



## Board Meeting Minutes DECEMBER 14th, 2015

Present: Christina H. Stephen H. Kathi K. Abigail C. Debbie L.

Absent: Shanel C. Cindy D.

Minutes of November meeting were approved and filed at the front desk.

Bev Totten attended the first part of the meeting for our budget discussion. Stephen presented the revised budget. Shows 10 months extrapolated instead of 9 months. Changes to the proposed budget included:

GENERAL FUND RAISER \$200 for both profit and cost for the first year; budget for hotwater tank increased from \$200 to \$800 to include installation; new slab roller included in budget; expenses for counter and new sink in kitchen increased due to actual expenses. Need amount for annual fee for web maintenance if applicable. It was agreed that there needs to be more documentation/detail for PWP donations and activities. Documentation to show value, recipients of donations; value and recipients of guild activities as a donation. This is needed to support our status as a non-profit 501c3.

Bev will check on how the guild handles "in kind donations".

It was agreed to have Christina, Bev, and Abigail bring recommendations of a template that would match line items in the budget to match the balance sheet for clarification and understanding of where expenses were being recorded.

Christina continues her discussion with Cindy W regarding the rent and a lease through 2020. Christina should have the information for the budget for our January meeting

Based on the budget discussion, Stephen will extrapolate the budget for 11 months and present the final budget in January for board approval.

Motion was made and passed to purchase a newer version of Quick Books. Bev will purchase.

### **Reports:**

**Kathi:** Reviewed the Action Item list with the board. List has been updated.

**Christina:** Things going good. Wants to communicate open positions to membership. Will talk to Cindy D. about posting open positions and duties on the members only page on our website.

**Abigail:** Payment letters going out. All else good.

**Stephen:** Clay orders good; clay usage high. Still losing clay. The guild will offer our current slab roller for sale. Price will be set by board. Price will come with the condition that the slab roller will be moved out at a set date AT THE BUYERS EXPENSE. The sale and move out date is contingent on the arrival of the new slab roller.

**Deb L.:** Offering 4 Hand Building workshops led by Theresa Anders. Members will be given first sign up rights prior to opening up to public. 7 max participants per workshop. Deb is also discussing a basic glaze class with Continental Clay.

**Shanel:** In her absence Christina reported our membership is full with a waiting list. We had a lot of turnover this year. Shanel also submitted her proposal for term limits for Facility Assistants, Glaze Masters, and committee chairs (Show Chair, PWP Chair, Cleaning Chair, Fundraising). Change term from "chair" to "coordinator". The board agreed with the proposal and plan with the exception of "Show

Coordinator. Since this is such an important job, it is important that information be passed on for smooth transitions. Therefore, the current Show Coordinator and assistant will be asked to coordinate the Spring and Fall shows for 2016 with the new Show Coordinator working as part of the show team. The new Show Coordinator will take over show responsibilities beginning 2017. Term limits guidelines would begin 2017 for new Show Coordinator as documented. The President will have the responsibility of communicating status of term limits (and exception) to the current Facility Assistants, Glaze Masters, and Coordinators.

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

Respectfully submitted,  
Kathi Kline, Secretary

**MOTIONS AND VOTES:**

1. November board minutes approved
2. Purchase of newer version of Quick Books
3. Approved the term limits with Show Coordinator as exception for 2016

**ACTION ITEMS FROM DEC BOARD MEETING:**

1. Christina, Bev, Abigail - recommendation of template for budget/balance sheet
2. Abigail - purchase newer version of QuickBooks
3. Bev T. tax rules for "In Kind" donations
4. Stephen - final budget proposal for January meeting
5. Christina - finalize rent/lease rates with Cindy W.
6. Christina to communicate term limit/status to Fac.Assistants, Glaze Masters, Coordinators.
7. Kathi to review Rules&Reg. and Bylaws to draft updates based on Term Limits.

**ACTION ITEMS CARRYOVER:**

1. Cindy D. to post Aug, Sep, Oct, Nov 2015 board minutes; and Sep All Members Meeting to website
2. Deb to investigate the costs of a grant writer
3. Stephen to get bids for plumbed swamp cooler
4. Abigail - Enterprise Zone - contact No.Co. Econ. Bus. Dev.
5. Cindy D - Square vs. PayPal for class payments
6. Christina discuss with Cindy W. maintenance responsibilities between guild and Cindy W.

APPROVED \_\_\_\_\_  
(President)