



## Board Meeting Minutes November 9th, 2015

Present: Christina H. Stephen H. Kathi K. Abigail C. Shanel C. Cindy D. Debbie L.  
Minutes of October meeting were approved and filed at the front desk.

### **Reports:**

**Deb:** Classes are scheduled for January and she is still talking to additional instructors for future classes. She also will be ordering the additional supplies we need for the Raku classes.

**Abigail:** Membership is paid up. Donation sheet has been updated. Approved by board. There is a large discrepancy between this month's and last month's balance sheet. The expenses are most likely somewhere in the report, we just don't know where. Abigail will talk to Bev about coming to the meeting for our clarification of what expenses goes where.

**Shanel:** We currently have 80 members. Will be adding 5 after the show leaving 3 on the waiting list.

**Cindy:** Will be offering \$50 gift certificate out of the marketing budget - Friday night's guests will be entered into a drawing when filling out "how they heard about the show" card. The gift certificate will be good for shopping Friday through Sunday at our Nov. 2015 show. Saturday and Sunday, guest will be entered into a drawing for a special pottery piece by filling out the card. Special pieces donated by Christina Hellyer and Theresa Anders.

**Kathi:** asked board to review Action Items at the end of the November minutes. Let her know if items have been completed or should be deleted. Also asked Cindy D to post August's Board meeting minutes, September's All Members meeting minutes, and October's Board meeting minutes to the Members Only page on our Website.

**Stephen:** Gas kiln - thermocouple and pyrometer repair scheduled for week after show. Will do a clay count today. Has ordered clay requesting delivery to be after our show. Clay loss July thru October is 18 bags.

### **Budget Discussion:**

Stephen presented a budget based on what we spent in 2015 and extrapolated out for 2016. Overall the board thought the budget looked okay for 2016. It was noted that going forward we need to look at increasing our revenue. Fundraising is a viable option. The parameters need to be established around activities and expectations of fundraising efforts (should not be pottery related for the most part). We also need to see if we have members interested in filling the position of Fund Raiser Chair.

Christina will talk to Cindy about extending our lease from 3 to 5 years and how the yearly increase in rent would/could be reflected in the budget/monthly payments.

Grants are also a possibility. This would most likely be a paid position. Deb will check on the cost of hiring a grant writer.

Abigail will send a email to the guild membership to gauge the interest in either fundraising position or grant writing.

Stephen would like board members to send him suggestions for changes to the budget. Will add numbers from November for our December board meeting.

**Projects Status:** The board agreed to move forward on the kitchen sink counter redo (\$400 estimate, will be done after the show) and the under sink hot water heater for glaze area sink (\$400 estimate, plumber who fixed the leak may be an option to contact; may give us a good deal).

The plumbed swamp cooler for the hand building room was high on the list after the membership vote. We have an estimate of \$2500. Stephen will get bids to see if the estimate is close. The board will make the decision on the swamp cooler once the bids are received.

A new slab roller also received high votes from the membership. Stephen will send out a message to the membership to get clarification as to whether the membership expected to have two slab rollers (one upstairs and one downstairs).

The additional of a salt kiln is on hold - would like to see if we could get a grant to cover this in the future

The board also would like to have a better understanding of building maintenance updates responsibilities between Cindy and the guild. Christina will talk to Cindy to see if we can get this clarified.

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

Respectfully submitted,

Kathi Kline, Secretary

#### MOTIONS AND VOTES:

1. October board minutes approved
2. Update of donation sheet approved
3. Approved to move forward on kitchen sink counter top redo
4. Approved to move forward on under sink water heater for sink in glazing area.

#### **ACTION ITEMS: FROM NOV BOARD MEETING**

1. Christina to invite Bev to December board meeting and explain reason
2. All board members to review carryover Action items and advise Kathi of status
3. Cindy to post Aug board minutes; Sep All Members Meeting and Oct Board minutes to website
4. Christina to talk to Cindy about 5 year lease payments.
5. Deb to investigate the costs of a grant writer
6. Abigail to email membership to gauge interest in chairing FundRaising or writing grants.
7. Stephen to get bids for plumbed swamp cooler
8. Stephen to send out message to membership about new slab roller
9. Christina talk to Cindy about where responsibilities lie for maintenance between Cindy and guild.

#### **ACTION ITEMS CARRYOVER SINCE AUGUST**

Stephen: clarify clay loss July through September

Cindy D. - send PDF file of show postcard to members

Christina - message to membership about fundraiser position and info about required reserve \$\$

Abigail C - restructure Balance Sheet by November 9th board meeting

Shanel - draft of details of term limits for facility assistants/committee chairs and transition process

Christina - follow up with Cindy on Guild Cleaning guidelines development

Kathi - draft item for rules&regs regarding member responsibilities

The following action items carried over from August board meeting. Please let Kathi know if these items have been addressed and the results.

Abigail - Enterprise Zone - contact No.Co. Econ. Bus. Dev.

Cindy - Square vs. PayPal for class payments

Tax exempt purchases: Christina - Wilber's & Sun State; Abigail - Wal-Mart; Cindy Sams

Christina - set up CrossRoads tour

APPROVED \_\_\_\_\_

(President)