

# **Board Meeting Minutes**

## **The Vancouver Life Drawing Society**

Thursday October 15, 2020; 6:00 PM

Meeting held at Basic Inquiry Studio.

In attendance: Douglas Smardon (president), Suzanne saint pierre (vice-president), Ron Bijok (treasurer), Paul Kernan (secretary), Alain Boullard, Dean Gazeley, Nick Jackiw (technology manager)

Meeting Chair: Doug Smardon

### **Standing Items:**

1. The meeting was called to order at 6:00 PM
2. Agenda approved.
3. Minutes of previous meeting: September 15, 2020 minutes issued to members via email and have been issued to the website manager for posting to the website.
4. Financial Report  
Ron provided a brief financial update: currently income from sessions is covering model costs only, however sessions are starting to reach capacity and this will result in some improvement.
5. Tech Systems Report  
Nick reported that some minor amendments to the Robobooker software have been made. See attached report.
6. Models Report

- a. A number of new models have been added to the roster and have proved capable.
- b. Holiday closures. It was agreed that the Thursday Dec 24, 2020 session will be cancelled. All other sessions will continue over the holiday period.

### **Old Business:**

#### **1. Studio Cleaning Update**

- a. It was noted that current policies require studio seating to be sprayed but not wiped down. This does not adequately deal with charcoal dust and other debris being cleaned off seats. The option of weekly or monthly washing of seats was discussed and Suzanne agreed to discuss with Marlene.

#### **2. Online Sessions**

- a. Some progress has been made and at least one concrete financial and operational proposal, and one outline proposal, have been submitted on Slack. However, as the committee has not met to discuss the proposals, it was agreed that they would not be discussed at this meeting and that the committee would meet before the next board meeting to further develop proposals.
- b. The need to test internet capacity in the studio was discussed.

#### **3. Grant Proposal**

- a. No update on the City of Vancouver Grant Program

- b. Ron mentioned a new rental support program for not for profit organizations.

#### 4. Studio Safety Plan

- a. Dean provided a revised safety policy as follows:

*By attending sessions, all attendees agree to the following rules:*

*Mandatory:*

- *Do not enter the Studio if you have COVID-like symptoms or are required to self-isolate, or if you've had recent contact with anyone diagnosed with COVID.*
- *Wear a face mask at all times when inside the Studio. (Masks must be worn over the nose.)*
- *Register for sessions in advance by prepaying via e-transfer, PayPal, or by use of existing tickets (no cash payment; no drop-in attendance).*
- *Maintain adequate social distancing while in the studio.*
- *Inform Basic Inquiry by email ([basic@lifedrawing.org](mailto:basic@lifedrawing.org)) if subsequent to attending Basic Inquiry you are diagnosed with COVID, to assist in contact tracing.*
- *Leave the session when instructed by the Session Manager.*
- *There is a maximum occupancy of 16 participants in the studio at any time.*

*Recommended:*

- *Wash your hands at one of the three sinks and/or use the hand sanitizer station on entering the studio.*
- *Arrive at the Studio no earlier than 15 minutes before the start of the session.*
- *Leave the Studio during scheduled breaks.*

*These rules, protocols and requirements may change at any time.*

*Basic Inquiry does not warrant that attending a drawing session is without risk. Attendees should make their own judgment about whether to attend a session under current conditions.*

- b. It was noted that the revised policy increases the maximum studio occupancy from 15 to 16. The option of limiting preregistration to 15 members but allowing one “walk in” attendee was discussed but not resolved.
- c. Dean proposed a motion to adopt the revised plan as presented subject to copy-editing; motion seconded by Nick. Vote in favour: Dean, Suzanne, Alain, Ron, Opposes: Nick, Abstaining: Paul, Doug.

## 5. Updated Session Schedule

- a. Thursday and Sunday morning sessions have started. As of October 28th the Wednesday morning session will change to a 3-week pose format.
- b. The possibility of running still life, or other non-live model formats was discussed.

## 6. Broken Window

- a. Doug reported that he had received a quote for replacement of the sealed glazing unit in the sum of \$1,460. This amount included the cost of temporary repair as well as supply and installation of the new window. The price was agreed to be reasonable. It was also agreed that an insurance claim would be made.

## 7. HVAC (Heating, Ventilation and Air Conditioning)

- a. At the last meeting Dean had provided a notice from Worksafe BC addressing the Covid 19 and HVAC system operation which stated: *At this time, there is no evidence that a building's ventilation system, in good operating condition, is contributing to the spread of the virus.*  
<https://www.worksafebc.com/en/resources/about-us/covid-19/general-ventilation-and-air-circulation-covid-19-faq?lang=en>
- b. Currently during sessions the studio heating system is turned off and both doors are left open. However, with weather becoming cooler in the coming months this will not be viable. A number of alternative solutions were discussed including operating the heating system prior to sessions to achieve a reasonable temperature and then turning the system off during the session. It was also agreed that free standing electrical heaters could be used.
- c. A vote was taken to approve a budget of \$100 for the purchase of a heater to be used on a trial basis. In favour: Ron, Nick, Alain, Suzanne, Dean, Abstaining: Paul.

## 8. Digital Poster

- a. Alain agreed to produce a digital poster based on text provided by Ron. The poster is intended to advertise Basic Inquiry to a wider audience of potential participants via electronic media.

