

Minutes Board of Director's Meeting

April 26, 2010

Meeting held at
1011 Main Street
Vancouver

Attendees:

Doug Smardon - President
Doug Janzen – Treasurer
Elizabeth Harris Nichols
Melissa Delamar – Acting Secretary
Joel Libin – Curator

Doug Smardon, President, called the meeting to order at 7:10 pm. M. Delamar acting as secretary as she could not be voted onto the Board as a quorum was not present. The meeting was carried out with the intent the Board of Directors could vote by email to carry out some of the business discussed.

Melissa Delamar

It is moved that Melissa be inaugurated as the new secretary. Pending approval of the board. Melissa is replacing Mary Hartlieb as Secretary and Thursday pm session manager.

Old Business

Redesign of sign in sheet with current pricing completed – D. Janzen

Drawn Festival

Upon review of Elizabeth Nichols proposal, the board agrees to go with a curated exhibition, as apposed to juried. With a June 15th submission deadline, both members and non members can submit for the festival, with the first 75 pieces accepted. Basic Inquiry's theme was decided as figure drawing, with the title of the exhibition: Naked. Submissions not following Basic's guidelines will not be accepted.

Members – max 3 entries - \$10 per piece

Non Members – max 3 entries - \$15 per piece

Subsequent to the meeting Elizabeth presented a revised proposal to the Board for approval with revised pricing.

Members – max 3 entries - \$15 per piece

Non Members – max 3 entries - \$20 per piece

Her proposal calls for special events to be staged on Saturdays to show case the unique contribution Basic Inquiry makes to the community. She will be soliciting

members for assistance. **Anyone interested in assisting with organizing Basic's participation with the Drawn please contact Elizabeth Nichols by email at Elizabeth@lifedrawing.org.**

New Business

Financial Report

D. Janzen reported a loss of \$1,274 in February. Loss is attributed to the fact that the February revenue was not deposited until March. As well, it is noted that the Olympics may have contributed to a low turn out at the studio that month. The Operating Balance for March is showing positive at \$14,836.

With Jamie Jones signed in as Financial clerk, he has been great assistance to the Doug Janzen with doing deposits, collecting money from the safe and entering data on accounting spreadsheet via Google docs. Doug will be proceeding with establishing a electronic filing system on Google docs where other important information such as the model list, artist/ gallery contracts, lease agreements, membership lists, other contact information and archived board minutes can be included on the file sharing program. This will provide the Society with a more consistent record of important documents for when members of the Board turn over.

Co-operator's insurance has requested Basic's accounts audited to qualify for insurance under our current policy. D. Janzen is searching for a non – profit accountant to carry out the audit and also get assistance to complete our 2009 tax return.

The President will follow up with renewing the Society's insurance before the expiry date of May 30, 2010.

Session Tickets, Business Card, Pass Cards, Pamphlets

The Board approved the purchase of 15,000 session tickets and 500 business cards at a cost of \$840. Unfortunately is was not know how the session tickets will arrive as it seems like due to the sequential numbering that is required the printing company has to separate all the tickets and package them differently then the previous way which had them conveniently produced in sheets of 15. Joel has ordered the printing and will deliver when ready.

The Board will continue to explore the introduction of a punch card system when time permits. Paul Zeke was not in attendance to comment.

D. Smardon asks that a small number of pamphlets be printed at a budget of \$200 to hold over until Judy Choi can design new cards as per the flash card format that Joel Libin has proposed; which can be printed at a cost of \$0.36 per card as opposed to about \$0.90 per pamphlet.

Doug S. also asks that the 30-day pass card be adjusted to include an activation and expiry date, so they can be used as gift cards. Joel Libin pointed out there is no electronic file / template for the 30 Day pass card. Doug J. has agreed to look into this as there maybe something on some old CD files. If nothing exists then Joel Libin will approach Judy Choi if she can make a digitized copy.

Notes

Randal Cullen in negotiations with Justin Ogilvie for renting studio space for art courses, likely to be held on Tuesday evenings.

Kati Campbell who volunteered at the last AGM to assist with cleaning the modeling sheets and studio with Ziggy has been brought into service by Randal Cullen. The Board wishes to extend their appreciation for Kati's assistance as the modeling sheets tend to get very dirty and at times keeping up with studio cleaning is more than what one person handle.

Joel Libin

The board is saddened to learn that Joel Libin, Basic's current curator, will be leaving his position. His resignation is effective after the Drawn festival in August. The board will be seeking a new curator immediately to work along side Joel until his departure.

Attention all members: Basic Inquiry is currently looking for a new gallery curator. The new curator would be expected to start immediately assisting Joel Libin until his departure in August. Any one interested in being considered for this position please contact a member of the Board.

There being no further business to discuss the meeting was adjourned at 9:00 pm.