



Northern Colorado Potters Guild and Studio Board Meeting Minutes June 10, 2019

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

ABSENT: none

Meeting called to order at 5:49 pm

MINUTES were approved from May board meeting.

Clarification on meeting times and date: 2nd Monday of month at 5:30pm

REPORTS:

a) Ruth -

- i) New members (2 this month)
 - (1) Clarification of how new members are brought on board - interviews and show up for interview meeting. Be a team player.
 - (2) 80 members currently - being full is 85
 - (a) Being at capacity (85) can be a burden on Guild facilities
 - (i) shelves are a huge burden - Guild does not have enough shelves for 85 members
 - (b) Jeanne brought up what the member capacity number was last year as it pertains to dues and income
 - (i) Last year membership was closer to 85. Around winter holidays 2018 there was a waiting list.
 - (c) No one leaving that Ruth knows of.
 - (d) Dierdre suggested when updating bylaws we can set a number as 82
 - (e) Tyke brought up need for more clarification on what the issues are with a high capacity.
 - (f) Jen suggested the board raise the number of associate members. Ruth mentioned that Guild still has 1 opening for an associate member.
 - (g) As of now Guild will accept 2 new members

b) Tyke -

- i) Classes are full!
- ii) Reminder to members of class times and days.
- iii) Structure for firing of kilns for student work - loading on Fridays and unloading by Tuesday
 - (1) Jen gave update on kilns

- (a) Oval error on last 2 fires. Old round kiln fires to 05 and strictly used to fire bisque now. New kiln had power failure message on Friday.
- (b) FAs are learning new Ramp/Hold and doing well
- (2) Ruth offered to help with kilns or other work for FAs
- (3) Gloria brought up student wares staying on unloading shelf
- iv) Rose's class is now up on the website will change to 8 students
- v) Raku in Sept with Susan Gilbert
- vi) Lori Acott Fowler will do a workshop on Aug 30 for Friday, Saturday, Sunday
 - (1) Tyke brought up that Lori uses different clay might need to order
 - (2) Class max is 8
- vii) Christina Helleyer will be doing the next throwing class then Shanel in September

c) Jen -

- i) error codes on oval twice in test firing Ramp/Hold firing
- ii) Ruth - will try a full load using cone fire. Will run a cone 6 fire tomorrow (6/11)
- iii) Gloria - will call Mike to ask his opinion on Ramp/Hold error messages
- iv) Tyke - Guild can not run three kilns at a time, but can run 2.
- v) Dierdre brought up a need for new breaker to make sure we are aligning with fire code.
- vi) Gloria confirmed running the 2 smaller at the same time is ok, but can only fire oval alone.

d) Rose -

- i) Slip molds - made \$65
 - (1) Need to get rid of the other molds
 - (2) Molds are on Craigslist for \$150, and will donate or dispose of them if they don't move by June 15th
 - (3) Ruth suggested to send another memo out to Guild community promoting mold sale
- ii) Brought up unwanted donations being a burden to the Guild.
 - (1) Jeanne suggested we need guidelines for donations
- iii) Roof is fixed - might need to be done every couple of years
- iv) Keeping up on items needed for kilns.

e) Adeline -

- i) Figuring out Google user names and will ask Pam for help
- ii) Dierdre mentioned because the Guild is a non-profit, thus are allowed to have 10 users
- iii) Will need a keeper of logins and passwords to allow everyone access in future
 - (1) Once all this info is gathered, Adeline will create a hardcopy

f) Jeanne -

- i) No big changes or surprises
- ii) Brings up whether or not Guild will need to purchase a new kiln to replace old round, and how much will that be