## New Business:

### 1. Content of Board Minute Meetings

- a. Paul commented on some challenges related to preparation of draft minutes and additional comments provided by reviewers. In some cases comments provided represent detailed and strongly held personal views that, while they may accurately record views expressed at the meeting, contrast with an intent that the minutes should reflect a balance of opinions expressed, and limit recording of discussion to key points.
- b. The level of detail that should be provided in minutes was discussed. Two views were presented; there should be sufficient detail to allow readers to understand the range of opinions expressed, and content should be limited to decisions taken.
- c. It was agreed that if board members wanted the minutes to reflect specific points of discussion they should indicate this at the meeting.

## 2. Graffiti

- a. Paul has emailed the City of Vancouver in response to a letter received regarding VLDS responsibility to remove graffiti applied to two exit doors at 1059 Main Street, a portion of the building to the south of the Basic Inquiry studio. In the response clarification was requested from the City as to the basis for the determination that the Society would be responsible for graffiti located outside of the Studio address at 1011 Main Street.

## 3. Basic Inquiry W.L.Davis Bursary

- a. Nick indicated that correspondence has been received in connection with the 5-year Basic Inquiry - W.L. Davis bursary provided to the Emily Carr University of Art and Design. The correspondence consisted of letters from the School and from the student recipient of this year's award. Copies of correspondence attached to these minutes.
- b. The Basic Inquiry - W.L. Davis Memorial Bursary was established by the Vancouver Life Drawing Society under its operating name, Basic Inquiry in 2015, in memory of W.L. Davis, an artist and former society member. The award recognizes a fine arts student with a concentration in painting or drawing. The student award, of \$1,000 per year for five years, is administered through the Emily Carr University bursary process.

#### Next Meeting

It was agreed the next board meeting would take place on November 19th at 6:00 - 8:00 PM at the Basic Inquiry Studio.

The Meeting was adjourned at 8: 00 PM.



# Basic Inquiry: Tech Systems Update / 15-October-2020

## Action Items

- Posted cross-refs to Emily Cheung online sessions (x3)

## Facebook

## Member Mailing List

## Web Site

- Worked with Ron to get his registration instructions online; also repurposed the **Sessions Calendar** to be a **Sessions Availability Calendar** (which now gives it useful identity distinction from the Models Calendar, given the latter has changed to list sessions even where they have no models yet). Pointed to this from Rates and Schedule pages.
- Updated front page to announce new sessions, new registration info, and new policy re session Tickets.
- Added a “Book a Session” button to front page for prominence.
- Posted August board meeting notes at Lucas' request.

## Google Drive / Slack

## Robobooker

- CHANGE: Robobooker now accepting Thursday am bookings as of 10/1, Sunday morning bookings as of 10/4
- SECURITY UPGRADE: Purchased and installed a 5-year SSL security certificate to fully encrypt all Robobooker communications for security (which required revising our asynchronous POST communications with our backend to support SSL encryption), and pruned password hashes from all log files for better security once those files leave the secure site
- CHANGED/FIXED: “Confirmation Warning” e-mail is now an editable parameterized template; and while we're there we fix the bug where it never successfully reported up a model's phone#, even when we had one on file.
- CHANGED: The Requests page now defaults only to showing only pending undecided Requests, not ones that have been already granted or declined. (You can still check the checkbox to see the others.)

## Future Road Map





**EMILY  
CARR**  
UNIVERSITY  
of ART + DESIGN

520 EAST 1ST AVENUE  
VANCOUVER, BC, CANADA V5T 0H2

September 28, 2020

Mr. Doug Smardon  
Basic Inquiry  
1011 Main Street  
Vancouver, BC V6A 4L4

Dear Mr. Smardon,

Thank you for generously supporting Emily Carr University students through the Basic Inquiry - W.L. Davis Bursary. As you know, this has been a difficult year for all of us, and students have been particularly hard hit. Your support motivates students to work hard and encourages them through emotional and financial struggles.

Enclosed is the 2020 Student Awards Stewardship Report which highlights the impact you are making, awards activities over the past year, and a message from Chantale Lavoie, Executive Director, Advancement + Events. I am also pleased to advise you that one student was awarded a \$1,000 Basic Inquiry - W.L. Davis Bursary this year.

Your support transforms students' lives by creating the opportunities to earn their degree and develop careers in the creative industries. Please contact me at 604 630 4553 or ebouchard@ecuad.ca if you have any questions about this report.

Warm regards,

Eva Bouchard  
Manager  
Major Gifts + Fund Development

Enclosures

*Thanks so much  
for your help!*

April 12, 2020

Dear Bursary Donor,

I am honored to be one of the recipients of the Basic Inquiry W.L. Davis Memorial Bursary award. Since I remember, I have been drawing, painting and doing art related activities. Moving to Vancouver and specially entering Emily Carr University Art and Design opened my eyes to the world of new opportunities and platforms to fulfill my goal to be an educated artist. Such awards like yours gives me the opportunity to focus on studying more and less worry about financial matters.

I would like to thank you personally for your generosity: Without such thoughtful gift, art students like myself would be unable to fully dedicate their time to earn related skills.

Sincerely,

A solid black rectangular box used to redact the signature of the sender.