**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday April 11, 2017, 1:00 PM

Location Clay Arts Studio

Attendees:

Studio Manager: Gregory Byard

City of Walnut Creek: Linda Johnson

CAG Board: Beryl Snyder, Bette Sindzinski, Robin Moore, Robert Hall

Chair Positions: Pat Alger, Kate Chenok, Ann Henderson, Monika Hurt, Florence MacCaulay, Bridget Moar, Marianne Sullivan, Aletha Weims, Various CAG Members

Agenda items:

1. **Approval of minutes of March 8 meeting:** Approved as presented.
2. **Studio Manager Report:** Gregory Byard reported on:
	1. **Family Art Day:** This will be May 6 at both Shadelands and the studio. Thanks much to the CAG members who will be working with kids and giving clay demos.
	2. **CCACA Davis Conference:**  Gregory is excited about the studio’s presence at the Davis event on April 28-30, which will be in the same venue we had last year.
	3. **Nick Joerling Master Potter Workshop: T**his workshop on May 20 will feature both making and surface decoration.
	4. **Kerry clay shortage:** Gregory is keeping in touch with the single maker of this clay so it can return to the studio ASAP.
	5. **Studio visitors:** While it is OK to bring non-registered visitors to the studio for a tour or quick in-and-out, it is not OK for them to sit with a student while they work or stay in the studio during classes or open studios.
3. **City Report:** Linda Johnson reported:
	1. **Outreach Coordinator:** They are close to filling the position of Outreach Coordinator; Annie is helping during the interim.
	2. **City/CAG Retreat:** CAG Board members will be attending a retreat on Monday April 17th to review how the City and CAG work together.
	3. **Request for Mug Project:** Linda asks that CAG consider making mugs for the City Manager’s office, in the same way we did for Arts and Rec a couple of years back. She feels this has been a great way to illuminate CAG’s presence, and the mugs are valued and appreciated.
	4. **Air Conditioning:** The project hit a snag when the three construction bids all came in around double what had been budgeted. This is due to the cost of metal ductwork; they are now looking at the feasibility of using flexible ductwork. This may not require a second bidding process, which could cut the time to get the project back on track.
	5. **Center for Community Arts Facility Signage:** New signage including for the clay studio is on track in the coming year.
	6. **Picnic Table Request:** Ann Henderson asked if it would be possible to get a picnic table placed near the studio to give those waiting for open studios a place to sit down. Linda said she would look into it.
4. **Financial Report:** Bob Hall reported:
	1. The March financials were provided.
	2. Assets will be slightly down at the end of this fiscal year due to the kiln purchase, which was expected.
5. **CAG Pot Donations**: Bette provided a pre-read document outlining the history of the donations and the issues with the process, and recommending that we stop requiring donations from members. After discussion, her proposal was approved as written. Discussion of a future “warehouse style sale” ensued as a different way for members to be able to clear their pottery stores. This discussion will be continued at a later date.
6. **CAG Budget Planning:** Beryl presented a pre-read document outlining items to be discussed at the retreat with the City. Comments and ideas were taken and will be incorporated.
7. **Scholarships:** Bette has agreed to take on the project of revamping how CAG scholarships are handled. She will be working with the City, and appreciates any comments from the membership as she explores this process.
8. **Spring Sale:**  Pat reported that thirty-eight artists have signed up, and that all is going well with planning. New signs are being made, and the City is including the sale on the postcard announcing Family Art Day. This hopefully will encourage people to come to the studio after attending the Shadelands event.
9. **CAG Library:** Aletha completed an Excel inventory of the books in the library and is now working to get them into some logical categories for easier reference.
10. **CAG Educational Events:** Monika has agreed to spearhead our quarterly evening workshops. She asked the group if a brushmaking workshop is of interest, and got positive feedback. We also discussed the value of continuing to bring in our instructors to do presentations about their own work.

The meeting was adjourned at 2:50 PM.

Submitted by Robin Moore