



Board Meeting Minutes July 11, 2016

Present: Christina Hellyer, Liz Stroh, Kathi Kline, Dierdre Cook, Cindy Dalton, Shanel Cass-Caskey
Absent: Hannah Zimmerman

Christina H called the meeting to order at 5:30 pm on July 11th, 2016. The minutes for the board meeting and the March All Members meeting were approved and filed.

All previous action items were completed or in process.

Board Reports:

Christina Hellyer for Hannah Z: All member payments are up to date. There are still items that need to be moved on the Profit and Loss statements. These items were marked and given to Liz. She will meet with Bev to see if we can get the items in the proper places.

Cindy Dalton, Marketing: The website is up to date. The dates for the Fall 2016 show and Spring 2017 show are on the web. Nov 11,12,13 2016; May 6,7 2017. Cindy will do web training on July 23rd.

Shanel Cass-Caskey, Membership: We currently have 83 members with no one on the waiting list for regular membership. We have two people on the waiting list for Associate Memberships

Dierdre Cook, Classes & Workshops: Is preparing a document with the class dates for 2017. She is talking to potential instructors and adding classes based on interest.

Kathi Kline, Secretary: Aki Palmer requested information from us i.e. current square footage, current monthly lease payments, requirements, special needs. Christina supplied the info. Aki will send to Kathi by the end of the week the current property available with prices, what we should plan on for down payments, and what we could expect our monthly payments to be. The board also asked Kathi to ask Aki what the financials would look like if we build our own building and if he is looking beyond Larimer County. This is still in the investigative phase to determine whether this is a viable future goal of our guild.

Liz Stroh, VP: The replacement fan is here and will be installed this week (Thursday, July 14th). Will need someone to be at the guild for the workman. Dierdre said she could be here. The cost of the fan was \$115 with installation costs to be approximately \$500. This is under the original estimate of \$8700. The vent for the new kiln has been repaired and replaced. Up and running. Liz is renting a large fan to be set at the back door to pull hot air out of the guild. Hopefully this will help until the AC solution is installed. Also, Liz will get plastic window insulation to cover the window openings in the handbuilding room to see if the coverings with the current swamp cooler will keep the upstairs cool. Of the two options Liz has found for AC upstairs, one is over our budget of \$2000. The most reasonable option runs about \$800; requires 220V wiring (electrician expense), \$150 vent kit; installation cost to vent the unit out the back wall. This option would also require the window openings upstairs to be covered. Liz will move forward with this option if it stays at the \$2000 budgeted amount. The question was asked as to why the fan in the wall in the glazing area pulls air into the building instead of pulling hot air out of the building. Liz will ask the electrician (maybe the fan guy) to explain this if they can. We have an upright air compressor we are not using. Christina will send message out to members to gauge interest. If no interest, will list on Craig's list

Christina Hellyer, President: The kiln has sold for \$750. The buyer took delivery July 11th. The soft brick donated to the Guild by Abby has been taken back by Abby since the Guild had no use for it nor anywhere to store it. Christina picked up our new credit card machine. It's hooked up in the office and is up and running.

OLD BUSINESS:

1. Consequences for members who never help with clean up. Tabled until August meeting

2. Show marketing budget review: Budget has been set at \$1500 for November 2016. For November, we will not have any paid newspaper advertising - will utilize the free calendars in the local newspapers and we will not have posters printed.

3. Clay sales process and lost clay in June. The board agreed to continue the process for another month and review in August. No clay had been lost Jan through May. The 6 bags lost in June could be a recording error. We all need to think about how to streamline the recording of clay for classes. Problems arise when a student does not show up the first night of class their bag of clay included with the class cost does not get pulled. It is pulled at a later date. Recording and charges for the clay may not coincide. There is a different process for members taking classes when they get additional clay.

NEW BUSINESS:

1. Instructors contracts: It appears that nothing has been done with contracts since 2010 when the contract was developed. Dierdre will revise the contracts and bring them up to date.

2. Marketing and Media. Cindy believes we need two people to cover the marketing along with managing the media (FaceBook, Website,). Not all committee/board members have been trained on entering and revising data on the website. Cindy finds it's easier if she does the updating on the web and manages our Face Book pages. She has a volunteer to help her - Toshi will cover the marking end of things and Cindy will manage our media outlets. The board agreed.

ACTION ITEMS FROM JULY MEETING:

1. Christina to communicate available air compressor for sale - members then Craig's List
2. Kathi to ask Aki how the financials would change if we built our own building and if he is gathering data beyond Larimer County?
3. Dierdre will update instructors' contract
4. Cindy will bring the breakdown of "how our guests heard about our shows".
5. Kathi will revise Rules & Regs, Section V, paragraph 3 to read: "Once a member is terminated, re-admittance to the Guild will be considered by the board only as space is available, all past due payments are brought up to date, and the person left the Guild as a Member In Good Standing."
6. All board members think about streamlining clay sales/classes.

ACTION ITEMS CARRY OVER:

None

AGENDA ITEMS FOR AUGUST:

1. Consequences for members who never help with clean up.
2. Streamlining the process for clay and classes/workshops.
3. Smokestack proposal
4. November show review
5. Purchase of rack for upstairs (Shanel

APPROVED: _____
(PRESIDENT)