



Northern Colorado Potters Guild and Studio
Board Meeting
November 11, 2019

IN ATTENDANCE: Jeanne Shoaff, Cyd Johnson, Jen Long, Rose Moon, Dierdre Cook, Ruth Hartman, Adeline Engelstad

ABSENT:

Meeting called to order at 5:35PM

MINUTES were approved from October All Members meeting.

REPORTS:

a) Dierdre (President) –

- i) Reviewing position to put on ballot for re-election on board.
 - (1) Treasurer - vacant (May 2020), Jeanne considers FA position
 - (2) Class - Cyd continuing on
 - (3) Membership - Ruth thinking
- ii) Insurance
 - (1) issue with space between stairs - fixed by Tom Mills (thank you Tom!)
- iii) Must talk about kiln firing, cut offs, class ware
 - (1) Next show Dierdre, Cyd and FAs will meet to discuss cut off dates/firing to ensure all members, student and FA needs are met.
- iv) The idea of installing a video camera to deter theft and provide a level of safety.
 - (1) Know who is coming in/out of facility.
 - (2) Discussed installation on exterior of building, so member didn't feel spied on.
- v) Clean up has become an issue
 - (1) Member complaints
 - (2) Idea has been floated to add more cleaning dates throughout year
 - (3) Past weekend's clean up involved:
 - (a) 30 members came to set up/clean up or completed tasks pre-clean up day
 - (b) 50 members didn't do anything
 - (c) The Guild needs to be better at tracking of who does what

- (i) Will help avoid burnout of those who do the work
- (ii) Min of one hour
- (iii) Must be consistent year to year
 - 1. This year was confusing
- (iv) EVERYONE HAS TO HELP, this is a whole Guild effort, not only for those participating in shows.
- (v) Need co-chairs for set up / clean up
 - 1. Task is too large for one person, yet needs to be a cohesive voice
- (vi) Suggestion to sign up genius - easy to track
- (vii) Proposal:
 - 1. ALL MEMBERS must participate in both Fall & Spring clean up or be charged \$25.
 - a. Members can decide what option is right for their needs:
 - i. Clean Up/Set Up
 - ii. After show clean up, put back together
 - iii. Arrange with clean up chair to do a job
 - iv. Pay (\$25 - toward show related effort)
 - b. Vote: Jeanne makes motion, Dierdre seconds - Board votes unanimously to approve

b) Rose (Vice President) –

- i) Mike came in to look at gas and raku kilns
 - (1) Will give bid by next meeting
- ii) Still looking for pyrometer
- iii) New recycled bin for indoors ordered
- iv) Will get throwing sink fixed after show
- v) Gloria sent email about cutting shelves, yet shelves are gone.
 - (1) Dierdre will send an email to members asking if anyone knows what happened
 - (a) It was suggested that a member may have took it upon themselves to help by cutting shelves.

c) Jeanne (Treasurer) –

- i) The Guild is \$6255 in the red
- ii) Overall goal is to generate \$8500 from Holiday Show - giving the Guild a \$6500 profit
- iii) Social media is rocking
- iv) Classes are doing great!
 - (1) Class profit was projected to be \$8500, profit is actually \$13,000
- v) One person in arrears, coming with check
- vi) Last several months, people paying regularly.
 - (1) Cyd brought up idea of paying with Venmo

- vii) \$77,549.87 in reserves currently
- viii) Once taxes go up, the Guild needs to come to agreement on how to make up balance.
- ix) Lease expires December 2020

d) Cyd (Class Chair) –

- i) New signup is going well
- ii) Classes are almost full for January
- iii) Cyd will make something for show to announce classes/waiting list
- iv) Laura is getting Rose's workshop up on website
- v) Looking at more workshops
 - (1) December
 - (a) Rose's workshop
 - (b) Empty bowls event
 - (2) January
 - (a) Bookclub - Gentlemen in Moscow
 - (i) Throw and chat about a book
 - (ii) Community building activity
- vi) Laura Poe has been donating her time to improve the Guild so much (graphic design, logo, bookings page, etc)
 - (1) \$300 was budgeted for graphic design
 - (a) would like to offer her a gift as a big thank you
 - (b) Cyd suggests: Diamond pads - from Amazon
 - (2) Vote to gift Laura diamond pads (no more than \$100 to be spent) as a thank you - unanimously approved by board

e) Adeline (Marketing Chair) –

- i) Marketing has spent \$150 on social media post boosts
 - (1) image boosts are doing better than event boosts
 - (2) will continue small boosts
- ii) To reach new people marketing should try all new avenues to reach new demographics
- iii) Adeline added Laura Poe to Instagram and Facebook admin. to post content during show
 - (1) Suggested to ask younger members if they would like to help in this way
 - (2) Give members opportunity to use their skills and know how with social media
- iv) Jeanne added Holiday Show on Downtown Ft Collins calendar
- v) Google ad - 70 people clicked!
- vi) Website is working well
 - (1) A few grumblings, but mostly supportive feedback
 - (2) Any negative feedback re: website or classes should be directed to Marketing and/or Class chairs (Adeline and Cyd)

- vii) iPad for email /address signup for show
- viii) Adeline is emailing list 'day of show' as a reminder to attend show.

f) Ruth (Membership Chair) –

- i) Some members have left, haven't filled yet - will wait for show to be over
 - (1) Will bring on 4 members after show
- ii) Insurance brought up liability of having children here
 - (1) Board reviews current Rules and Reg.
 - (a) Makes decision to combine and reword section B & C under General Use and Misc. (XIII - B) in the Rules and Regs.
 - (i) Agreed verbiage is as follows:
 - 1. "Guild facilities are not to be used by individual members' helpers, their apprentices, friends or family, without expressed permission from the Board. For safety reasons, members are not to bring small children or pets without expressed permission from the Board. Any children under the age of 15 are not allowed to use or play on equipment (wheels, slab roller, kilns, etc)"
- iii) New members under provisional status that are not fulfilling obligations will be talked to and given warning and tasks to help them complete their duties.

ACTION ITEMS HELD FROM PREVIOUS MONTHS:

1. Raku shed - \$1500 for prefab shed - not installed
 - Ask Tom Mills for his opinion
 - If under a certain size, does not need permit
 - Need to return gas tanks that are expired
 - Rose will ask
 - Must talk more to landlord
2. Rules and Regulations passed unanimously
 - Jen will email out to members
3. iPad - not useful for classes now that everything is on website
 - Will be useful for:
 - clay sales
 - track people for show/gather emails/addresses

ACTION ITEMS TO BE REVISITED NEXT MONTH:

1. Bring in realtor to gather information about buying facility vs renting
2. By-laws - final review
3. Policy for guests to use facilities private vs non-profit

- Dierdre will look for current agreement

Meeting was adjourned at 7:53PM

Submitted by,
Jen Long