- (1) Equipment repair is budgeted at \$2000
 - (a) \$1030.20 of \$2000 budget already used
 - (2) Tyke - Firing, shelf cleaning, and cookie charges should be going towards equipment repairs
 - (3) Rose - we can pull from lighting now that it is complete
 - iii) Rose - does Guild want \$5k to use on AC or a new kiln to replace old round?
 - (1) Tyke agrees with Rose to buy a new kiln over upstairs AC
 - (2) Dierdre suggests Guild use Continental Clay
 - (3) Dierdre - researching benefits to using a smaller kilns vs larger
 - (4) Ruth - problem has always been getting work through kilns
 - (5) Dierdre concerned over how hot it is upstairs
 - (6) Tyke points out the Guild needs all kilns functioning to process amount of wares that go through
 - iv) Rose makes motion to forgo upstairs AC and use those funds and funds left over for lighting to buy new kiln to replace bisque kiln.
 - (1) Ruth seconds.
 - (2) All agree.
 - (3) Motion passes.
 - (4) Gloria suggests Rose get quotes from Mike our kiln go-to expert and Continental Clay
 - v) No late notices this month!!!
 - vi) \$838 write offs for members outstanding debt
 - (1) Rose - asks what the cut off is for member with outstanding dues
 - (a) Jeanne - 60 day is first noticed -> after 3 months will have 15 days to pay
 - (b) If not paid, forfeit what is left at the guild
- g) Gloria**
- i) Dierdre - invited Gloria to attend this meeting because she orders all Guild clay
 - ii) Girl Scouts will be using Guild facilities June 22 9:30-12:30
 - iii) No Bclay - machines are getting fixed - tentative ship date is June 15th, have 3000# being shipped
 - iv) Stoneleaf has a dedicated person to work with Gloria and is trying hard.
 - v) Rocky Mtn. order comes in tomorrow (6/11)
 - vi) Dierdre thanks Gloria all she does. Board concurs.
 - vii) Wants to move towards Rocky Mtn. clay
 - (1) locally owned
 - (2) greener
 - (3) not a middle man
 - (4) mix their own clay
 - (5) BMX ^5 is Rocky Mtn's version B-Mix ^5
 - (a) Noted that a handful of ppl like B-Mix ^10
- a) Dierdre -**
- i) Facility Assistants (FA)
 - (1) Bylaws say 4, Guild has 6 - must update
 - (2) Two FAs are done with their terms end of June

- (a) One FA is asking to recommit
 - (i) will keep on this FA for an additional year and will ask for a Monday work day recommitment
- (b) The other FA will not be coming back as a FA for a third year
 - (i) this FA is not a member in good standing in board's eyes
- (3) Tyke - Guild needs more assistants rather than going down to 4
 - (a) Gloria - if assistants show up, Guild might not need 6
 - (b) Tyke - Guild needs 6 (plus backup for sickness, vacations, crunch time)
 - (c) Ruth - 6 will avoid burnout
- (4) Ruth - credits on invoice can only be used for membership dues
 - (a) Rose - members not in good standing should not get credit
 - (b) Jeanne - criteria of what a member in good standing will determine what who qualifies
- (5) Ruth - how does the board determine why to keep a FA on for a 3rd year. How does an FA avoid burnout and animosity?
 - (a) Adeline - new voices, new ideas, willingness to learn with new FAs
 - (b) Jen suggested FAs need to talk better about it as to show that it is not grunt work, that it is a very important role as a Guild member. Also suggest backups are a great idea.
 - (c) Dierdre - suggests Guild has with 5 for now, and reach out to Lynn Thompson and Gloria Austin to be backups and advertise position
 - (d) Adeline - asked if its worthwhile to have a trial period/probation for a new FA to learn job and make sure new FA flows with current FA team.
 - (e) Jeanne wonders if lack of FA candidates from how FA positions are marketed? Can Guild market the position in a better way?
- (6) Dierdre will send update to Guild email list.

▪ **OTHER ITEMS/BUSINESS:** Items for discussion:

- July:
 - Look at member number again.
 - Bylaws update
- August:
 - Facility assistant position

Meeting was adjourned at 7:50

Respectively submitted,
Jen Long