



## Board Meeting Minutes April 11, 2016

Present: Christina Hellyer, Kathi Kline, Abigail Cohen, Shanel Cass-Caskey, Stephen Huth, Debbie Liptak, Cindy Dalton, Liz Stroh, Hannah Zimmerman, Andy Milbauer

Christina H called the meeting to order at 5:30 pm on April 11th, 2016. The minutes for the March board meeting were approved and filed.

Action items were reviewed and updated.

The schedule for Saturday clay sales has been set. If any board members cannot be here on their scheduled Saturday, it is their responsibility to find a replacement.

Reports:

**VICE PRESIDENT, Stephen H.:**

Continental clay delivery will be coming in this week. Chemicals have been ordered.

Lighting in the main room. The main financial cost of light replacement/repair is the rental of the equipment by the electrician to get up to the lights. The cost to work on our current lights is approximately \$1200. The electrician gave us a bid of \$3000 to pull and replace the current lights with high density fluorescent light fixtures that will be longer lasting, will give out more light, and be more cost efficient. He can do the work the week of April 18th and have completed before the show set up date of April 23rd. Stephen has talked with Cindy so she is aware and okay with the new lighting. A motion was made, seconded, and passed by the board to install the new lighting.

Stephen did not have a clay count for this meeting.

He suggested we do an inventory of tools available at the guild (i.e. hammers, pliers, etc - not pottery tools) and have a set available for the VP and Facility Assistants to use for minor repairs.

The faucets need to be looked at at the downstairs sinks.

The light in the staircase to kitchen needs work.

Both kilns need to be looked at - will do after the show

**CLASSES & WORKSHOPS: Deb L:**

Classes are up on the web for May. The changes approved by the board in March will go into effect June 28th. Deb and Christina have talked to Chris about the changes - he is the only instructor currently. He has agreed to the changes along with adding glaze basic instruction from him as part of his classes.

**MEMBERSHIP: Shanel C.:**

We have 83 members with 2 on the waiting list that are not ready to become members. We have one member on LOA. It was clarified that if there is not a current member on the waiting list for an Associate Member membership, an Associate Membership can be offered to an incoming member if requested.

**MARKETING: Cindy D.:**

The email and postcards for the Spring show have gone out. The bulk of the advertising will be done in Fort Collins newspapers while taking advantage of the free advertising offered in Loveland.

Cindy reviewed a plan to have both cash registers on line during the show by running a cable from the hub in the office down to the front desk to a split router. Liz told Cindy she should call the bank about the credit card machines reserved for our show to ensure they are both "on line" machines.

**TREASURER: Abigail C.:**

Abigail presented the Treasurer's report. She will send out a notice of payment overdue letter to Linda Prokop, Special Guest member this past summer.

**PRESIDENT: Christina H.:**

Christina reviewed the process of selling clay on Saturday's for our new board members. The cost of clay to students is \$30 per bag; the cost of clay sales to the public \$20 per bag.

The new board agreed to continue to hold board meetings the second Monday of each month beginning at 5:30pm.

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

**MOTIONS MADE VOTING RESULTS:**

1. Board voted to install new lighting in main room @ cost of \$3000

**ACTION ITEMS FROM APRIL MEETING:**

1. Tools inventory - VP
2. Light in staircase to kitchen - VP
3. Faucets leak in throwing room - VP
4. Have kilns checked - VP

**ACTION ITEMS CARRYOVER:**

1. Stephen to get bids for plumbed swamp cooler
2. Christina, Bev, Hannah - recommendation of template for budget/balance sheet
3. Stephen to get vent cover for the outside of glaze room vent.

Approved \_\_\_\_\_  
(President)