



## Board Meeting Minutes JUNE 13, 2016

Present: Christina Hellyer, Kathi Kline, Diedre Cook, Shanel Cass-Caskey, Liz Stroh, Hannah Zimmerman  
Absent: Cindy Dalton

Christina H called the meeting to order at 5:30 pm on , June 13th 2016. The minutes for the board meeting and the April Board meeting were approved and filed.

### **CURRENT Action items reviewed**

All action items listed as part of May minutes were completed with the exception of bids on swamp cooler. Liz Stroh will work on this over the next month

### **Board reports:**

#### **Hannah, Treasurer:**

Financial reports looks funny. It's the way the program treats the number. Hannah will work with Bev to clarify the Profit & Loss Comparison report. It was decided that Members' show proceeds checks will not be applied to outstanding payments due the guild. If we follow our rules & regs, members who are in arrears most likely would not be eligible to participate in the shows. We are still right on with our clay counts. We have not lost any clay since we locked it up.

#### **Cindy, Publicity:**

Absent - no report

#### **Shanel, Membership:**

We have 79 members currently; 2 people on the waiting list for Associate Membership;

#### **Dierdre, Classes/workshops:**

Brand new to the position as of last week. Stepped in to replace Andy M. who will be gone for the summer. Dierdre will be trained this week by Deb Liptak in the absence of Andy. Dierdre already knows of instructors who are interested in teaching classes and workshops. Dierdre has talked with Chris Wolf so he is aware she will be the Classes and Workshop Chair for the guild.

#### **Kathi Kline,Secretary:**

The email documentation relating to the quotes, offer, purchase of the oval kiln to replace our old oval kiln will be included with these minutes for June in order to have an official permanent record of the decision and board vote.

#### **LizStroh,VP:**

Regarding the action item to the vent outside the glaze room. There is no good way to do this as it only happens with the wind blows with rain. It is the way the vent is designed. We just have to be sure we do not have dry glaze and/or chemicals under that vent in the glaze room. The new oval kiln is not yet hooked up. Found the exhaust pipes were rusted out - scheduling the installation of a new pipe. One fan in the main room is not working. Liz is getting bids to repair. B-Clay was ordered last week; however due to a large order from another customer, our order was delayed. Liz will be driving to Denver to pick up some B-Clay until our full order can be delivered. Liz has done an inventory on tools we have to maintain the guild. The list will be in the office. Liz also got rid of the sheet metal that was behind our dumpster with the exception of a large piece that was "housing" a snake. Liz will get rid of the last piece of sheet metal when someone else is there to help her (and make sure the snake is gone).

#### **Christina Hellyer,President:**

Cyd Johnson will fill in for Andy M. as Facility Assistant during the summer while Andy is gone. Liz will fill in for Curt McDonald as ^10 Glaze Master September and October while Curt is gone. Christina has put

the stairway to nowhere and our old oval kiln on Craig's List and Facebook. Also a member left brick at the guild - we have no need of the brick. Christina list on Craig's List and check with other sources to move the brick. If there are no takers, the member will be asked to remove the brick from the guild.

## **OLD BUSINESS:**

**1. CLEANUP/SHOW RECAP:** standardized list for cleanup; clarification of clean up vs. set up responsibilities; after show putting guild back together

We need a standardized list that includes all tasks along with some overlap between the clean up and set up committees. Liz will develop a standardized list that will be used each time. She will also develop a list of tasks required to get the guild put back together in working order after our shows. The future Show Chair should consider having a committee to do this.

**2. RULES & REG CHANGES: MEMBERS IN GOOD STANDING/FINANCIAL OBLIGATIONS/CONSEQUENCES OF NON-PAYMENT:**

Kathi Kline presented her draft of changes to the Rules and Regulations guild document. The definition of "a member in good standing" was voted on and approved by the board. The changes to "Financial Obligations" and "What Happens If You Do Not Pay" were discussed and with a couple of wording changes, the recommended changes were voted on and approved by the board. Kathi will send an email to the guild membership on behalf of the board communicating these changes along with developing an attachment that will be included with next month's invoices that will be initialed by each member and returned to the board via the payment box. The change will also be posted in the area of the members' mail boxes to ensure all members are aware of the rules and regulations relating to member's payments to the guild.

