

Minutes Board of Director's Meeting

Monday, April 30, 2012

Meeting held at the Basic Inquiry Studio
1011 Main Street

Attendees:

Douglas Smardon – President
Randal Cullen – Vice President
Melissa Delamar – Secretary
Jo-Ann Turford – Treasurer

Regrets – Alain Boullard

The meeting was called to order at 7:00pm by Douglas Smardon, President.

Drawn Festival

Michael Evans made a guest appearance to discuss the upcoming Drawn Festival and went over his Show Committee's proposal; please see a draft attached. It was discussed that clear guidelines should be outlined to those members wishing to submit work as the show will not be juried. To make sure gallery hours are covered during the festival it was suggested that members be required to volunteer 2 hours per piece (at a maximum of 2 pieces entered per member). Michael suggested that perhaps a university graduate might be interested in taking on the task of curating the show and has agreed to seek out a candidate for this position.

A motion to support application to the Drawn Festival was approved by the Board. For more information on the Drawn Festival visit www.drawnfestival.ca. For the Show Committee's proposal see their document attached.

Any members wishing to assist the Drawn Show Committee are asked to please contact either Michael Evans or Collin Ayers.

Old Business

Review of last month's minutes

Wende Louise Davis Estate

The cheque has been received and deposited into the operating account.

Debenture

The Status of the TD Bank Step-up extendible is still pending.

New Business

Financial Report

The financial status of the Society remains secure earning a modest surplus at by end of the calendar year's first quarter. The Board discussed and agreed to setting up the accounts between Van City Credit Union and the TD Bank. Sufficient funds will be left in the Van City operating/chequing account, the term deposits residing there will remain and sufficient funds will be transferred to the TD accounts to facilitate the purchasing of debentures for the Society and the Wende L. Davis bursary fund.

New Drawing Boards

New drawing boards are now available at the studio. A big thank you goes out to Margaret Lawther for organizing the acquisition, purchase and finishing by a local carpenter. The total cost came to \$233 which was then reimbursed to her. This is a great example of a member taking initiative to volunteer their time to improve the space.

Session Management Changes

Jim Yang has left his position as the Sunday afternoon session manager to pursue new endeavours in San Francisco. The Board would like to extend their gratitude for his time and hard work as both a long standing session manager and past member of the Board and wish him all the best.

Jim's exit caused a reshuffling with Mei as the new Friday Morning Session manager, Jennifer Mitton moving to the Sunday morning sessions and Jaime Jones is now the Sunday afternoon session manager. The Board wishes to extend many thanks to Mei for taking on the Friday morning sessions and congratulate her on becoming a first time volunteer to the Society. Thanks to Jennifer and Jaime for their assistance in coordinating the smooth transition of these changes.

New Lease Agreement

The President and the Vice President signed the new lease agreement with the City of Vancouver for another 5 year lease renewal for 1011 Main Street. The new rental rate of the space has been raised to \$1,725.83/month effective June 1, 2012. The City has also requested a General Certificate of Insurance and to be Named Insured on our commercial liability insurance. The President will see this through.

Rental Policy

A request has been made to have a private drawing session for a stagette. As concern was raised by a member of the Board if this practice was in keeping with the Society's mandate the Board reviewed Basic's current mandate as well as our current rental policy and after some discussion agreed to allow it. Randal has

offered to either run the session or find another session manager. Requests of this nature will be reviewed on a case-by-case basis.

Instructional sessions & Business License

With respect to our business license future instructional sessions will be referred to as “mentoring sessions” and will be reviewed by the board on a case-by-case basis to determine if it is in conflict with Basic Inquiry’s business license. All advertising for mentoring sessions must be approved by the Board.

It is the Board’s interpretation that the’ “No Instruction Permitted” clause on our Business Licence is meant to not allow schools to operate in this zone. The type of classes that have on occasion been held at the studio “fly under the radar” of what the license states and as long as they continue to do so maybe considered an acceptable use of the premises. The Board holds open the idea of applying for an amendment to the Business Licence to create some sort of instructional/mentoring session but has no plans to proceed at this time.

Mandatory Gallery Hours

An amendment to the artist-gallery contract is proposed to include mandatory Saturday gallery hours. For upcoming shows where members have already signed a contract Tony Chu, the Gallery Coordinator, will be asked to encourage members to start holding gallery hours.

Having no further business to discuss, the meeting was adjourned at 9:10 pm.

Proposal to Basic Inquiry Board for Society’s participation in 2012 Drawn Festival.

Drawn Festival Dates and Requirements. Drawn Festival Information: www.drawnfestival.ca

Contact: Miria Braithwaite – Hood 604 818 0863.
Email : miriahood@gmail.com

Dates : Festival July 14th – August 4th.

Registration deadline with \$ 160 non - profit payment of \$160 . May 12th.

Final details to be submitted on approval May 18 th.

Studio Gallery availability, Tony Chu has reserved gallery for July 1st to Aug 6th.

The plan is to hold a high quality exhibit that reflects scope of creativity, the innovation and high quality

of figurative drawing achieved by society members. The goal is to open the exhibition to participation by all current members, with limits set only by the optimum number of framed images that can be displayed in the gallery. The optimum number is set between 40 and 50 pieces. Each member will be limited to of entering a maximum of two images. A size limit might also be necessary or fee might be prorated up.

Structure:

A committee led by Michael Evans and Colin Ayers will organize the exhibit with a group of volunteers and be responsible for the various tasks of publicizing the exhibit, arranging for refreshments, mounting, hanging and supervising the exhibit during its duration.

Cost Estimates :

1. Registration	\$160.
2. Insurance	\$135
3. Liquor license	\$35
4 Barman	\$100
5. Food and drinks.	\$250
6 Printing invitations.	\$150
7. Rent @ \$25 per week *	-----
8. Sundries, Signage, supplies	\$100

Total Estimate \$ 930

Fee to members (estimate based on 45 hung images) \$20.

