**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Thursday December 1, 2016, 11:00 AM – 12:30 PM

Location Clay Arts Studio

Attendees:

Studio Manager: Gregory Byard, Studio Assistant: Rana Nasser

CAG Board: Beryl Snyder, Merilee Curry, Robert Hall, Robin Moore

Chair Positions: Pat Alger, Ann Henderson, Monika Hurt, Florence McCauley, Bridget Moar, Bette Sindzinski, David Shapiro, Aletha Weims, Various CAG Members

Agenda items:

1. **Approval of minutes of October 12 meeting:** Approved as presented.
2. **Studio Manager Report:** Gregory Byard reported on:
   1. **End of Quarter Firings:** All glazeware was fired and is available today as planned.
   2. **Studio improvements during winter break:**  Gregory will remake the wedging table, removing the old plaster and pouring new. He also plans to work on improving storage for work in process, and will consider suggestions that can be developed for more storage. Gregory will add a suggestion box in the studio so people can make suggestions anonymously, or not if they wish.
   3. **Studio Population:** Gregory has told the City that the studio is working at maximum capacity and registrations cannot go above the current number.
   4. **Kiln Issue:** The new thermocouples have arrived and will be installed in the kilns, allowing them to better regulate temperature.
   5. **New Art in Studio Collection:** Gregoryshowed the Sunshine Cobb “Garlic Box” that was purchased at Trax after her workshop. It is a lovely example of her work, similar to one of the pieces that she coil-built during the workshop.
   6. **Air conditioning status:** The installation of 5 cooling units is slated to begin in March, to be completed late April to early May.
   7. **New Classes:** Answering a request from CAG, classes in the usage of studio glazes will begin in the Spring quarter. Gregory stated that these classes will be given by various instructors, which is seen as a huge positive as each instructor brings different knowledge and experience to the use of studio glazes. Gregory also stated that he would like to offer more short workshops in addition to the “Master Potter” series of workshops.
3. **City Report:** Linda Johnson was not present.
4. **Financial Report:** Robert Hall presented the current financials, which were approved as presented.
5. **Committee Reports:**
   1. **Display Case Project:** During the winter break the last of the new glass will be installed and the art collectionwill be re-installed in the cases.
6. **Survey Results:** The first survey, distributed to all CAG members, got 41 responses. This was a trial survey to gauge the usefulness of surveys as a tool, and it seems a great success. We will continue to examine when to use surveys, and how best to use the results. Some observations on the current results:
   1. Survey is a good tool for gleaning the volunteer interests of the members, and should be used semi-annually. One member stressed it’s important that committee chairs be given names of people interested in volunteering in a timely manner, as interest fades when it’s not acknowledged and acted on.
   2. Need for orientations remains a major concern of the respondents. A discussion followed in which it was recognized that there are actually three different sorts of orientations which should be addressed:
      1. **CAG Membership**: This orientation tells who CAG is and why students should consider membership.
      2. **Studio Rules and Etiquette**: Largely covered by the instructors, but needs to be re-stated and also formalized. There is an old studio orientation book that will be reviewed, updated and resurrected. Beryl suggested that the first workshop of 2017 should be studio orientation which supplements and drives home the information given by instructors.
      3. **Open Studios Rules and Etiquette**: This covers items that are not covered by instructors as they are unique to open studio.
7. **Social Event recap and discuss honorarium policy:** This item is being held till the January meeting.
8. **New Business**: David Shapiro presented a document outlining a number of proposed changes to the way sales are handled - including how participants pay, policy regarding outside sales, and how CAG donations are handled. A motion was made to “empower a committee to examine the purpose and manner of sales and bring a statement of the issues back to the board in February”. This motion passed unanimously. David Shapiro and Pat Alger volunteered to head the committee; they will recruit others to present diverse points of view. Bob Hall stated that if the committee findings were simply a restatement of David’s original proposal, it wouldn’t move forward to be acted upon.

The meeting was adjourned at 12:55 PM.

Submitted by Robin Moore