

Board Meeting Agenda

The Vancouver Life Drawing Society

August 29, 2022 — Meeting in Studio 6:00 - 8:00PM

Chair: Douglas Smardon, President & acting Vice-President

Attending: Alain Boullard, Member at Large; Nicholas Jackiw, Treasurer and acting Secretary; Jaime Jones, Member at Large

Standing Items

1. The meeting was called to order at 6:02pm. The agenda was adopted unanimously and the minutes of the Board's June 22 meeting approved unanimously.
2. The Treasurer's Financial Report indicates that while our weekly expenses have grown higher each recent month (given continued addition of new sessions, and therefore new model expenses), and our per session attendance somewhat less in the two months than late spring, we have had three consecutive months in which income has exceeded expenses—a landmark in our “reopened era.”
3. Nick deferred a separate Tech Systems report since two New Business topics (below) already relate to our current tech systems.
4. While the Board Meeting no longer features a dedicated report on Physical Plant, our first meeting in the Studio in many months provided an occasion to take stock of certain Studio problems. Doug volunteered to pick up new newsprint (from our supplier Norm Walden & Sons) since we are out; Nick and Doug sorted the broken easels in the cupboard into a “giveaway pile” by the front door (to be disposed of by end of September, if unclaimed) and ones that could be returned to the easel inventory; and Doug agreed to pursue the issue of accumulating laundry with the cleaner volunteers.

Interim & Email Business

1. The Board acknowledged that on July 18, it was joined by additional members of the Ad Hoc Lease Negotiation Committee, Paul Kernan and Kate Clark, for an informal Board Meeting and quarterly social evening at Bodega Restaurant. Minutes were not kept at this meeting.
2. The Board acknowledged that on August 2, the Ad Hoc Lease Negotiation Committee (Doug, Nick, Paul, and Kate) met via Zoom to strategize and authorize our collective response to City of Vancouver's lease proposal.

Old Business

1. Negotiation Status for Lease Renewal. The President reported on having accepted on behalf of Basic the City's most recent lease offer of a staggered increase beginning at \$29/square foot and increasing over five years. We are waiting for City senior management to approve their own negotiated position.
2. Status of Session Management. The Board reviewed our recently added Sunday sessions, managed by Ron Bijok and Jennifer Mitton. Both have been successfully launched to good attendance. Unfortunately, Jennifer has had to step back from her Sunday commitment and the Board approved a plan proposed by Nick, in prior discussion with Mandy Lau and Ban Wei, that Mandy take over as primary Sunday manager for the time being, with Ban and Nick acting as secondary / frequent replacement managers. Nick will follow up with Jennifer, Mandy, and Ban on this. At present no other sessions are under consideration (and no other volunteers have proposed taking on new sessions).
3. Proposal for Changes to Directors' Compensation. By unanimous agreement the Board declined to review a proposal to grant Directors unlimited drawing privileges that had been tabled from an earlier meeting.

New Business:

1. **Revising Monthly Balance Transfer.** Given we face greater ongoing monthly expenses than when the Board last approved a standing transfer from our income account to our secure expense accounts, in the form of higher model payouts (AGM model rate increase), more frequent model payouts (spring/summer session calendar increase), and higher rents (September 2022 City rent increase), the Treasurer proposed we raise our current monthly transfer from \$5200 to \$6500, effective immediately. The motion passed unanimously; Treasurer & President to execute the change as two-signature authorities at VanCity.
2. **The death of Slack.** Nick, in his capacity of Technology Director, reports that the recent change in Slack's "freemium" model for non-paying customers—a change from unlimited calendar history with limited, but adequate, data storage to a model of unlimited data storage with very limited calendar history—means that "free" Slack is no longer an appropriate technology on which to host the "institutional memory" of VLDS Board conversations and conclusions on specific topics. The Board unanimously acknowledged it was time to close our Slack accounts, which had fallen out of disuse by the present Board. Nick expressed his conviction that Slack-like shared and channeled text conversations continue to offer a lot of potential value to Basic's ability to grow and evolve coherently, especially in comparison to freeform and uncentralized "email histories," but that it would require a more technologically- and procedurally-invested Board and/or Society to access this potential value.
3. **Introduction to Robostrar Administration for All Board Members.** For the second hour of the meeting, Nick conducted an "administrative orientation" to our electronic ticketing and session attendance system.

Since Robostrar's launch more than a year ago, Nick has been "administering" Robostrar in at least three separate capacities: 1) as a technologist, working at the database and systems level to guarantee backups and uptime, and to gather and articulate new feature requirements and possibilities; 2) as a Basic Inquiry session admin,

updating the system with temporary or permanent Session Manager schedules and changing Session calendars, as well as delivering complimentary session tickets to our volunteers; and 3) as “customer service” for Basic Inquiry members and other artists, responding to incoming support questions about how the system works, converting artists’ old paper tickets into new Robostrar e-tickets, and issuing refunds, credits, cancellations, or registrations where for whatever reasons artists are unable to do so themselves. Nick’s exclusive ability and limited availability to perform all these roles at once is both a bottleneck and a liability to the Society—not to mention occasionally a burden to him!

So with the goal of easing that burden, this preliminary training focused on familiarizing other Board members specifically with the process (2) and customer service (3) levels of administration. The training was successful to the extent that during the meeting, “non-Nick” Board members were able (a) to transition an upcoming session from its regularly-scheduled manager to a negotiated leave replacement; (b) to issue a new Session Manager pass to Mandy Lau for her upcoming Sunday afternoon commitments; (c) to issue weekly drawing passes to our volunteer cohort; (d) to discover various interesting facts about Society membership through open data exploration of our digital enrolment records; (e) to understand how Stripe & Paypal’s (our digital payprocessors’s) internal transaction histories are transformed, on a monthly basis, into a consolidated “public accounting” of income and expenses, coded under VLDS’s own Chart of Accounts and suitable for acceptance by Basic’s external accountants.

Exiting the meeting, Doug, as President, will retain administrative privileges comparable to Nick to extend the pool of Board members able to handle Robostrar schedule and customer service administration; and Jaime, as Financial Clerk, understands how, in the event the Treasurer is unavailable, to generate monthly Stripe and PayPal audit breakdowns sufficient to code a VanCity statement describing only their lumpsum payouts.

Set next meeting date

The Board will next meet 19 September 2022, 6:00-7:30pm, on Zoom.

Meeting Adjourned

The meeting was adjourned at 8:03pm.