**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday August 9, 2017, 1:00 PM

Location Civic Park Dance Studio

Attendees:

Studio Manager: Gregory Byard

City of Walnut Creek: Linda Johnson

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

Chair Positions: Olga Jusidman, Mary Leigh Miller, Bridget Moar, Marianne Sullivan, Aletha Weims, Various CAG Members

Agenda items:

1. **Approval of minutes of June 14 meeting:** Approved as presented.
2. **Studio Manager Report:** Gregory Byard reported on:
   1. **Salt Kiln Replacement**: Gregory hopes to get a more robust structural support in place before rebuilding the salt kiln, with an aim to make the kiln last longer. The kiln may not be completed by the beginning of fall quarter.
   2. **Salt Kiln Events**: With planning still in the works, the idea is that salt-glazing workshops will be offered as CAG member events twice a year, during the summer and winter long breaks. Those who take the workshops would get their pieces fired in the salt kiln.
   3. **Parking Lot issues:**  Members raised concerns about the lack of available parking at the studio due to numerous park events. Gregory stated that the City is still contemplating the future of the park and therefore isn’t planning to make any changes to the parking situation in the near term.
   4. **Staffing:** Recognizing members’ concerns over timeliness of firings, etc, Gregory has adjusted Amber’s schedule so she will be working all quarter rather than only in the last half of each quarter. Additionally, he has asked for another part time tech.
3. **City Report:** Linda Johnson reported:
   1. **Fond Farewell:** Linda expressed that she found great joy in working with CAG because of our passion for the studio.
   2. **New Job:** Linda’s new position is that of Executive Director of Creativity Explored in San Francisco, a stellar nonprofit committed to supporting people with developmental disabilities in their quest to become working artists.
   3. **Transition:** Miley Osagawa will be Linda’s interim replacement, probably thru year-end. There will be another hire to help with various projects. The Strategic Plan is in place for the future.
   4. **Air Conditioning**: Linda asked how we like it – unanimous approval!!
   5. **Finance**: Bob Hall asked how Linda sees finance working in the future. Linda stated that the painful system upgrades would go through the end of 2017; she foresees better responsiveness in early 2018. She also mentioned that new procedures for filling out reimbursement requests are in place and should be helpful.
4. **Financial Report:** Bob Hall reported:
   1. **New Fiscal Year:** The City’s past bills have finally come through and been paid. **CAG** starts the new fiscal year with $41,800, leaving us in good shape to react in the event of a sudden need.
   2. **Phone bill**: At Beryl’s request, Linda J has agreed that the City would take over payment of the phone bill for the studio phone. This represents a savings for CAG of approximately $1500 per year.

1. **CAG President Report**: Beryl Snyder reported:
   1. **CAG Info for new students**: It has been agreed that a CAG member will give a short informational talk about the benefits of joining CAG to each class at the beginning of each quarter, starting with the fall 2017 quarter. Notes will be provided to a willing CAG member in each class.
   2. **Newsletter Editor**: Kate Chenok will not be continuing as Editor and a replacement needs to be found. Kate has kindly written up the job description.
   3. **Social Coordinator**: Monika Hurt is stepping down as Social Coordinator for the CAG evening events and Donna Cowan has agreed to replace her.
   4. **CAG Collection Manager**: Marianne Sullivan is stepping down as CAG Collection Manager and Olga Jusidman has agreed to replace her.
   5. **Membership Process**: Ann Henderson has asked that a committee be formed to review the CAG membership process when she returns in the fall.
2. **Family Arts Day September 9**: Bette Sindzinski reported:
   1. She has six CAG volunteers to “man” clay worktables for kids at the event. This is a great turnout!
3. **Open Studios**: Bridget Moar reported:
   1. Gregory has an idea in mind to create a separate open studio opportunity, probably on Saturday nights from 7-10 pm. This would require a separate sign up and fee. This is still under discussion and if it happens, we will need to find monitors for that shift.

The meeting was adjourned at 2:30 PM.

Submitted by Robin Moore