

BOARD MEETING MINUTES - THE VANCOUVER LIFE DRAWING SOCIETY

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

ATTENDEES:

Chair: Kevin Hartwig

Attending: Doug Smardon, Lindsay Towns, Christian Geiser, Sarah Heng Hartse, David Boal, Nick Jackiw, Alain Boullard, Bryce Baril

STANDING ITEMS:

1. Meeting called to order at 6:20pm
2. Adoption of agenda: Adopted
3. Approval of July Minutes: Approved
4. Financial report: All financial reports through June have been finalized by David and sent to our accountant. Finances are stable. There has been an influx of anonymous donations. Thank you very much, generous donors!
5. Tech systems report: Systems are stable, but some web information is stale regarding the new board, minutes, etc.
6. Secretary's Report: An internal group calendar has been created via Google Calendar for posting event reminders, meetings, and deadlines. Board members may subscribe to it to get its events in their personal Google calendar.

OLD BUSINESS:

1. Gallery report:

- a. The Dennis Smith show is ongoing in the main gallery! The show will run until September 22nd, and can be viewed on Saturdays from 2-5. Members interested in showcasing their work in the coming months should inquire with the Gallery Coordinator, Alain Boullard. (alainmfboullard@gmail.com)

2. **Basic Inquiry Booklet:**

- a. Janet Nicol is publishing a small batch of booklets to celebrate Basic's legacy. She and Grandy have completed the writing, and are now in the process of graphic design and printing.

3. **Fridge Recycling**

- a. Bryce Baril has recycled the old fridge. Thank you, Bryce!

NEW BUSINESS:

1. **(5 min, David) Check-In: Signing Authority**

- a. Nearly all signatures have been collected, and simply need to be passed on to our contact at VanCity.

2. **(5 min, Lindsay) Check-In: Discord Invitations**

- a. Reminders have been sent out for core board members who are not yet in the server.

3. **(15 min, Nick) Discussion: Inbound and Outbound Email Handling**

- a. @basicinquiry.org emails have been transferred to the new board.
- b. Lindsay has been designated as the official "customer service" respondent to board@. Nick will continue to respond to registrar@ /robostrar@.

4. **(30 min, Nick) Discussion: Intro to Basic Administration with Robostrar**

- a. Nick detailed the administrative and filtering tools available in Robostrar, and Lindsay took notes.
- b. Nick recommends having a backup plan to return to the old cash + physical ticket method in the event Robostrar is retired.

5. **(20 min) Discussion: Website Improvements**

- a. Following Bryce's suggestion, we will collectively create a document outlining our wishes for website improvements for Nick to review.

6. **(15 min, Lindsay) Discussion: Digitizing the Archive**

- a. Schedule a day to go through the back closet of the studio and decide what Killian should digitize. Keep funny, interesting, or integral documents.

- b. Documents can be shredded at a Staples or UPS for security.
- c. Lindsay will then archive the digitized material in our Google Drive.

NOTES:

- Alain has decided to have all future gallery shows run for 2 months.

ACTION ITEMS:

1. The next meeting has been scheduled for **September 5th from 6-8pm** at the studio.
2. Lindsay will create the FAQ for new users of Robostrar and present it to Nick for approval.
3. Lindsay will choose a day to organize the physical archives.
4. A collaborative document will be created with desired changes to the website and/or Robostrar, then presented to Nick.

Meeting Adjourned: 8:00pm