**Clay Arts Guild**

**Board Meeting Minutes**

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

Location Clay Arts Studio

Attendees:

Studio Manager: Gregory Byard

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

Chair Positions: Ann Henderson, Bette Sindzinski, Marianne Sullivan, Aletha Weims, Various CAG Members

Agenda items:

1. **Approval of minutes of December 1 meeting:** Approved as presented.
2. **Studio Manager Report:** Gregory Byard reported on:
	1. **New Kiln:** The new gas kiln is scheduled to arrive on Tuesday, January 17th. Gregory hopes to have it up and running (which includes installing the gas line) by the end of the same week.
	2. **CCACA 2017:**  The 29th Annual California Conference for the Advancement of Ceramic Art (CCACA 2017) will take place in Davis on April 28-30. Our studio will be represented again, and very soon Gregory will be inviting those artists he would like to show. Happily, this year’s conference does not conflict with our studio sale as it has in prior years.
	3. **New shelf in studio:** There is a new shelf near the microwave for mugs to be used for beverages.
	4. **Studio Collection:** Gregory complemented the refreshed studio collection display. He asked that CAG consider removing his piece to allow room for displaying Michael Berkeley’s piece, and Marianne Sullivan will do this. This led to a discussion of storage/care for the pieces not currently displayed. A motion was passed to form a committee to create a plan for better storage of those pieces not displayed.
	5. **Instructor Update:** Coreen Abbott will be leaving for travels around the world, but may be returning to teach in summers. Her replacement will be Kristin Landowski (see kristinlandowski.com), who is equally comfortable with sculpture and wheel-thrown functional pottery. Kristin currently also teaches at California College of the Arts, where she received her MFA, and the Richmond Art Center. Additionally, Christopher Fortin has begun teaching in the studio (see christopherfortin.com). Mr. Fortin replaces Chris Kanyusik, who left California to teach last summer.
	6. **Bisqueware:** Bisqued pieces from prior quarters will be shelved outside in the yard so it will not get mixed up with current work. It will remain there for one month into each new quarter, at which time all that has not been picked up will be destroyed or donated to CAG. The one-month rule also applies to glazed work not picked up.
	7. **Bisque firings:** Marianne Sullivan said that students in weekend (Fri/Sat/Sun) classes were complaining that their work is often not bisqued when they arrive the next week. For those not taking Open Studio, this poses an issue in getting their work done. Gregory stated that there are always variables such as size and shape when placing items in the kiln which sometimes lead to a delay in firing a piece, however he said he would be conscious of this concern. He had not heard it mentioned before. Additionally, the new kiln should help get work fired more quickly.
	8. **Next Master Potter Workshop:** Gregory stated that Sergei Isupov will be bringing work for sale to the February 18th workshop, and Gregory specifically asked that he include some lower priced pieces with the aim of CAG being able to acquire a piece for the collection.
	9. **CAG Educational Events:** The City has approved CAG’s use of the studio for quarterly evening events on an ongoing basis.
3. **City Report:** Linda Johnson was not present. She asked that Gregory give CAG the following information:
	1. **Holiday** **Sale:** Final numbers were not shared, but totals were up by $9000 from the previous year. Feedback on the sale was positive, and Linda appreciates CAG’s participation.
	2. **City Event:** Linda thanks CAG for its participation in the upcoming Parkmead STEAM Night, where Bette is arranging for a clay table for kids. These events increase the community’s awareness of Center for Community Arts.
	3. **Signage:** The City is planning to improve the exterior signage on the clay studio building. More to come.
	4. **Instructor Salaries:** Beryl reported that Linda would address our questions on the teacher salary survey at next month’s meeting.
4. **Financial Report:**
	1. Robert Hall stated that the December report is not available yet.
	2. The coffers are up by approximately $1500 from November, mostly from the CAG items sale.
	3. Petty cash is down by $20, and therefore needs to be tracked more closely. This is a vast improvement over the prior year, but still cause for concern. Everyone using the petty cash box should count it at the beginning of its use and again at the end, assuring that these numbers match.
5. **Orientation Process Update**: **Studio Rules and Etiquette**: Merrilee and a small group of volunteers started work on revamping the old “Handbook for Beginner Potters”, first by creating a new doc that can be updated (the old one was in Pagemaker), then by beginning a draft update of one section, which contains the Guidelines for Studio Use. The goal is to have the Guidelines be in a form useful to monitors, teachers, instructional workshops, and posted in the studio. Merrilee will continue to spearhead the content update, also consulting with Bridget Moar to assure it can function well for monitors. The “delivery system” – whether print, electronic, etc. will be decided later.
6. **Honorarium policy:** It was moved and approved that CAG will give a $100 honorarium to those who provide content for the CAG Educational Events. While this amount certainly won’t pay for the work and time that goes into preparing and speaking at an event, it can cover some costs and shows our appreciation.
7. **Instructor Art Purchase 2016/17 Budget Year:** It was moved and approved that CAG purchase a piece of Coreen Abbott’s work, and Beryl was tasked to make the purchase. The CAG limit for purchasing instructors’ work is $400.
8. **New Business:** Beryl asked that we consider adding a Board position called “Community Outreach”. This person would be the liaison to the City, fielding their requests for CAG participation in City events. These requests have become more frequent and require organizing volunteers to man booths. The board moved and approved the addition, and Bette Sindzinski agreed to fill the position, as she has already been taking it on informally.

The meeting was adjourned at 2:25 PM.

Submitted by Robin Moore