



## Board Meeting Minutes APRIL 10, 2017

IN ATTENDANCE: Christina Hellyer, Liz Stroh, Shanel Cass-Kaskey, Kathi Kline Dierdre Cook, Hannah Zimmerman, Tom Wortman, Ruth Hartman, Amy Nicholl, Pam Vagge, Jody Walton

ABSENT: Cindy Dalton

Members attending for specified topics: Rose Moon, Tom Mills

### **Minutes from February's board meeting and March's All Members Meeting approved and filed**

**MEMBER REQUEST AGENDA ITEM: Rose Moon - Spring Clean up.** People who throw pots and in show should participate in clean up. What is alternative if they cannot participate? What about people we never see? Last year, members who did not clean spend \$15 on toiletries. Last year excluded elders and sick members. Rose needs clean up schedule and task list. DONE. Members will be allowed to sign up for tasks ahead of clean up day which is April 22. Rose needs a back up - very ill Mom. Discussed with the board consequences for members who don't show up or sign up for clean up? An idea was brought up to send a letter to hose who don't sign up or show up telling them it was notices and that all members have an obligation to support the guild community. Will be further discussed at June board meeting. Rose will post clean up sign up sheets and email members. Clean up day will be Saturday April 22 from 9 to noon. Set up day will be Sunday April 23. Members do not have to help with both. Jody Walton will have the list of members signed up to help with SET UP. Rose can get this list from Jody so as not to expect them to participate in clean up.

**MEMBER REQUEST AGENDA ITEM: Tom Mills - Golden Guilders:** Tom does not agree that membership fees are waived for members once they reach the age of 70. He has the support of other members who are in this age category. Tom would like the board to consider the bylaws. Options are but not limited to:

1. Remove from the bylaws
2. Have future members who turn 70 pay half monthly membership fee. Board could grandfather in current Golden Guilders who which to have their membership fees waived.
3. Have Golden Guilders "donate" their monthly membership fee to the guild.

There are currently three members in this category .

Jody W offered another thought of a drawing for X number of memberships for a two year period that would be free. No age requirements for the two year free memberships.

The board agreed to discuss at the May board meeting.

### **BOARD MEMBER REPORTS:**

**Shanel C. - Membership:** Have 77 members with one member on the waiting list for an Associate Member spot. Abby Rothweiler has decided to leave the guild. We have one member on LOA.

**Dierdre C. - Classes and Workshops:** No one signed up for the May 2 class. There is still space available for Nancy Zoller's May 6th class. Other classes are filling up.

**Hannah Z. - Treasurer:** Handed out March expense report. She is fixing errors in the reports.

**Kathi K. - Secretary:** Kathi will be here for the April 21st high school class Raku firing. Susan Gilbert who is currently on LOA will lead the Raku firing.

**Liz S. - Vice President:** Floor in hand building and room. Has a quote for \$4000. Breakdown: \$900 for removal and hauling away of old floor material; \$2500 installation of new floor; \$1200 for material. Tom asked for more information on why the cost of removal is \$900? Liz will get more details and breakdown.

The handicap accessible wheel in the throwing room can be cranked down. Will install legs on a 2nd wheel to have two wheel that will accommodate standing while throwing.

The vent fan in the glazing area is set to blow in cold air. Should we reverse to suck hot air out or have fan in upstairs kitchen window to pull air out? Liz will continue working on this.

Liz will install the plastic covering over the "windows" upstairs in the hand building room after the Spring show. This does a nice job of keeping the hot air from collecting in the hand building room. Will also consider replacing the door at the top of the stair.

Will check to see if we have enough of the plastic shelf liners to cover all rack shelves.

Asked what the guild wanted to do with a 50 pound bag of Green Black glaze? This glaze was deemed "not food safe" a while back. The board agreed that the glaze should be broken down into 3 to 5 pound bags and offered for sale to members first then on Craig's list.