**3. FURTHER DISCUSSION OF CHRISTINA'S INFO RE: BOULDER GUILD - LIZ**

Liz raised the issue of the guild continuing to pay for improvements on a leased building. The Boulder Guild owns their building. What are the chances of us pursuing the option of purchasing a space for the guild? Christina has been thinking of this for a while. Kathi will investigate getting a commercial resource to come talk to the board about what it would take to move forward with this idea.

**4. AIR CONDITIONING LIZ**

Liz will pursue getting bids on portable AC that requires no plumbing and would be vented out. This is an easier and cheaper option and possibly could be moved if we would ever change locations. Liz will get bids including installation, keep the board informed via email, we will vote via email in order to get this moving forward.

**5. OPERATING RESERVES: LIZ**

Liz gave a historical perspective of the reasoning behind setting up operating reserves - the guild board wants to make sure we don't spend funds without considering future fixed expenditures. Just want to make sure our cash reserves are available when needed.

## **NEW BUSINESS:**

**1. PROPOSAL TO INCREASE MEMBERSHIP FEES: SHANEL:**

Shanel presented a proposal to raise the new membership fees as of January 1 2017 as follows: For an individual, the fee would be raised from \$200 to \$250; for a family the fee would be raised from \$300 to \$450 . After discussion by the board, it was voted on and approved to raise the membership fee BEGINNING JULY 1, 2016 to \$300 for an individual and \$400 for a family membership

**2. GRANT WRITING: CHRISTINA**

We have had no luck in finding a resource to do grant writing. Dierdre said she has had experience with grant writing and resources; she would keep her eyes open for grants

**3. NCPG AS A NON PROFIT GOING INTO THE FUTURE: CHRISTINA**

The issues Christina wanted to bring up here have been covered in this meeting

#### **4. SAVINGS INVESTED IN A CD: LIZ**

Liz was asking if there was another vehicle/option that would increase our earnings on our savings? Hannah will investigate with our bank to see if they have options that would give us a better return on our savings.

further business, the meeting was adjourned at 7:45pm

Respectfully submitted,

Kathi Kline, Secretary

#### **MOTIONS MADE VOTING RESULTS:**

1. Motion made, seconded and approved by the board to accept the changes to the Rules and Regulations relating to the definition of "member in good standing" and "what happens when you do not pay", and "Financial Obligation" sections.
2. Motion made, seconded and approved by the board to increase the membership fees beginning July 1, 2016 from \$200 to \$300 for individual member; and from \$300 to \$400 for a family membership.

#### **ACTION ITEMS FROM JUNE MEETING:**

1. Liz will develop a standardized list for guild clean up and standardized list for tasks required to put the guild back to working order after shows.
2. Kathi will send out email to membership letting all know about the changes to the rules and regs; will develop an attachment for July invoices communicating the changes with a "tear off" section that is to be initialed and returned to the board via the payment box; post payment rules/regs in members' mail box area.
3. Kathi will email Bev and Cindy D about increased membership fees beginning July 1, 2016.
4. Kathi will investigate getting a commercial real estate resource to talk to board about property purchase.
5. Hannah to check with bank on capitalizing the return on our savings.

