



Board Meeting Minutes May 9, 2016

Present: Christina Hellyer, Liz Stroh, Kathi Kline, Hannah Zimmerman, Andy Milbauer, Shanel Cass-Caskey

Absent: Cindy Dalton

Christina H called the meeting to order at 5:30 pm on , May 9th 2016. The minutes for the board meeting and the April Board meeting were approved and filed.

Action items were reviewed and updated.

Board reports:

Andy, Classes & Workshops: We did have no shows for classes; were people who did not sign up via on line process. He is redoing the on line sign up format to use Google Docs. Will eliminate the need to reformat the sign ups. We need to remind people who sign up that NO PAYMENT EQUALS NO SIGN UP. Still need to ensure the students are cleaning up after class. Also a good reminder for our members.

Hannah, Treasurer: Payments up to date with one exception. Will be resolved by Friday May 13th. It was pointed out that the budgeted amount for rent needs to be corrected. Also the board requested a column or page be added to the monthly report to show spending for the previous month.

Liz, VP: Mike, the kiln guy will be here Friday to check all kilns. Cost of repairing oval kiln will be \$1800 for the new lid. We also have the option of purchasing an oval kiln from a Longmont Charter school for \$3500. We need more information before making a decision - age of the kiln; number of firings, condition, etc. Liz will work on getting his information.

Shanel, Membership: Caroline Baskette will be retiring and leaving us as a member. We have 5 members on our waiting list so our roster will fill up again. Shanel completed a rack inventory.

Kathi, Secretary: A board member vote was taken via email during April resulting in the majority voting to donate the equivalent of the studio tour entry fee of \$500 to Realities for Children. Monies will come out of our PWP budget.

NEW BUSINESS:

Payment Plans/Letters: Christina asked us to review our payment plan policies and guidelines. It appears we have offered payment plans in the past - nowhere in our rules and regs is this an option. From now on, any member two months in arrears will be sent a letter at the beginning of the following month and will have 30 days FROM THE DATE OF THE NOTICE to pay the full amount or be terminated. This gives the member three months to get paid up. The letter will also state that the member will not be eligible to participate in shows, purchase clay or have any of their pieces fired until payment is caught up. If they do incur charges during the 30 days after receiving the letter, their actions will be determined to be in bad faith and payment will be required immediately with their next statement. Kathi agreed to draft the wording for the meaning of "good standing" at the guild.

Cookies: During the last session of classes, there was a great number of cookies ruined with students; glaze firing. Also the facility assistants spent a lot of time cleaning shelves from these firings. There was an idea to have our instructors make cookies for their classes or have the students make cookies. During the current session of classes, the facility assistants will monitor the number of cookies and/or shelves ruined by students. It is expected that we should not see the number of destroyed cookies we

saw last session . If the situation does not improve, we may have to limit the glazes utilized by students or find a way to recoup the added expense from either the students or instructors.

Signing pieces to be fired: It was also noted that some members are not signing their pieces - rather they are putting notes with the pieces to be fired. Notes do not count as signatures since there is no way to keep the notes with the pieces during firing. Based on our rules and regulations, facility assistants are not required to load any pieces that are not signed. If the clay is too dry to sign, members should use a glaze pencil. Christina will send out a message to the membership reminding all to sign their pieces.

Christina presented a counter proposal from Chris Wolf regarding his payment for classes. The board made note that we do not pay our instructors by the hour. We always have had a model that is payment per student. Based on Chris's proposal, the board agreed to increase his fee by \$6 per student beginning with the June session. This increase is contingent on the student glazing issues being resolved during the current season (reducing the number of cookies/shelves being ruined by running glaze).

Pam Vagge, facility assistant, will have hip surgery in August. We will need a temp. facility assistant for a three month period.

Future agenda items:

June:

1. we need a post mortem of the show. Discuss issues/ideas for Nov. clean up
2. Grant writing
- 3 NCPG - as a non-profit going into the future

August:

1. Show coordinators present November plans

Since there was no further business, the meeting was adjourned.

Respectively submitted,

Kathi Kline, Secretary

MOTIONS MADE VOTING RESULTS:

1. Board voted and approved pay increase for Chris Wolff beginning with June session contingent on glazing issues being significantly reduced during the current session.
2. Board voted and approved donation of \$500 to Realities for Children (via email vote during month of April)

ACTION ITEMS FROM MAY MEETING

1. Kathi to email Bev - ensure old quick book files are accessible with new quick book version
2. Hannah to add column or page to reflect previous month's spending along with year to date.
3. Christina to email members reminding that pieces must be signed before they will be fired.
4. Need to get rid of the lights in the parking lot that were replaced
5. Kathi to draft definition of good standing
6. Find temp. facility assistant for three months beginning in Aug.

ACTION ITEMS CARROVER:

1. Liz will do an inventory of maintenance tools available at the guild.
2. Liz will get bids on swamp cooler
3. Liz to get vent cover for the outside of glaze room vent.

APPROVED: _____

(President)