



Board Meeting Minutes FEB 13, 2017

Present: Christina Hellyer, Liz Stroh, Kathi Kline, Cindy Dalton, Shanel Cass Casket

Absent: Hannah Zimmerman, Deirdre Cook

Christina H called the meeting to order at 5:30 pm on , Feb 13th, 2017. The minutes for the January board meeting were approved and filed.

REPORTS:

Christina for Hannah, Treasurer: One member has been terminated, two members have been locked out pending payments. Board agreed to lock out both. The printed Financial reports had some discrepancies. Liz and Christina will work with Treasurer to clear up. We need the correct numbers for our All Members Meeting in March.

Christina, President: We now have nominations for all open board positions. Nominations are as follows. For President - Tom Wortman; Publicity and Marketing - Jody Walton and Pam Vaage; Secretary- Amy Nicholl; Membership - Ruth Hartman.

The round kiln has issues - get an error message when firing. Will have it checked out. We lost 0 bags of class last month. We only wrote off 10 bags for the entirety of 2016. Locking up the clay is working.

Shanel, Membership: We have openings for new members. No waiting list for regular membership; we do have a waiting list for Associate Membership.

Kathi, Secretary: The Facility Assistant proposal has been added to the August 2017 board meeting agenda for the six month review. The proposal will be filed in the Secretary's book with the January minutes.

Cindy Dalton - Marketing/Publicity: Everything is up to date on the website including show dates and times. She has hired the graphic designer for the postcards for the Spring show and sale. The photo booth in the kitchen area is still in progress.

Liz Stroh, Vice President: The pedal for the T. Stuart wheel has been fixed. There was an issue with the door on the gas kiln. Liz has spoken with members who fire the kiln to show them how the door should fit when firing. Cindy Wedding is okay with whatever flooring we put down in the hand building room. Liz will contact Home Advisors to find a contractor to lay the flooring.

The Facility Assistant schedule has been posted and seems to be working. All the feedback has been positive.

From Dierdre, Classes & Workshops via email: We have 7 offerings for Spring 2017; they have been emailed to all guild members. At this point only 1 class is full and that is Tuesday morning. I have had lots of positive comments about Shanel's class and Suzanne's extruder class. I will try to keep growing the unique offerings for our membership. I know the permission slips protect us from a lawsuit; I think they are fine as they are. We might want to have our insurance company review them - (I have not heard anything more from the 16 year old who wants to take the class with her Mom.) I have created a notebook for the role of class coordinator that has contact, procedures, dates, etc. It seems that my role

uses a lot of the media person's time to set up the webpage and PayPal - sorry, maybe my role needs someone trained on how to do that.....Kiddo's to Chris for his work on getting folks into classes. When I stop by his classes folks seem to LOVE him; that is good for all of us! Also, I think Bev is AMAZING!

AGENDA ITEMS:

BOARD JOB DESCRIPTIONS:

A majority of the job description check lists for the board positions have been completed. The board agreed that the current board members would share their check lists via email with other board members for review and comments/suggestions. It was also suggested that we have a book with the job check lists in the office and to also have the documents on the guild computer. The board agreed that the Publicity and Marketing Chairs should manage the web pages related to Membership and Classes & Workshops. The Secretary will continue to be responsible for posting the monthly board meeting minutes and the All Members Meeting minutes on the website.

The two new Publicity and Marketing Chairs will go through the training with our new web providers.

CLARIFICATION OF BYLAWS REGARDING TERMS OF GUILD ASSISTANTS.

The board voted to change the wording of Article IV, Section (d) to read as follows:

A current facility assistant, at the conclusion of the 2 year term, may request to stay for an additional year for a maximum term of three years. The facility assistant's request will be considered along with those of members on the waiting list for a facility assistant position. Final decision will be made by the Board of Directors. The term is a maximum of three years. Upon request, former facility assistants may be added to a waiting list (if waiting list exists) after being away from the position for one term (2 years).

ADDITION TO RULES & REGULATIONS REGARDING AGE REQUIREMENTS AND WAIVERS

The board reviewed Section X, D regarding minimum age requirements. The board voted to change the wording of Section X, item D to read as follows:

Classes and/or workshops must have a minimum of 2 participants, or as determined by instructor. Participants must be at least 15 years of age. Participants ages 15 to 18 are required to have a signed liability waiver from a parent or legal guardian in addition to instructor approval. Non member participants are required to sign a liability waiver which specifies safety guidelines to be followed. The waiver is to be on file with the specific class roster. Violations of safety guidelines may result in expulsion from class with no refund.

The board then discussed waivers. We currently have a waiver for students coming to Raku. We will leave this waiver as is as it addresses a very specific activity. Kathi had drafted two waivers - one for students under 18 and one for all non member participants in guild classes. Liz agreed to take these two waiver and combine them into one for review at the next board meeting. Christina will also check with our liability insurance carrier for advice on things of which we should be concerned. The majority of the board did not want to contact an attorney at this time.

PROPOSED CHANGE TO BYLAWS REGARDING ELECTIONS/TRANSITION

A motion was made, seconded and passed to accept the wording change the last part of Article V, Section 5 to read as follows:

Election to the Board of Directors shall be by a majority vote of the members present at the Meeting of the Members or via email vote or written vote. Incoming board members will attend the April transitional meeting with the current board members. New board members will not vote at the transitional meeting. Current board members retain their responsibilities through the month of April.

Newly elected board members will begin their service May 1st. The new board members will be presented to all members via email or postal service by the outgoing President.

ALL MEMBERS MEETING AGENDA:

The meeting will be held Monday, March 13th, 2017 at 6:30. There will be potluck prior to the meeting beginning at 6pm. The agenda currently:

1. Board member reports: Lead by Christina
2. Elections: Led by Christina with Kathi passing out, collecting and tallying ballots
3. Show Report: Shanel
4. Call for any other business from members: Christina

BOARD COMPENSATION:

Cindy brought up the question as to whether or not board members should receive some compensation? It was decided to ask the members what they thought of this? Is compensation the only reason a member would serve on the board? More discussion after all members meeting.

CHECKING VOICE MAIL:

Christina asked board members to check voice mail on the days they sell clay. The instructions to check voice mail are posted on the bulletin board by the front desk. Also check wax supply at glaze table and get more out if needed.

MOTIONS AND VOTES AT FEBRUARY MEETING:

1. A motion was made, seconded and passed to reword Article IV, Section 1 (d) of our Bylaws
2. A motion was made, seconded and passed to reword Section X, D of our Rules and Regulations
3. A motion was made, seconded and rejected to have an attorney tell us if we need waivers.
4. A motion was made, seconded and passed to reword Article V, Section 5 of our Bylaws.

ACTION ITEMS REVIEW AND UPDATED

From Feb meeting

1. Hannah - financials for All Members Meeting
2. Kathi to create election ballot, agenda and poster for All Members Meeting
3. All Board Members - email check lists to board members for review/suggestions.
4. Kathi - collect job descriptions for book. Save electronic files via email for guild computer.
5. Cindy will get costs for web Potters Page, maintenance, and training.
6. Liz - combine waivers for all non-member students including those under 18 years of age.

ITEMS FOR FUTURE BOARD MEETINGS:

MARCH: 1. Board meeting will be replaced by All Members Meeting

APRIL: 1. Joint meeting of old and new board members

MAY: New board members assume responsibilities

JUNE:

JULY

AUGUST: 1. Review Lead Facility Assistant 3 month trial position in lieu of Facility Mgr. position.

SEPTEMBER:

OCTOBER:

NOVEMBER:

DECEMBER:

(President's Approval)

(Date)