

BOARD MEETING MINUTES - THE VANCOUVER LIFE DRAWING SOCIETY

24 April 2023 / 6:00-8:00 PM / At the studio, 1011 Main St.

ATTENDEES:

Chair: Doug Smardon

Attending: Alain Boullard, Jaime Jones, Nick Jackiw

Guests: Cyprian Libera, David Boal, Lindsay Towns

First half hour: Pizza, wine, and introductions, as well as informal discussion.

STANDING ITEMS:

1. Meeting called to order at 6:30pm
2. Adoption of agenda: Adopted
3. Approval of March 13, 2023 minutes: Approved
4. Financial report: The Treasurer reported the Society is in excellent financial shape with February earning exceptionally high revenue.
5. Tech systems report: the IT Officer reported that he is meeting repeatedly with two additional members, Bryce Baril and Max Manning, to discuss the workings of Robostrar and is confident that in time, others will develop working knowledge of the system.

OLD BUSINESS:

1. Strategies to save the Society:

- a. Update: Since the Mar 13th meeting, several attempts have been made to raise community awareness of the volunteering crisis, notably Doug's Mar 2023 President's Report and Alain and Grandy's Mar 2023 "Fresh Blood" poster campaign.

- b. Job descriptions have been developed by the board and published on the website as well as posted on studio walls to encourage members to join.

2. Gallery report:

- a. Update: The Betty Woo show was put up March 31st but due to some unacceptable paintings, much of the show had to be removed. A condensed but still excellent showing of Betty's work can still be viewed in the main gallery.
- b. Alain will be returning the work to its collector sometime in May.

3. Studio fridge:

- a. Current fridge is nonfunctional, and needs to be disposed of properly.
- b. A quick search revealed that mini fridges are about \$150-200 new. Purchase of a new unit ideally includes a service to safely dispose of the old fridge.
- c. Jaime asked Cyprian to email members asking if anyone had a fridge to donate, but no response has been received. If you have a working mini fridge to donate, please email board@lifedrawing.org

NEW BUSINESS:

1. Induction of Lindsay Towns and David Boal onto the Board. Following some discussion it was decided that Lindsay Towns would assume the role of Secretary and take minutes. David Boal agreed to assume the role of VP until the AGM with Nick retaining the Treasurer position until then.
2. At the AGM, all Board members resign and David has agreed to run as Treasurer. In the meantime, David will shadow Nick as Treasurer to learn all he can before the AGM.
3. Special Guest Cyprian Libera was invited to the meeting to share his insights into the dilemma the Society now faces and offer some solutions.
 - a. Prior to the meeting, Cyprian advised the Board via email that the job descriptions produced for some Board positions encompassed duties not associated with those positions.

- b. Many duties currently being seen to by the Board were recommended to be placed into other volunteer positions with the purpose of standardizing individual volunteer commitments to roughly 4 hours per week. Doug, working with Cyprian and others, have developed job descriptions for two positions—the Studio Coordinator and the President—and placed them on Google Drive.
 - c. The Board is aware of several other sets of responsibilities that would be good to eventually formalize into explicit volunteer positions, including IT Officer or CTO (a Board position), Registrar/Customer Service (an email support person for sign-up and payment questions), and possibly one or more Software Developers (for ongoing Robostrar development or evolution) Nick plays many of these roles now .
- 4. A motion was put forward by David Boal that BI needs a studio coordinator above all else- someone who oversees maintenance of the studio from appliances to electrical repair.
 - a. This position would have a budget to reimburse supplies or labor.
 - b. The creation of such a position, as described by Doug's proposed Job Description, was voted on and unanimously approved by the board.
- 5. Doug described ongoing work refining existing job descriptions, motivated by his concerns that the first draft of the President/ Vice President job description emerging from our last meeting was too detailed to garner interest, and needed to be more concise as well as outline tasks by priority.
 - a. Everyone agreed the goal was to describe clear roles that members can imagine themselves doing.
 - b. Job descriptions should not downplay admin tasks, but rather organize them by daily, weekly, monthly, and annual items.
 - c. Job descriptions should be concise and not exceed 1-2 pages in length.
 - d. The breakdown of work into separate positions (and therefore, separate job descriptions) should strive to normalize individual commitments of about 4 hours/week, that being the work of a typical session manager. This will not be realistic for all positions, but where it is greatly out of whack, it is a sign that, for

sustainability, future Boards should consider reorganizing such work effort to allow more “typical” volunteer commitments.

6. Cyprian proposed creating a position for a communications director to promote awareness to the public- such as a quarterly newsletter, advertisements, etc.
7. Lots of passive interest has been observed in Minutes emails- many people read and download attachments.
8. It was agreed that the AGM is a bad place to be asking members to volunteer for Board positions. Recruiting should be done ahead of time so that potential candidates can be presented to the members at the meeting for consideration and election.

NOTES:

- Lindsay observed, as a newcomer, that there should be a greater push to communicate to new members that Basic Inquiry is, in fact, a non-profit, volunteer run organization and not a business.

ACTION ITEMS:

1. Cyprian and Doug plan to complete a draft of the Studio Coordinator and President/Vice President job descriptions, and have them sent out to the board for review.
 - a. Once job descriptions are approved, Nick will post them to the website, and members will be invited to apply for the new Coordinator position.
2. Alain has proposed a **casual art show open to all members**. He has already hung posters in the studio calling for entries, framed or unframed. Work is to stay up until the Annual General Meeting on **June 24th**, which will coincide with a **reception / party at the studio**.
3. The next **board meeting** will be held **Tuesday, May 23rd from 6-8pm** at the studio.
4. **The AGM** has been scheduled for **Saturday, June 24th from 2-4pm** at the studio.

Meeting Adjourned: 8:00pm