



## Board Meeting Minutes December 12th, 2016

Present: Christina Hellyer, Liz Stroh, Kathi Kline, Shanel Cass-Caskey, Dierdre Cook

Absent: Hannah Zimmerman, Cindy Dalton

Christina H called the meeting to order at 5:30 pm on Dec. 12th, 2016. The minutes for the November 2016 board meeting were approved and filed.

### **Reports:**

**Christina Hellyer, President:** Wheel for sale. Is the guild interested? It has a new motor. If in good condition we are interested. The board agreed we were interested; seller was contacted, brought the wheel to the guild, wheel inspected and purchased for the guild.

**Christina Hellyer for Hannah Zimmerman, Treasurer:** Reported two members in arrears. Texted Hannah to clarify if arrears were one or two months. Hannah also needs to advise Bev of write offs for 2016 by Dec 17th so they can be processed before the end of the year.

**Diedre Cook, Classes and Workshops:** There is a good possibility that Continental Clay will pay for the clay for the Penny Bidwell workshop. January classes almost at capacity. Contract with instructors finalized. Will review instructors compensation in June of each calendar year.

**Liz Stroh, Vice President:** The drill is back. The electrical issue with the wheels is fixed. Power strips had been daisy chained from one outlet. Clay delivery from Stoneleaf has been delayed. Was supposed to arrive right after Thanksgiving. Liz working with them to avoid these delays in the future.

**Cindy Dalton, Marketing (via email):** (sent Dec 12th via email from Cindy Dalton)

Hi,

My Report:

I have a member that would like to take photos. I need to connect with her and get more details. I am also pursuing the idea about setting up a photo booth.

I like your idea about working the social media more throughout the year. I think we need to tag team it since I'm not at the guild that much, photos are the best way to

Keep people's attention so we should take them when we can. Doesn't have to be top quality, just showing people working and having fun.

Last thing is I'm working on some documentation that includes all the usernames and passwords for all of the services and programs we are using for the guild.

The budget looks good to me!

Thanks! Cindy

### **Agenda items:**

**FLOOR IN HAND BUILDING ROOM:** The tiles are raising causing a "tripping" hazard. The tiles are not asbestos. We also need to have the ramp checked. We will budget for both repairs and allocate funds from reserves.

**2017 BUDGET ADOPTION:** Motion made, seconded and passed to approve the budget with the following changes. Will allocate monies from reserves for floor repair in hand building room and ramp repairs. Will remove \$400 allocation for table top slab roller and allocate to ramp.

**NOMINATIONS FOR THE BOARD:** We still need nominations/volunteers for President and Marketing. The following members have accepted nominations for specified positions:  
Ruth Hartman for Membership and Amy Nichols for Secretary

**HOLIDAY GET TOGETHER:** Planning a casual get together for January 13th 4pm to whenever. Liz Stroh will organize. Members will be asked to bring snacks to share and their drink of choice.

**FACILITY MANAGER POSITION INCLUDING SELLING CLAY:** Still have the list of ideas but nothing has been finalized. Need to consider what problem/issue we are trying to address. Need to review how we organize/manage/communicate facility assistants. Tabled for January board meeting.

**MEMBERSHIP QUESTIONNAIRE RESULTS - ACTIONS?:** Purpose of the questionnaire was to gauge the interest in moving to a new location and maximum monthly dues members would be willing to pay. Results indicate the majority of members would be interested in getting a new building as long as it is near to current location. Majority of members indicated \$50 dues per month is their preferred maximum.

**OTHER ITEMS/BUSINESS:**

Nov show update: Total dollars were up; attendance was down (about 60 guests). Will have a more detailed discussion at the January meeting.

Board member position descriptions - we need more detailed job descriptions to ensure smooth transitions when new members come on board and avoid the loss of learned information. Each current board member will prepare a detailed job description/check list for review at the February 2017 board meeting in preparation for May 2017 transitions to new board members.

Clay - we have not lost any clay since August.

Class costs: A motion was made, seconded, and passed to raise ADDITIONAL bags of clay for students to \$35. Reasoning: large number of pieces being run through firing processes from classes has increased. Increased use help pay for wear on kilns .

**MOTIONS AND VOTES:**

1. Voted to accept the 2017 budget with approved stipulations
2. Voted to increase additional bags of clay for class students to \$35

**ACTION ITEMS:**

CARRY OVER:

1. Cindy - check with Amy to see if any photo lights, box, etc, available
2. Cindy - check on postal bulk discount

FROM DECEMBER MEETING

1. Kathi - send email to Hannah; reminder to advise Bev of write offs by Dec 17
2. All board members prepare detailed check list for their current positions ready for review at the February board meeting in preparation for one on one transition discussion in May

**ITEMS FOR JANUARY BOARD MEETING:**

1. Facility Manager Position
2. Show Results - Shanel
3. Marketing Proposal to increase revenue - Cindy
4. Creations of committees for special projects (i.e. new location)

**ITEMS FOR FEBRUARY AND FUTURE BOARD MEETING:**

1. February - Review and discuss job descriptions check lists for each board position

APPROVED \_\_\_\_\_

(President)