



Northern Colorado Potters Guild and Studio Board Meeting Minutes July 8, 2019

IN ATTENDANCE: Jeanne Shoaff, Tyke Wortman, Adeline Engelstad, Dierdre Cook, Jen Long, Rose Moon

ABSENT: Ruth Hartman

Meeting called to order at 5:32pm

MINUTES were approved from June board meeting.

REPORTS:

a) Dierdre (President)–

- i) Instructor requested use 8 wheels for 2 hours with \$200 donation to guild
 - (1) Could be a test on impact of facility - will not be using glazes/kiln firing
 - (2) Just had a request and Board said no because Board needed to review policy
 - (3) Need to look at limitations, frequency, impact on members
 - (4) Rose pointed out wanting to reserve this privilege for non-profit groups
 - (5) Board consensus - Denial of request
- ii) Amend bylaws to use 6 Guild Assistants with option to bring on backups during crunch time (shows)
 - (1) Article IV, Section D - changing wording: four to a six assistants, changing five to three hours (with understanding that more hours as necessary during crunch time)
 - (2) Tyke request amending bylaws a section at a time
 - (3) When updated bylaws are printed corrected title is necessary
- iii) Asked about Glaze Masters teaching a glazing class to classes with extra compensation
 - (1) should it be open to members as well?
 - (2) Adeline suggested perhaps limiting glaze choices for students, or more guidance with layering
 - (3) Rose pointed out a great need for safety education
 - (4) Dierdre will ask if Glaze Masters if they are even open to doing such a class.

b) Rose (Vice President) –

- i) Roof got fixed yesterday 7/7/19. Previous worker poured tar over caulk - horrible job. This time fixed.

- ii) Dryer (not heating) will be looked at next week.
- iii) Electrician coming tomorrow (7/9/19) between 2-3 to fix hanging light over kiln area.
 - (1) Will ask electrician to look at all hanging lights
 - (a) Rose pointed out the bolts shouldn't break
 - (2) Electrician will change box for new kiln
 - (3) Will make sure transformer is still working.
- iv) Mike is coming Friday (7/12/19) 10 am to look at error messages on kilns
 - (1) Jen will ask Mike what to do about old kiln
 - (2) New kiln will arrive in a few weeks
 - (3) Jen will ask Mike about error codes, and what to ask electrician
- v) Replaced hand building tables so they are all safe and not falling over
- vi) Added plastic to upstairs windows to keep upstairs cooler

c) Jeanne (Treasurer) -

- i) YAY ROSE! So much work done!
- ii) Balance sheet looks good.
- iii) On target for budget
- iv) Removed AC under special projects
- v) Changed lighting to \$2500 since it has been completed.
- vi) Added kiln replacement budgeted \$7500 (actual is \$4200 - includes delivery and install)
- vii) Dierdre asked about maintenance/repairs, where the budget is for this.
 - (1) Will need to look at increasing maintenance budget for next year
- viii) Need to look at how to increase revenue
 - (1) Rent most likely will go up and being incorporated and increase in taxes next year
 - (2) Perhaps because the Guild is a non profit and in a warehouse district taxes will be lower?
- ix) Only one member over due
- x) Sent notices to those who are keeping a balance
- xi) Four bags of clay short since January, up one since last month
 - (1) Perhaps from clay from cookies?
 - (2) Perhaps from classes?
 - (a) Tyke to ask instructors to keep an eye on it
 - (3) Do we need this many different clays?

d) Tyke (Class Chair) -

- i) Classes are full. Starting tomorrow night (7/9).
 - (1) Christina is slated to teach, Shanel might fill in
 - (2) Kathryn Wilson has degrees in ceramics, might be a great resource for teaching.
- ii) Lori Acott's workshop has 3 spaces available
 - (1) First weekend in September
 - (2) Adeline put up photo on site
- iii) Shanel is teaching last class of the year

- iv) Two meetings ago, Board talked about getting an iPad and a swiper for people to pay for classes. Need to find happy medium about having online and not limiting access for registration.
 - (1) Idea - discount code for members on PayPal
 - (2) Idea - A square card reader for an iPad
 - (3) Rose mentioned need to cut off date prior to start of class
 - (4) Student to takes a class needs to pay for class
 - (5) Classes are full needing to pay at sign up.
- v) Blurb of refund needs to be removed from class sign up.
- vi) City's sign up process is all online and through Recreator
- vii) Jen brought up an idea to make site more user friendly, attractive, and ability to pay / enroll for classes online
- viii) Tyke will send out thoughts to Board with ideas on making payment and sign up easier and more cohesive for all involved.

e) Adeline (Marketing Chair) -

- i) Exploration on Google docs. Dierdre is in!!
- ii) Exploring website - will sit down with Pam
- iii) Would love to have intranet for members
 - (1) allowing new members to have access to all info.
 - (2) needs to be intuitive
 - (3) will make a mock one to board for test
- iv) Website is updated
- v) Members are updated

f) Ruth (Membership Chair - absent - report via email)

- *The Guild* has 82 members. Amy Hock is back from her Leave of Absence and will be taking three shelves. ...about 3 shelves available on the first floor and 6 shelves available on the second. 82 Members seems to work well. If members want more shelves *The Guild* has them, but do not have a big surplus. I think 82 is a good number for the maximum number for the guild but I would be greatly appreciated your input."

■ **AGENDA ITEMS**

- A. Number of members - Ruth sent in emailed update
 - 1. Currently - 82 members
 - 2. Dierdre - suggests keep it at 82 with option of 85 members, and keep shelves open for those additional members
 - 3. Adeline - questioned leave of absence regarding newer members and pregnancy.
 - a) nothing resolved on this issue
- B. Guild Assistants
 - 1. See Dierdre's report

- C. Updating Bylaws / Rules and reg.
 - 1. Page 1 - article A... add suite #4 and add “studio” to address
 - 2. Update wording and description: hours (3) and number of guild assistants (6) and compensation (member dues with an additional \$20 credit for clay or firing costs)
- D. Kiln purchase / electrical
 - 1. See Rose’s report
- E. Protocol / list of facility emergency contacts
 - 1. Rose is making an update on emergency contact sheet for Board members and GAs

- **OTHER ITEMS/BUSINESS:**Items for future discussion:
 - August:
 - Vacant guild assistant position
 - Policy of non-profit groups to use facilities
 - Payment of classes - week before / online
 - Continuous updating bylaws
 - Dierdre will let us know about who is heading the show

Meeting was adjourned at 7:10PM

Respectively submitted,
Jen Long