. This year, we will be checking for membership at the door.
  - c. We will follow the [AGM bylaws document](#) for order of operations; members will be asked to vote on an updated constitution for the society, TBD.

## NEW BUSINESS:

1. **(20 min)** Proposal for discussion: **Robostrar Replacement Plan**
  - a. From email correspondence with Nick and Ron, as well as Sarah's own research, we have determined a few candidates for the eventual replacement of our proprietary membership and ticketing service, Robostrar.
  - b. It was decided that a few select members (Sarah, Lindsay, Kevin) would break this topic off into its own meeting for in depth discussion, ideally mid-month over video call.
2. **(10 min)** Proposal for discussion: **Seeking New Treasurer**
  - a. Dave has announced that he will not be re-running for Treasurer in May. One member expressed interest in stepping up as Treasurer, so we will ask them for their possible commitment alongside advertising normally.
  - b. A Treasurer JD already exists, and will need to be reprinted and hung in the studio.
  - c. Dave is writing a guide for the next Treasurer regarding the financial tools of Robostrar.
3. **(10 min)** Proposal for discussion and vote: **Easel Replacement/Purchase**
  - a. A generous donor has asked us to earmark part of their donation to go towards replacing broken easels in the studio with new and durable models.
  - b. Options include:
    - i. Hiring a carpenter like last time to build them custom
    - ii. Purchasing premade easels in bulk
  - c. Bryce has begun the process of finding a carpenter to get a quote and has done some easel shopping to look at purchased options and pricing.
  - d. The previous approval to buy 2 new drawing horses hasn't been executed yet, and it may make sense to do this at the same time, especially if we use a carpenter.
  - e. The board voted in favor of ordering 10 new easels, and that old easels could be given away to members at the AGM, auctioned off, or donated to a public school's arts program.

4. **(10 min)** Proposal for discussion: **Upcoming Events**

- a. Killian, Lindsay, and Kevin agreed that it would be good to promote the studio by having a table at the upcoming comic and arts fair, VanCAF. Vendor submissions are now closed for the year, but Lindsay will inquire about their waiting list.
- b. We would also like to participate in the Eastside Culture Crawl this Fall; Lindsay will submit an application when their registration opens for 2024.

**NOTES:**

- Eastside Culture Crawl Registration will open in the Spring.

**ACTION ITEMS:**

1. Lindsay, Sarah, Kevin: Determine date and time of Robostrar Replacement meeting.
2. Lindsay: Reach out to VanCAF to inquire about their waiting list.
3. Lindsay: Create social media ad for *The Digital Art Invasion* call for submissions.
4. Bryce: Continue researching easels/drawing horses, and purchase when ready.
5. Bryce: Continue working with Nick on tech handoff and documentation process.

**Meeting Adjourned:** 8:00pm