**Christina H. for Cindy D. - Publicity:** Question on who responds to questions that come to the guild via Facebook? Jody Walton volunteered to respond to questions and messages that come to the guild via Facebook.

**Christina H. - President:** Need to clarify who responds to phone messages left on the guild phone. It was decided that board members will respond to phone messages Saturday mornings when they are selling clay. The process is posted on the bulletin board at the front desk. Press \*98 80524

Question: Can an Associate Member also be a Facility Assistant? Board agreed - Yes. The limited number of hours an Associate Member has to work at the guild is their personal time. Hours worked for the guild as a Facility Assistant does not count toward their personal time.

#### **AGENDA ITEMS:**

**1. Review of Lead Facility Assistant - is it meeting the needs:** Liz brought recommended changes based on feedback from Facility Assistants. Working well. Positive feedback. Tasks are getting done and schedule works. Having assigned tasks did not work as well. Using texting to communicate between Facility Assistants working. Board agreed that the guild will continue with this model of having a Lead Facility Assistant with schedule.

**2. Rivendale Pottery Field Trip for June :** Kathi read the letter from Rivendale requesting the guild to host a field trip for 15-20 students ages 7 to 12 for Raku and possibly wheel throwing experience. The board agreed not to allow students in this age group access to the wheels. Kathi will check with members with Raku experience on their availability to support this field trip. Shanel offered to help with a hand building experience if Raku does not work out. AS OF APRIL 15, THE MEMBERS WITH RAKU EXPERIENCE ARE NOT AVAILABLE TO HELP WITH THIS FIELD TRIP. KATHI HAS EMAILED RIVENDALE TO LET THEM KNOW RAKU AND WHEEL WORK ARE NOT AVAILABLE THIS YEAR AND THAT WE HAVE A MEMBER (SHANEL) WHO WOULD WORK WITH THEM ON A HANDBUILDING EXPERIENCE. ASKED THEM TO WORK DIRECTLY WITH SHANEL.

**3. Waivers:** No waivers will keep us from getting sued. However, having waivers makes it aware that we have addressed the risks. Diedre had an attorney friend look over our draft waiver. Sent recommended changes. Board agreed with the changes. Kathi will prepare a waiver with these changes along with additional modifications of adding a request for an emergency contact number and the inclusion of adult non member students.

**OTHER ITEMS/BUSINESS:** The question was brought up as to our liability of having alcohol at our shows? The board will discuss at the June board meeting. Shanel will come to the June meeting to talk about this and the November show.

#### **Miscellaneous information for new board members:**

1. Clay sales: Board members rotate through Saturdays to sell clay from 9 to 11am. Membership sales process was discussed (clipboard)
2. Clay sales to public - all bags \$20
3. Students who need additional bags of clay. Instructors will list in class book - check on Saturdays to pull clay. Additional bags are \$35 (covered costs for glazing and firing).
4. New board members will meet for their first meeting on Monday May 8th at 5:30pm.

5 Christina has been stocking the fridge with water and soft drinks. Very well received by membership. New board can decide if they wish to continue this.

6. Key to garage is in the office. This space is shared with Cindy Wedding.

**MOTIONS AND VOTES FOR APRIL MEETING: NONE**

**REVIEW OF ACTION ITEMS:**

**ACTION ITEMS CARRY OVER:**

1. Cindy will get costs for web Potters Page, maintenance, and training
2. Kathi prepare final waiver for approval
3. Liz to dispose of Green Black dry glaze

**ITEMS FOR AND FUTURE BOARD MEETINGS:**

May: New board members assume responsibilities

Golden Guilder's Membership

Hand building room floor

June: Review of pre-show guild clean up - consequences for members who did not participate

Shanel, Show Chair - November show

Discussion of liability of having alcohol at shows

July:

August: Review Facility Assistance proposal with Lead FA and schedule

September:

October

November

December

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

Respectfully submitted,

Kathi Kline, Secretary

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(President's Approval)

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(DATE)