



Board Meeting AGENDA July 10, 2017

IN ATTENDANCE: Tom Wortman, Hanna Zimmerman, Pam Vagge, Dierdre Cook, Liz Stroh, Amy Nicholl, Cindy Dalton

ABSENT: Jody Walton, Ruth Hartman

MINUTES FROM PREVIOUS MEETING APPROVED AND FILED.

AGENDA (order in which items addresses may change at the meeting)

1. REPORTS:

Dierdre –

- Tuesday Morning – 8, Thursday morning 10, Thursday 12, Thursday 8 students
- 38 total students
- 148 for Jan- June

- Test tiles for classes – glazes
- Tom will be working with Emily, Gale, Jody on glazes and test tiles
- Some concern about the inconsistency of the glazes was expressed and will be addressed

Pam –

- Webpage – there is a current problem with uploading images - will check and if a problem persists will call the designers for help
- Pam is setting up individual accounts for the website instead of a shared account

Hannah-

- Shared budget sheet 7/10/17
- There was some discussion about the rules/regs piece of the amount considered – Tom will look into this and we will discuss it again in August
- Hannah ordered a book on Quick Books

Liz-

- Round kiln is scheduled for Friday to be fixed
- The oval kiln will be checked in September
- New racks are working well
- Finished bagging up the green/black glaze – Liz will send out an email advertising the glaze – she will place a test tile next to it in the cage and is available for sale on Saturday
- Purchased a set of screw drivers
- Liz fixed the wheel on the end that was squeaking
- The test kiln hasn't been used for awhile – they will use it for the test tiles (Liz said that you need to add a hold at the end of it to make it work well) Tom suggested doing the test tiles in there first to see if they work and then move the test tiles to the larger kiln

2. Google Docs – Pam and Cindy Dalton

- **Pam**
 - **Goals would be in the next two years to get all of the “position” information on the Google platform**
 - **Pam has the admin account for the G-Suite and will set up the accounts**

- **Cindy Dalton** – Google Emails and Docs
 - Background – when it was first started different emails
 - Cindy got the domain name and set up a G-suite account
 - 10 users
 - Store all docs
 - One person that manages all of them – the list of emails belong to the Guild – one person would have the passwords and if someone lost the password this person could reset it
 - Everything is in one place
 - Everything is shared on one spot
 - Security would be better on this type of system
 - discussion around changing passwords more frequently
 - Cindy shared a paper that she had prepared that documented many of the details that the new G-suite would include
 - Cindy will share the document digitally with Amy so that it can be stored on the Google Drive
- Discussed webpage set-up and how to help others with changes on the webpage
- It was discussed that Pam would set up the accounts and the Board would be able to explore the Google Drive for one month and discuss again next month

4. Review Facility Assistance proposal with Lead FA and schedule

- This has been discontinued

5. Hand building floor:

- There was no response from membership on helping or taking this over
- Tom has contacted Home Depot and Lowes to find out how much they would charge

OTHER ITEMS/BUSINESS:

- Tom talked to the bank and it would 2 1/2 % for the bank to take it over instead of Pay Pal
- Tom will continue to discuss this with the bank
- Pam went into the web page and found out there is a function on the webpage that controls how many slots are open. Pam took the tracking off. Pam set Dierdre up with the emails so that she will get the information or the emails with the sign-ups for classes. Dierdre and the instructors will need to discuss the number of students. Pam is going to write up the description for monitoring the website for the classes and discuss with Dierdre. Tom said that Tyke would also be willing to help out with this if needed.

MOTIONS AND VOTES FOR MEETING:

- **There were none.**

REVIEW OF ACTION ITEMS:

ACTION ITEMS CARRY OVER

- Golden Guilder Discussion
- Bank discussion – Pay Pal

ACTION ITEMS FROM June MEETING

ITEMS FOR AND FUTURE BOARD MEETINGS:

August:

- Golden Guilder Discussion
- Discuss agenda for All Members' Meeting

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September:

October:

November:

December: