



Board Meeting Minutes August 10th, 2015

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

Minutes of July meeting approved for filing.

Board Member Reports:

Deb . : Class Survey results shows Chris W.'s students very satisfied with his classes.

Good response to upcoming Mayco glazing class and Raku class

Abigail: Presented a data sheet for shows and sales over the past 5 years showing, but not limited to, budget, expenses, net income, bar expenses/income. For shows, we need to consider no free alcohol for members at the bar. Should have alcohol for members upstairs in the kitchen area. All show expenditures need to be designated with receipts. Presented the Co. Enterprise Zone Program. Many questions and not enough understanding of the benefits. Abigail will contact the No. Co. Economic Business Development Commission, a free service, to get more info on benefits for NCPG and donors.

Cindy: Plan is to have website ready for All Members meeting in September. Will present and discuss the "hidden page" for members only for communications, documents, show information and members list. Our new web address is NoCoPottersGuild.org. Any info coming to the old web address will be automatically forwarded to our new web address. Cindy is planning on having our master mailing list for postcards totally scrubbed - sorting and validating the addresses - by the company that will also print and mail the cards for the November show. Online class payment - can we use Pay Pal? Cindy will investigate using Square in lieu of PayPal.

Kathi: from 2004 - 2015 have been organized and filed at the front desk. Each year's divider has highlights of that year's happenings and progress of the guild.

Stephen: Doorbell fixed - needed a new battery; slab roller adjusted - piece of canvas caught in roller. Clay report - lost 7 bags of clay during the month of July. Stephen will advise the members at the All Members Meeting that the board is looking into securing the clay. We are the only pottery guild in the area that does not lock up their clay.

Christina: Things going well with Facility Assistants. Currently keeping track of time for the round kiln to fire. May need work.

OLD BUSINESS:

Abigail: We need to set the budget for Fall 2015 shows. The board approved:

Marketing	\$2000
Toshi - misc	\$100
Members wine, paper products, drinks	\$100
Light Tower/parking lot	\$400 (doubled)
Misc	\$100
Alcohol	\$425
*Shelving for racks	\$75
*Cash Register	\$107.31

Changes to the budget due to additional Thursday evening (if approved by members) will increase budget for light tower. May require members to bring more food. Alcohol should be okay since we sell back wine each show. *These two expenses shared between May 2015 show and Nov. 2015 show.

Cindy will have a door prize - entry will be asking how you heard about the show. She will create the drawing ticket.

We need to investigate on not paying taxes on items the guild buys/rents for the show - paper products, alcohol, light tower. Christina will check with Wilbur's and Sun State (light tower rental); Abigail will check with Wal-Mart; Cindy will check with Sam's.

Kathi: Presented changes to Rules and Regs that need board approval. (1) deadline for signing up for guild shows; (2) cancellation time line for gas kiln. Changes approved by board. Updated Rules&Regs will be sent out to the membership.

NEW BUSINESS:

Abigail: Member(s) asked about making recurring payment via the web for monthly statements. After some discussion, the board agreed that members can pay their monthly statement on line via their credit card. The guild WILL NOT set up **an automatic pay process** where the guild automatically takes payment from a members card or account.

Stephen: We need clarification on when/how the Board should vote by email (By Laws Art. V). Kathi will write an additional section to Article V address the following points. Who initiates? What is a compelling issue? What is the time line? Do we use the normal 51% we use for board meetings? Will discuss and vote at October meeting.

Christina: Will set up a tour of Cross Roads for the board (4 people max) in October. The October meeting will focus on the budget and discussion around the position of Fund Raising Chair. Board members should bring food and drinks to this meeting.

Stephen: Members input on capital expenses for 2016. The board would like guild member input on capital expense spending for 2016. Will spend up to \$10k in 2016. Cindy will work with Stephen to create a survey for members. Survey will be sent to all members in time for voting prior to the September 2, 2015 All Members Meeting. Stephen will present the results at the All Member Meeting September 2.

Shanel: Questioned the charges for firing the gas kiln relative to the electric kiln. (1) are the charges for Associate Members relative to Regular Members fair for firing the gas kiln? (2) Are the charges for Electric Kiln fair if you load and unload your own load? No need for a Facility Assistance help. Due to lack of time, this will be added to the October Board meeting.

Since there was no additional business it was moved, seconded and approved to adjourn the meeting.

MOTIONS AND VOTES:

1. July minutes approved.
2. Show Budget approved (\$3407.38 Fall 2015 show)
3. Rules & Regs approved - show sign up timeline; gas firing cancellation timeline & members request to repeal

ACTION ITEMS:

1. Abigail - contact No.Co.Econ.Bus.Dev. regarding Enterprise Zone
2. Cindy - investigate using Square for class payments on line in lieu of PayPal
3. Check on tax exempt purchases
 - Christina - Wilber's & Sun State
 - Abigail - Wal-Mart
 - Cindy - Sam's
4. Kathi - send out July minutes, updated R&R to membership
5. Kathi - write additional section to Article V addressing Board voting via email
6. Cindy/Stephen - prepare and send out survey to members regarding 2016 capital expenses. Results sent to board PRIOR to all members meeting; results presented at Sep 2 all members meeting.
7. Christina - set up Cross Roads tour.

OCTOBER AGENDA:

1. Budget
2. Term limits for lab assistants and committee chairs (show, PWP, Fundraiser)
3. Board email voting amendment
4. Firing charges
5. Fund Raiser Position
6. PWP

Submitted by Kathi Kline, Secretary

Approved: _____
(President)