



## Board Meeting Minutes June 8, 2015

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

Absent: Stephen H.

Minutes of May 11 board meeting approved and filed.

### **BOARD MEMBER REPORTS:**

**Shanel - Membership:** We have 81 members with 4 more in the works. We lost two member last month; Kris Smith and Kristina Graham. By the end of June, we should be at 85 members.

**Debbie - Classes & Workshops:** next session of classes are on line. Shanel will be teaching Tuesday nights. Survey has been sent out asking members about classes & workshops. To date, 24 responses. Yoga on Sunday's to help with good potting posture is a go!

**Christina - President:** We have 4 guild assistants with 3 doing loading and unloading of the electric kilns.

**Kathi - Secretary:** Bylaws and Rules and Regs. updated and filed in book at front desk. On cd disc ready to load onto guild computer.

**Cindy - Marketing:** Has sent survey to membership for logo. Website is moving forward. Email has been sent out to membership for open house for them to pass on to their mailings lists. Cindy asked if we wanted banner for open house promoting our activity via PWP? Board - yes. Cindy can also promote open house on Facebook for ~\$30. Board - yes. We are in the Tour guide for the art walk.

**Abigail - Treasurer:** Quick overview of Nov show budget and how it was broken out. Will graph last 5 years income/mkt expenses related to shows. We lost money on the bar in November. Paypal issue should be resolved

### **OLD BUSINESS:**

**Shanel - Racks,shelf space:** We have space, We have room for 4 additional racks - 2 upstairs and 2 downstairs. Board agreed that there is no need to purchase racks right now.

**Debbie - Class Survey:** Debbie presented the questions for the class participants survey. Survey results will be shared with the board and instructors.

**Christina - Clay Loss:** Need to know where this dollar amount shows up in the profit/loss part of the budget. Board agreed that Stephen should send out a message to membership calling out the top three clays that are experiences the greatest loss since January and ask members to PLEASE write down the clay they take or sell. Also board agreed that students who are not guild members should not be able to take any clay during non-class time (if they come in to work on their pieces outside of class time). Debbie will make instructors aware of this in order for them to communicate this to their students.

Christina presented a budget review planning/discussion document that will help us direct our budget discussions.

Also looking at getting guild on community donation page; need to investigate the Enterprise Zone and think about grant writing.

Asked if we would be willing to have a board meeting in November - Board agreed.

### **NEW BUSINESS:**

**Cindy - Guild Computer:** Out of date. Will explore getting prices on updated Windows, Microsoft Office and Quick books. Cindy has password protected the computer. Board members have the password. Cindy will also set up "Drop Box" to back up our guild files. Since there was no further business, meeting adjourned.

**MOTIONS AND VOTES:**

- Approved the minutes of the May 11 board meeting. Filed in book
- Revised the Rules and Reg for shelf space eliminating wording about top and bottom shelf assignment and adding wording related to shelf configuration.

**ACTION ITEMS:**

1. Cindy to look into cost for vinyl banner and posters for use during special events and shows to promote PWP and other guild activities.
2. Cindy will investigate options for show publicity along with costs.
3. Abigail will graph the last 5 years income vs. marketing expenses for shows.
4. Show budget will be completed by August meeting.
5. Kathi will make changes to Rules & Regs, Section II, Item D, Additional Shelf Space Rental and review with Shanel for board approval in July.
6. Debbie will compile survey data from class participants and share with board and instructors as data is collected.
7. Stephen to send a message to membership calling out the 3 clays that have the highest loss rate with a reminder to PLEASE write down the clay you take.
8. Debbie will advise class instructors to inform their non-guild students that they may only get clay during class time.

**AGENDA FOR: July 13:**

1. Toshi and Cindy to present draft of plans for November show
2. PWP/Fundraising
3. Budget ideas review

---

(signed by President)