**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday February 8, 2017, 1:00 PM

Location Clay Arts Studio

Attendees:

Studio Manager: Gregory Byard

City of Walnut Creek: Linda Johnson

CAG Board: Beryl Snyder, Robin Moore

Chair Positions: Pat Alger, Ann Henderson, Monika Hurt, Olga Jusidman, Mary Lee Miller, Bette Sindzinski, Florence MacCaulay, Aletha Weims, Various CAG Members

Agenda items:

1. **Approval of minutes of January 11 meeting:** Approved as presented.
2. **Studio Manager Report:** Gregory Byard reported on:
	1. **New Kiln:** The new gas kiln as been installed and is in use; they are finding its design to be much easier and less physically stressful to load. All useful parts from the old kiln were salvaged to use in the older gas kilns, making them more effective as well,
	2. **Instructor Update:**  In Fall, Lynne Meade will stop teaching the Monday afternoon slot. That slot will be taken over by Jonathan Huang, who will also be teaching the salt and soda class.
	3. **Suggestion Box: G**regory plans to address the suggestions/questions in the box in each newsletter. In cases where something needs to be addressed quickly, he will do that.
	4. **Studio Artist In Residency:** Gregory will be researching setting up a studio Artist In Residency program, hopefully to begin in the next 1 to 2 years. His concept is that the artist would use the room currently designated as the library as her/his space, however the library would still reside in that room.
3. **City Report:** Linda Johnson reported:
	1. **HVAC Installation:** Bids are to go out this month, and should go to City Council in April. Construction is planned for the May/July timeframe, hopefully earlier rather than later. Their goal is not to cancel any classes during the installation. It is recognized this will increase the construction costs, but it is deemed necessary. The curtains will also be replaced.
	2. **City Event:** Linda thanks CAG for its participation in the Parkmead STEAM Night.
	3. **Signage:** The City is planning to improve the exterior signage on all its buildings, including the clay studio building. More to come.
	4. **City Strategic Plan:** At our May meeting Linda will give a report on the City’s new strategic plan.
4. **Financial Report:**
	1. Robert Hall is on vacation. Beryl presented the financial report, which was accepted as presented.
5. **Art Purchase: Policy and Procedure for Sale of Master Potter Work at Workshop**: After meeting with Gregory, Beryl wrote a document to cover Policy and Procedure for Sale of Master Potter Work at Workshop. This was approved as presented.
6. **CAG Educational Event:** Our next event is scheduled for Sunday, March 5th from 7 to 9 pm. Coreen Abbott is the speaker and she will be sharing slides and stories from her many travels related to clay. Coreen has been a teacher at the studio for many years and this is her last session before she leaves the area to tour the world. This event is open to everyone.
7. **Instructor Art Purchase 2016/17 Budget Year:**  CAG purchased a piece of Coreen Abbott’s work, a gorgeous teapot. See it on display in the CAG Collection cabinet.
8. **STEAM event report:** Bette reported that four CAG volunteers helped approximately 150 kids with clay projects over a 3-hour period. Many pounds of clay were used, as it proved to be a very well received activity.
9. **Sale Proposal Update:** Pat Alger reported that after speaking with various members, the question of *whether funds for CAG are the driver for our sales events* needs to be answered to continue evaluating possible changes to the fee/percentage structure. The committee has come up with various ideas for changing the fee/table and commission structure. Also will be presenting ideas for improving sales to result in a better turnout. Beryl agreed to probe the city’s “expectations” of CAG, and members felt we need to firm up our overall purpose/goals and how this is conveyed to membership. Florence MacCauley stated this discussion brings up that CAG needs a better planning process for future year expenditures.
10. **Website Proposal Update:** Brad Krebs presented his recommendation:
	1. Contract with new hosting service.
	2. Build new website & move relevant content from current website.
	3. Terry to continue to maintain current website during the transition.
	4. Brad to build the new website, assist with moving content from the current website to the new one and will insure that CAG members will be able to maintain their content on an ongoing basis. His role would be as a facilitator, not a content creator/maintainer.
	5. Additional website features/content beyond what the current website contains will be possible within this new structure and dependent upon volunteers adding the new content and taking a lead role in maintaining it. Moving to a Content Management System means that those working on the website will not need to have a technical background.
	6. Next Step: Beryl will present a written proposal to the voting members to give a go-ahead on the update.
11. **New Business:**
	1. Merilee Curry resigned her position as CAG Vice President as she is moving out of the area. We will be voting on a new VP.
	2. David Shapiro resigned the Newsletter Editor position; we need to find a replacement.

The meeting was adjourned at 2:40 PM.

Submitted by Robin Moore