* Waived

NB. These are estimates only. Hard costs are \$730. approx.

Immediate Tasks:

- 1 Refine and discuss proposal.

A committee meeting was held at Basic 1.00 pm 28/04/12.

The following items were discussed and refined.

Timeline for show.

Saturday June 30... Deadline for submissions to arrive at studio, fees paid and appropriately labeled.

Week 1 July 1 – 7 Clean and prepare gallery, collate works to be hung.

Week 2 July 8 – 14 Hang show, finalize supervision roster, prepare for opening event.

Week 3 July 18, 20 or 21 Opening event /party, food, drink, music

Week 3 Exhibition continues.

Week 4 Exhibition continues.

Week 5 Exhibition closes Saturday August 4th

Week 6 August 5 - 6 Take down, gallery cleaned, painted if necessary, members collect work.

Costs and fee structure.

All drawings must be figurative in nature, reflecting the focus of the Society. All work must be properly mounted and framed well. Submissions must arrive at Gallery on time with duplicate labels attached and fee paid - no exceptions. The board assumes no liability for works lost, or stolen. This is not a juried show, all members are invited to participate. However, the Board reserves the right not to hang work is not presented to reasonable standards commensurate with those of the Drawn Festival. Our show should represent the best work currently being done by our members.

Raw costs indicate a baseline fee (BSF) of \$ 20 per piece is in order. However, the Board may wish to subsidize this to some extent by waiving costs for rental, cleaning and supplies. Further, the fee structure could be modified to encourage active involvement in supervision by members. i.e., baseline fee BSF minus \$10 for signing up and completing one 4-hour shift e.g. Fee is \$10 per piece.

Size limits. The goal is to show as much variety of work as possible within limits set by gallery space. Most drawings range up to the 18 in x 24 in size, framed = 22 in x 28 in. or 4. 2 sq .ft so it seems reasonable to set this as the max size. Works larger than this can be shown, but since they use more wall space and displace other members work, the fee will be prorated upwards as follows 6 sq ft + BSF x 50% 8 sq ft. BSF x 100% i.e. If baseline fee is \$20, a 6 sq ft fee would be \$30. 8 sq ft + = \$40.

The level of subsidy is a board decision. But recognizing the value of such a show to the society as a whole and the fact that many of the members are students with limited means, an optimum fee might be \$15

Examples

1. An established artist might submit 2 pieces at BSF \$15 and sign up for a shift. Fee = $30 - 10 = \$20$
2. An established artist might submit 2 pieces at 6 sq ft + = \$22.50 X 2 and not sign up. Fee = \$45
3. A student might enter one regular piece @ BSF \$ 15 and sign up for shift. Fee = \$5.
- 4 A student might submit a large piece @ 8 sq ft + and not sign up Fee = \$30.

NB if fee is set @ \$ 10.00 we tend to lose the incentive as students who supervise will pay \$0.00

Gallery hours

Monday to Friday Regular a.m. drawings sessions in progress. Gallery open 2.00 pm - 6.00 - pm

Saturday. Same 2.00pm – 6.00 pm

Sunday Regular sessions to 5.00 pm Gallery closed

Total Gallery hours 4 x 18 = 72 hours

Total Supervisor shifts to sign up @ 2 per opening = 36

Additional Help.

Recognizing it is summer and members tend to be away for short periods, including committee members.

It might be prudent to acquire additional P/T help to assist with the continuity of the administration of show particularly in skill-based areas such as publicity, promotion and scheduling. Consideration might be given to hiring a recent graduate from the SFU Arts Curator ship program, with demonstrated skill in these areas for 30 – 40 p/t hours' work.

The individual could also be tasked to make a short report to Board outlining recommendations for raising the Society's profile in the community, fundraising, networking and planning for future.

An honorarium, together letters of recommendation, would provide a good resume building opportunity.

2. Obtain Board approval. April 30 7.00 pm Board Meeting

Board gave approval to the Proposal. Afterwards discussion of the budget brought about these changes.

It was decided to leave the submission fee @ \$20 per piece . Concerns were raised over costs and the need for ongoing supervision for the 18 days. Instead of using fee reduction (potential cost \$360) as a way of motivating sign up for supervision in the first instance. It was decided it would be a requirement that all members participating in the show, sign up for a total of four hours supervision as a condition of inclusion. These hours need not be all at one time. Members might elect to do two two -hour shifts for example. This is similar to normal gallery practice where artists are contracted to attend gallery receptions. It was noted that the Board is not collecting commission on any sales. Artists are more likely to make sales if they are available to talk about their work. So it is in the artist's best interests to be actively involved in the Show.

After the initial schedule is drawn up, decisions could then be made to provide some further incentives to complete the 36-shift schedule. An important concept was to balance members who are very familiar with the operation of the studio with less experienced members. Incentives might be fee reduction per shift or provide free drawing sessions.

The suggested fee structure, prorated for different sizes was approved. No changes.

3. Submit application fee by May 12 th. Cheque issued and application completed by Colin or Doug. M. Evans in UK May 5 to May 15

4. Submit details On approval, exhibit details are submitted as required by May 18 th

5. Start informing members via web site and email. Week of May 16 thru May 18

6 Posters for the studio. Talk up by session leaders. This can start post Board meeting and first week in May

7 On - line application material. PDF placed online . Print outs available in Studio May 16

8. Tasking for publicity, invitations Immediate on approval. Rough designs for posters and invitations
and Catering, hanging ,etc. To be assigned

then

9. Documentation . on going

10. Opening event

11. Organize supervision roster

12. Post show de - brief and wrap up.