

**Board Meeting Minutes**  
**The Vancouver Life Drawing Society**  
Monday, April 25, 2022; 6:00 PM

Meeting held via Zoom.

In attendance: Doug Smardon (president), Paul Kernan (vice president), Jaime Jones (finance clerk), Alain Boullard, Kelly Talayco (secretary)

Absent: Nick Jackiw (treasurer & technology manager)

Meeting Chair: Doug Smardon

**Standing Items:**

1. The meeting was called to order at 6:15 PM.
2. Agenda was adopted.
3. Minutes of the previous meeting of March 28, 2022, were approved.
4. Financial Report
  - a. Jaime reported that revenue overall is looking promising. The significant anonymous donation was noted.
  - b. We are covering expenses.
  - c. Non-member ticket sales are a growing category.
  - d. The Financial Report was approved unanimously.
5. Tech Systems
  - a. A report was deferred due to Nick's unavoidable absence.
6. Physical Plant
  - a. Internal leak: This problem is at last resolved; no sign of water ingress despite much heavy rain lately.

**Old Business:**

1. General Operations
  - a. Team of cleaners: Doug reported things are generally going well.
  - b. Free newsprint: Newsprint sheets are now available for participants' use in the studio, and Session Managers are aware of its availability. This amenity has been funded with a portion of the anonymous donation.

c. Easel donation: Thanks to an artist referred to us by Angela Mueller, we have received a donation of 10 lightweight floor easels, which have already been put to use in the sessions. These are in addition to the six existing easels that are in good condition. Three others of the old stock are broken and out of action so this timely donation is much appreciated.

2. Preliminary planning for September 2022 lease renewal:

- a. Paul's contact at the City has not yet provided the information he requested, and he will follow up so that we can have a general picture in advance of the AGM.

3. Planning for the Annual General Meeting.

- a. The date for the AGM is now confirmed for Saturday, May 7/22, 2-4 pm by Zoom (a different date than we had originally aimed for).

- b. Last week by e-mail, the Board agreed with Nick's proposals as follows:

- i. The AGM will be open to all people with an Annual Membership Pass that is valid on May 7, 2022.
- ii. Advance notice will be given via March & April Board Meeting Minutes; Session Manager announcements in-session; Studio signage; Participant-wide email by May 1, 2022, encouraging people to sign up for membership. The AGM Zoom invitation will be sent only to members – as soon as feasible and again just before the meeting starts on May 7, 2022.
- iii. Every member attending the AGM for its full duration will be granted one free drawing session in Robostrar.

- c. Agenda: Discussion and general approval followed on the Draft agenda for the AGM, as to the sequence of topics and time allotments. Doug will do some fine-tuning, consulting with Nick on the topics he will be presenting.

- d. Alain has agreed to design the poster which will go out as soon as possible with the agenda package.

4. Session Managers' Handbook: A comprehensive handbook has now been prepared and sent to Session Managers and Board for review and input.

5. Member Survey: This is in near-final form. Paul will involve Nick in the specifics of electronic distribution and interpretation.

#### **New Business:**

1. Safety Equipment in the studio:

a. The Board tabled discussion of the proposed defibrillator until we can confirm with Nick the cost and whether purchase will be made using donor funds.

b. It was noted that location and signage for this equipment will be important. It should occupy an obvious place and might need to be plugged in.

2. Age restrictions for Session participants:

a. It was noted that we have recently received inquiries from two participants asking if they could bring their children to sessions. Our current practice has been confirmed to them: – there is no explicit age requirement as long as a parent or guardian accompanies the child, who will need their own registration I.D.

3. Proposals re Volunteer Compensation: Two different proposals were discussed. The topic was tabled for the new Board's consideration after the Annual General Meeting.

4. Board members' Service Requirements: This topic is similarly tabled.

5. Session Pre-registration Policy: The Board unanimously confirmed our existing policy that participants must pre-register for sessions via Robostrar; no drop-ins are admitted unless they can register themselves at the door; and there is no longer cash handling by Session Managers.

Next Meeting: Annual General Meeting, May 7th, 2 pm by Zoom

The Meeting was adjourned at 7:30 pm.

