



## Board Meeting OCTOBER 10, 2016

IN ATTENDANCE: Christina Hellyer, Liz Stroh, Cindy Dalton, Shanel Cass-Caskey, Kathi Kline

ABSENT: Hannah Zimmerman, Dierdre Cook,

### **Minutes from August board meeting and September All Members Meeting approved and filed**

#### **Board Reports:**

**Membership, Shanel:** We have 78 members

**President, Christina:** Facility Assistants - Nov 1st, Abigail Cohen will replace Andy Milbauer who will be leaving the guild end of October. Pam Vagge will be back Nov 1st.

Michael Jackson is no longer with Continental Clay - has moved to a publicity type job. Will still be in contact with our guild.

Have a Shimpo wheel upstairs that is never used. Works well for shorter people because of design.

Christina will determine asking price and advise our membership it is available for sale. If no takers, will list on Craig's list.

**Treasurer, Christina reporting for Hannah:** Passed out budget overview. There were some questions on the report. Liz and Christina will work with Hannah and Bev to resolve the questions.

**Classes & Workshops, Christina reporting for Dierdre:** People are still sanding in the building in the glaze area. We already have signs up. Need to determine where additional signs are needed. Christina will prepare a statement about no sanding and ask Bev to attach to November's invoices to all members. Question - do we give refunds for gift certificates if recipients do not want to pot at the guild? Answer - no we do not refund any monies for any gift certificates. Can be used to purchase clay or pottery at our shows and sales. No cash back for certificates (if they buy pottery and have a couple of extra dollars left, they can search for a little item or amounts will be "donated" back to the guild). Shanel will let Gloria Austin know that gift certificates for pottery payment at the show is acceptable.

**WILL ADVISE BEV TOTTEN SO SHE IS AWARE THAT THIS MAY OCCUR DURING THE SHOW SO SHE CAN DETERMINE HOW TO HANDLE THE SALE WITH A GIFT CERTIFICATE FOR WHICH REVENUE HAS ALREADY BEEN PROCESSED.**

Christina will look at the gift certificates to add the "no cash refund" info.

**Marketing, Cindy:** Postcards are being printed and should be ready this week. Cindy gathered feedback and made her decision and moved forward. Since Amy Wolf is moving out of state, Cindy will contact her to see if she is interested in getting rid of her equipment (lights, box, etc) for photo taking. Show information is up on Instagram and Facebook. Cindy will check into postal bulk discount with the post office.

**Vice President, Liz:** We have a mouse in the house. Will be taken care of. A new pump has been installed at the glaze sink - works great!! Water continues to run while water is being pumped to the sink and it is quieter. Should last for a while. Cleaning out the bucket/trap under the glaze sink needs to be part of the clean up duties. The drill in the glaze area is back and working. The computer is working; internet speed has been greatly improved. Liz also has taken care of ordering an extra trash bin during our clean up. Liz will also order Microsoft Office Suite that is compatible with our computer.

## **OLD BUSINESS:**

### **CONSEQUENCES FOR MEMBERS WHO NEVER HELP CLEAN UP:**

We only ask members to do this twice a year. Very hard to manage this. Having too many people at one time during clean up can be chaos - some people show up and don't do anything anyway. Shanel is telling new members that participating in the twice a year clean up is required as it should be for all members. Could charge each member a fee to cover the cost of an outside cleaning crew. However, having an outside agency with little knowledge of our facility and what needs to be cleaned is a concern. Issue is that the clean up has become connected to the show. Those who are not participating in the show don't feel an obligation to help with the clean up. Decision was made to divide the clean up and set up into two days. Saturday will be clean up day and Sunday will be set up day. ALL MEMBERS WHETHER THEY PARTICIPATE IN THE SHOW OR NOT ARE REQUIRED TO PARTICIPATE IN THESE ACTIVITIES SINCE THE SHOW IS A FUNDRAISER FOR THE GUILD.

Will discuss this at our January board meeting to see how November went and what we can do to improve membership participating.

### **FACILITY MANAGER POSITION INCLUDING SELLING CLAY:**

Some questions have been raised on the proposed compensation for this position. Need to step back and ask "what problem are we trying to solve"? We currently have committed future board members to sell clay on Saturdays under the current plan. There may be other members we can "vett" and have them sell clay. Will table and discuss at our November meeting.

### **MEMBERSHIP QUESTIONNAIRE RESULTS - Shanel:**

53 questionnaires completed. Overview: Being a non-profit is the least important thing to our membership. Members need to understand why this is important to the guild. Majority of members said:

- \$50 max per month dues

- 4 hours or less per month working at or for the guild

- would retain membership if guild was somewhere else within the No.Co.Front Range area

Board will discuss questionnaire in more detail at Dec. board meeting

### **SHOW UPDATE - Shanel:**

Going well - show meeting Wednesday October 12th.

## **NEW BUSINESS**

### **MARKETING PROPOSAL - Cindy Dalton:**

Proposal to expand offerings beyond pottery created by our membership; joint sale events with other businesses (grocery stores, coffee shops, etc - new venue, new traffic.

Has been proposed in the past - was controversial among members. How about holding an "art show" in a park in the summer? Don't mess with current two pottery shows we currently have.

Because everyone is very busy right now getting ready and organizing show activities, will table for January board meeting.

### **NOMINATIONS FOR BOARD POSITIONS:**

Cindy would like to encourage the membership to nominate members they believe would be good in open positions. Nominees would be notified to ensure they would be willing to run for the position. Christina will send out a message to the membership asking them to nominate members for the positions that will open up next year.

### **2017 BUDGET:**

Liz will do a projection for 2017 with an AVERAGE of 10% increase for expenses and an AVERAGE of 3% increase in revenue. Will send out to board for review and discussion at November board meeting.

Board also agreed to a 10% increase in compensation to Bev Totten.

## **ACTION ITEMS:**

### **Carry Over:**

1. Kathi to revise tickets to add check box for customer data (Is this your first time at NCPG's show)
2. Hannah will be the point of contact to communicate to Bev.
3. Dierdre investigate questionable charge of \$95 on PayPal account.
4. Christina email members about open facility assistant position

### **From October Meeting:**

1. Christina to send message to Bev to be attached to Nov invoices addressing increase in dues as of Jan 1, 2017 and not to do ANY sanding inside the building.
2. Liz - to look into different covers for light in hand building room per request from member
3. Shanel - let Gloria Austin now about the use of gift certificates during the sale.
4. Christina will look at gift certificates and add "no refund" info.
5. Christina will send out message to membership - wheel for sale.
6. Liz - follow up with Bev/Hannah on budget questions
7. Cindy - contact Amy - any photo lights, box, etc available?
8. Cindy - postal bulk discount
9. Christina will email membership - please nominate members for upcoming open board positions or let her know if you yourself has interest.
10. Kathi - thank you card for Gary Long his monetary contribution to the guild

## **AGENDA ITEMS**

### **November:**

1. Facility Manager Position including selling clay
2. Instructors' contracts. Finished??? Signed???
3. 2017 Budget Review

### **December:**

1. Membership questionnaire results - actions?????

### **January 2017**

1. Member participation in twice a year guild clean up
2. Marketing Proposal to increase revenue

Respectfully Submitted,  
Kathi Kline  
Secretary

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**Approved by President**