

Board Meeting Minutes
The Vancouver Life Drawing Society
Monday, February 28, 2022; 6:00 PM

Meeting held via Zoom.

In attendance: Doug Smardon (president), Paul Kernan (vice president), Jaime Jones (treasurer), Nick Jackiw (technology manager), Alain Boullard (joining late), Kelly Talayco (secretary)

Meeting Chair: Doug Smardon

Standing Items:

1. The meeting was called to order at 6:00 PM.
2. Agenda was adopted.
3. Minutes of the previous meeting of January 24, 2022, were approved, noting that in the interim, on February 15, 2022, an email motion was considered and approved as follows: In light of that day's announcement by the Chief Public Health Officer lifting capacity restrictions on inside venues, it was moved and unanimously agreed: That Basic will move as soon as is practical to a session capacity limit of 18 (16 artists, 1 Session Manager, 1 model), keeping in place the required masks, vaccine cards and distancing; Nick will handle the various communications and notices involved, with input from Paul stressing our continued commitment to a safe environment and expectations of participants in this regard.
(Alain joined the meeting)
4. Financial Report
 - a. Jaime reviewed the January statement, noting a slight surplus compared to the deficit of January 2021 and enabling us to cover rent and other expenses.
 - b. Nick noted that revenue from our two e-commerce sites will always be reported in the following month's statement; this is simply a timing function of the system.
 - c. The Financial Report was approved unanimously.

5. Tech Systems

- a. Nick reported that Facebook continues to be available and that Chieh (<https://www.facebook.com/basicinquiry/>) continues to post artists' work on Instagram. (<https://www.instagram.com/>)
- b. He's added some Robostrar functionality to make it more "phone-friendly" for session managers. In addition, the system to notify members one month in advance of their membership expiry will be functional in advance of the raft of expiry dates in May.
- c. As Registrar, Nick continues to address the occasional individual customer service issues as they arise, copying Doug or Cyprian as relevant.

6. Physical Plant

- a. Internal leak: The current status was reviewed, with one area dripping outside the installed catchment area, and this has been marked with floor tape (and a bucket). Paul explained the apparent ingress of this water and the unlikelihood that it could be addressed without significant investigation and correction by the building owners. The property manager has been advised, and this will feature in our lease discussions with the City.
- b. Housekeeping:
 - i. There was considerable discussion on the sad state of studio cleanliness and hygiene, particularly since the 2020 loss of our valued volunteer Marlene Van Tassell who did regular cleaning. Additionally, with changes in session schedules and COVID requirements, Session Managers have given different degrees of attention to their roles in studio maintenance.
 - ii. It was moved by Doug, seconded by Nick, and approved unanimously, that we work to recruit two volunteer cleaners, who will work as a pair, in exchange for one free session/week for each individual. Doug will update the Cleaner's duties and prepare a memo for circulation to the membership.
 - iii. Also to be considered is a group clean-up session.
 - iv. More discussion of studio responsibilities followed under Old Business.

Old Business:

1. General Operations

- a. Impact & Implications of November Pricing Change and February numbers adjustment:
 - i. Nick reviewed the analyses he has developed to calculate comparative financial performance and breakeven status. (Nick further revised this after the meeting, and Board Members can review the updated document in the Board's shared drive). Despite recent fee hikes and post-reopening attendance surge, we are still losing money; and our best road to "break even" remains to increase the number of *popular* weekly sessions.
 - ii. This led to a discussion about planning for the AGM in which priorities were identified as (1) Session types and numbers; (2) Drumming up more volunteers who can act as competent Session Managers.
 - ii. It was noted that the Session Manager's Job Description needs updating and simplifying, and this relates as well to the Safety Plan. Doug and Nick to revise, in advance of the AGM, so we have adequate documentation of responsibilities before attempting to recruit more managers.
- b. Impact & Implications of current Public Health mandate on the studio's Safety Plan
 - i. Doug invited general discussion on this, noting that while the Province has lifted capacity restrictions for indoor venues, there is a concern about crowding in the studio. There was general agreement with Paul's summary that we will follow Provincial regulations to the letter (including continued mask and vaccine

card requirements), be somewhat more restrictive in terms of capacity, and make changes gradually.

- ii. Doug moved, Nick seconded, and there was unanimous agreement that, once we have a good studio cleanup, we will move to maximum studio capacity of 20; this means 16 sold seats, one model, one Session Manager, two reserves.
- iii. Nick and Doug will work on updating the Safety Plan, which necessarily includes some of the Session Managers' responsibilities for studio maintenance. Once a reliable cleaning team is at work, we might be able to adjust the Safety Plan to again allow food in the studio.
- iv. It was further noted that compliance with our established protocols for health, safety and decorum are not optional by anyone in the studio. If violations occur, the subject will be advised; continued violation will result in exclusion.
- v. Doug suggested that we might invite widespread input from the Basic community (members, non-members, past attendees) for their opinions and suggestions related to safety in the studio and also the neighbourhood. Nick suggested that this include asking current members who do not attend sessions, "What would it take to bring you back?" Paul agreed to develop a "Survey Monkey" to gather input before the AGM.

2. Key Contacts Document: Kelly thanked everyone for their contributions to this resource document that is now live on the Board's shared drive (in a "failsafe" mode, thanks to Nick's adjusting it to a Google Docs format). Information that is still outstanding can be directly entered by the responsible Board member.

New Business:

1. Preliminary planning for lease renewal:
 - i. Factors to be noted in our discussions with the City are: the ceiling leak; glass breakage; filth and chaos of the neighbourhood.
 - ii. Paul agreed to initiate contact with the City, via a phone call asking if they can anticipate what the conditions related to leasing will be in September.
2. Restructuring the Treasury and Financial Clerkship roles:
 - i. Nick explained the complexity and workload that has evolved, coincident with the COVID period, and since Quantum is no longer handling our payments, but rather we are issuing payments (to models and other service providers).
 - ii. A new volunteer position of Financial Clerk, distinct from the Treasurer, is proposed to process and track outbound payments as directed by Board Members and the Model Booker. Discussion followed in which the roles were reviewed; Nick agreed to resume the Treasurer role, and Jaime agreed to handle the Financial Clerk's role.
 - iii. Nick moved, Paul seconded, and it was unanimously agreed, to accept this new structure and appoint Nick and Jaime to the respective positions.
3. Preliminary planning for the Annual General Meeting: Tabled to future.

Next Meeting: Monday, March 28, 2022, 6-8 pm by Zoom

The Meeting was adjourned at 8:05 pm.