#### **ACTION ITEMS CARRY OVER:**

1. Liz - bids for AC upstairs.

#### **AGENDA ITEMS FOR JULY:**

1. Consequences for members who never help with clean up
2. Show marketing budget review

APPROVED \_\_\_\_\_  
(President)

#### **ATTACHMENT 1:**

#### **BOARD VOTING RESULTS VIA EMAIL**

**From:** [ELIZABETH STROH <lizstroh@msn.com>](mailto:lizstroh@msn.com) [[Edit Address Book](#)]

**To:** kathipkline <kathipkline@earthlink.net>, "Zimmerman, Hannah" <hannahzimm@yahoo.com>, Shanel Cass-Caskey <svcpottery@gmail.com>, "cmwdalton@gmail.com" <cmwdalton@gmail.com>, "andrewmilbauer@hotmail.com" <andrewmilbauer@hotmail.com>, Christina Hellyer <hellyers@comcast.net>

**Subject:** Kiln vote

**Date:** May 18, 2016 2:02 PM

There are 5 yes votes, 1 no and one hasn't responded. The top price is varied. I'm going to let Mike know that we decided to purchase it and offer \$3,000. I'll keep you in the loop.

Liz

Sent from [Mail](#) for Windows 10

## **ATTACHMENT 2:**

### **OFFER LETTER TO MIKE CHISTOPHERSON FOR PURCHASE OF OVAL KILN:**

**From:** [ELIZABETH STROH <lizstroh@msn.com>](mailto:lizstroh@msn.com) [[Edit Address Book](#)]

**To:** kathipkline <kathipkline@earthlink.net>

**Subject:** FW: Used Kiln

**Date:** May 18, 2016 2:20 PM

Here's the message I sent to Mike so you can have it for the records.

L

Sent from [Mail](#) for Windows 10

**From:** [ELIZABETH STROH](mailto:lizstroh@msn.com)

**Sent:** Wednesday, May 18, 2016 2:15 PM

**To:** [Mike Chistopher](mailto:mike.chistopher@earthlink.net)

**Subject:** Used Kiln

-Mike, the board has agreed to purchase the oval kiln you are brokering. My understanding is that you will install and test it (including electrical hookup and any other tasks that need to be done to begin using the kiln). The board is offering \$3000 for the kiln, the envirovent fan, and furniture/shelves you described to me, and are asking for you to waive your service charge for the install. Let me know if that offer is acceptable to you.

Based on our telephone call, and after checking cones for the latest bisque firing, I think we can hold off on installing the elements in the round kiln. Please send an invoice for the elements, we will keep them until later when they need replaced (we will want that done prior sometime in September if not before, as that's when we get busy for the Nov. show/sale.)

There was a note in the oval that the envirovent fan is not working, so if you accept the offer for the kiln, please let me know when you can install it.

I know you were planning to come up this Friday for the round kiln elements, but had forgotten that I have company coming in and can't be there. I can arrange for someone else to be there if you want to install the used kiln then; if not let me know when – we'll want it soon as well be without the larger kiln.,

If you want to discuss, my cell number is 970-214-8293 thanks for the opportunity to work with you on this.

Liz Stroh

Sent from [Mail](#) for Windows 10

## **ATTACHMENT 3:**

### **ACCEPTANCE LETTER FROM MIKE CHISTOPHERSON FOR PURCHASE OF OVAL KILN:**

**From:** [ELIZABETH STROH <lizstroh@msn.com>](mailto:lizstroh@msn.com) [[Edit Address Book](#)]

**To:** Christina Hellyer <hellyers@comcast.net>, kathipkline <kathipkline@earthlink.net>, "andrewmilbauer@hotmail.com" <andrewmilbauer@hotmail.com>, "cmwdalton@gmail.com" <cmwdalton@gmail.com>, Shanel Cass-Caskey <svcpottery@gmail.com>

**Subject:** FW: Used Kiln

**Date:** May 21, 2016 9:09 AM

Here's Mike's response. The offer was for \$3000. He thought he could install sometime next week. I'll keep you

posted

Sent from [Mail](#) for Windows 10

**From:** [Mike Christopherson](#)

**Sent:** Thursday, May 19, 2016 5:29 PM

**To:** [ELIZABETH STROH](#)

**Subject:** Re: Used Kiln

Liz. Sounds good. I will except the offer. I did leave an invoice in Stephens mail box for the elements and they are under the front desk. The Envirovent currently is working but just takes a little while to get going(I know because it was running when I was there last). I will not be there tomorrow.

Mike