



## Board Meeting Minutes October 12, 2015

Present: Christina H. Kathi K. Shanel C. Cindy D. Debbie L.  
Absent: Stephen H. Abigail C.

The minutes for the August board meeting and September All Members Meeting were approved and filed at the front desk.

### **REPORTS:**

**Christina:** Andrew Melbauer is a new Facility Assistant replacing Rose Moon.

**Christina for Stephen:** July 1 through September shows a loss of 7 bags of clay. A question was asked if this was the same report made for July at the all members meeting (reported 7 bags of clay were lost) or if we lost an additional 7 bags of clay for August and September. Will clarify with Stephen at November meeting.

**Christina for Abigail:** A copy of the Treasurer's report was handed out to the board. Expense totals not included in the reports \$412.54 in bad debt from non payment from 2 members; \$768 Liability Insurance to be paid.

**Cindy D - Marketing:** Web site is up and running. We have a free google account because we are non-profit. Cindy asked if it would be helpful to have all the contact emails as part of the website (Classes, Membership). Will work with Deb and Shanel to see if this is possible. Cindy is getting ready to order postcards. They will be 5 1/2 x 8 1/2 from a local vendor who will also validate our mailing list to ensure the addresses are valid. Cindy will also send out a PDF file to all members enabling members to print postcards if so desired. She will only do small posters - will print them at her church and the guild will give a small donation to the church. No big posters this year - we have had too many left over the last two shows.

**Shanel C. - Membership:** We have 82 members - lost three. Have 1 new member starting this week; 2 new members starting after the November show; 4 or 5 people on the waiting list.

Deb L. - Classes & Workshops: Chris W. reported the number of bats for classes is limited. Has a very high production level in the current class. Deb will send an email to the members to make sure bats they may have on their shelves that are guild's bats are returned. No workshops or additional classes are scheduled until January 2016. Deb is talking to Penny D - Sculpture workshop; Sue from Smoke Stack; Neil C. Deb also reported that we need additional supplies for Raku classes. She will get these supplies ordered.

**Budget Review:** Christina presented a rough draft of a 2016 budget. This draft does not take any monies from our reserve; expenses are extrapolated for 2016; 2 projects are included. The results are a \$4675 DEFICIT. Christina would like the board to review this rough draft and think about how we plan to balance the budget for 2016. The board also prioritized the project list for 2016. The priority list is as follows:

1. New counter top and sink \$400
2. Plumbed AC upstairs \$2500
3. Under sink water heater for glaze area \$400 (Cindy Wedding recommended Jeff Gallegger, plumber who helped up with our leak)

There were several questions and concerns about the clarity of our financial situation. It does not appear to be clear to the membership that we are required to keep 6 months operating expense monies in reserve. As of October 7, 2015, we have \$70,762 in checking and Savings. \$48,000 of this is RESERVE leaving a balance of \$22,762. Our 2015 budget includes pulling \$9250 from reserves. We need to restructure our balance sheet - add a line that shows the reserve; add another line that shows projects. This discussion lead into the need for a position for a Fund Raiser. Christina will send a message out to the membership to gauge the interest from the membership in being considered for this position. Also in this message will be an explanation of the 6 month operating expense requirement. Because of this requirements, the guild needs to find other methods of raising money - therefore the Fund Raiser position. The majority of time for the November board meeting will be dedicated to the discussion of the budget.

Kathi Kline reviewed the bylaws change regarding email voting by the board. The addition to the bylaws addressing this issue was approved. Kathi will update the bylaws at the front desk and email the updated bylaws to the membership.

Shanel began a discussion of term limits for facility assistants and committee chairs. The motion was made, seconded and passed that these positions should have a term limit of two years. Based on the length of time these positions have been filled, it was agreed that the following people would complete their terms as follows :

JANUARY 2016 TERMS COMPLETED

Liz Stroh - Glaze Master  
Toshi Matsumura - Show Chair  
Tana - Facility Assistant  
Joe - PWP Chair

JANUARY 2017 TERMS COMPLETED

Sasha - Glaze Master  
Teresa - Facility Assistant  
Hanna - Facility Assistant

JANUARY 2018 TERMS COMPLETED

Andrew Melbauer - Facility Assistanty  
Fund Raiser Position

Shanel will draft a document outline the details of how the transitions will be made as term limits are completed and present at the November meeting for discussion.

Shanel requested approval to purchase 4 additional racks. She believes she has found space for the racks. We have people who would like additional rack space. Kathi presented the idea from member asking if we could increase more members who have a reduced membership who do not use their shelves therefore freeing up these shelves for members requesting additional shelves. Not feasible to increase the number of members at this time paying a reduced rate. Members are welcome to let other members use their shelves if they desire. The board approved the purchase of two additional racks.

Cindy D. asked if we should charge members the fee for paying their membership dues via PayPal. It was decided at this time we would not do this since we do not charge the fee for members who pay via personal credit cards. The board will review the process and the costs during the budget review of offering this service to our members, students, and customers who purchase clay from the guild using credit cards. The majority of the board members were surprised to hear that we are able to sell clay to

the public by using credit cards. A board member must be present in order to gain entry to the office and the credit card machine.

Cindy Dalton wants to create new signs for inside the guild to be used during shows (i.e. "More Pottery Upstairs"; "Classes and Workshop Info"; "Sign up for Mailing List" as examples). Good idea is to have a chalk board - can also add the names of the potters who have pottery upstairs. Cindy will get the signs ready for the November show. Also, a new poster is being made for classes.

Cindy Wedding attended the meeting because of her interest in one of the agenda items - cleaning the guild. She has noticed that the guild is not being kept clean and that there are times when members do not clean up after themselves. Also members and students are sanding pieces inside the guild (with sand paper and the green scrubbies). This is NOT to be done. It is a health hazard and members, instructors, should advise any person to take the sanding work outside. Cindy offered to help set up a beginning draft of parameters, etiquett and responsibilities, things to do and not to do related to keeping the guild clean and safe. A suggestion was made for us to look into the possibility of having ALL members assigned times during the year to come and clean a specified part of the guild instead of just asking the members to come once or twice a year to help clean the guild. Need to investigate consequences for members not doing their part in keeping the guild a healthy environment.

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

Respectfully Submitted,

Kathi Kline

Secretary

#### MOTIONS AND VOTES:

1. August & September meeting minutes approved
2. Bylaws change approved adding section addressing board voting electronically.
3. Term limits of two years for facility assistants and committee chairs approved.
4. Approval for Shanel to purchase two more racks of shelves.

#### ACTION ITEMS:

Stephen: clarify clay loss July through September

Cindy D. - send PDF file of show postcard to members

Christina - message to membership about fundraiser position and info about required reserve \$\$

Abigail C - restructure Balance Sheet by November 9th board meeting

Kathi K - updated bylaws sent out to membership. Filed at front desk.

Shanel - draft of details of term limits for facility assistants/committee chairs and transition process

Christina -follow up with Cindy on Guild Cleaning guidelines development

The following action items carried over from August board meeting. Please let Kathi know if these items have been addressed and the results.

Abigail - Enterprise Zone - contact No.Co. Econ. Bus. Dev.

Cindy - Square vs. PayPal for class payments

Tax exempt purchases: Christina - Wilber's & Sun State; Abigail - Wal-Mart; Cindy Sams

Christina - set up CrossRoads tour

APPROVED: \_\_\_\_\_

(President)