Clay Arts Guild

MINUTES

July 13, 2016

**CALL TO ORDER**: President Synder called the meeting to order at xxx.

**IN ATTENDANCE**: Beryl Synder, Merilee Curry, Bridget Moar, Mary Leigh Miller, Olga Juridsman, Robert Hall, Aletha Biedermann-Wiers, Monika Hurt, Ana Barreto, Florence McAuley

Gregory Byard, Linda Johnson

**CITY REPORT**: Linda announced that the budget for the City of Walnut Creek was approved with the new kiln and air conditioning for the ceramic studio funded. The Ceramics Studio will be the subject of the next edition of Walnut Creek’s budget story. It will highlight the program’s successes and growth.

The kiln has to be fabricated so installation will not be during the summer break.

The air conditioning will be an HVAC system, which includes heating as well as air. Planning for the installation will begin shortly with the involvement with the Engineering Department and then a timeline for the completion will be developed. The goal is to have the AC online before summer 2017. Concern was expressed about the disruption of classes. The Board urged that targeting the installation of the Christmas break would be preferred as it is the longest period between quarters.

The rebranding initiative for Civic Arts has been completed with the new name Center for Community Arts. It will be introduced on August 8th.

**STUDIO MANAGER’S REPORT**: Gregory reported that he would like to develop additional volunteer opportunities for CAG members e.g. unloading and loading kilns. The Board had the following input:

* Consider the liability to CAG
* Ensure that the volunteers are properly trained by developing a curriculum
* Involve CAG in development of the program before advertising the opportunities in CAG publications

It was agreed that Gregory would do the preliminary design and then involve CAG.

Storage of bisque ware has become a problem so a new policy will be instituted wherein students will be required to remove bisque ware at the conclusion of each quarter. It was requested that the announcement of this policy by Gregory should include the rationale for the change. Reminders also need to be sent to notify students to remove damp ware and leather hard ware from the respective storage areas at the end of each quarter.

The matter of people other than students are requesting use of the inside restrooms. It was suggested that signage be placed outside that indicates where public restrooms are located.

Two new hires have been added to the Ceramics staff: Amber Noyer will work part time to assist Rana from midterm to end of each quarter. She also works at ClayPeople. The new sculpture instructor is Chris Fortin. He will begin in the fall.

The Community Build will occur on August 20-21 from 9-3 where two 40’ murals will be constructed in the Ceramic Studio. The firing will be done at UCDavis and the work will be installed at the Ruth Bancroft Gardens.

CAG PRESIDENT REPORT: Beryl brought the Board up to date on the completion of the display cases. A bid for safety glass, new shelf supports and plexiglass for the top shelf has not been completed. The City has indicated that it may assist in the funding for these items. **Beryl asked permission to have an email vote on the bids once received to facilitate the completion of this long overdue project. The Board gave its consent.**

The Coffee Shop on Locust close to Peet’s Coffee has approached the Guild to participate in their weekly artists showcase on Thursday. It was decided to support the project and Olga volunteered to contact the owner and to develop a protocol for our participation.

FINANCIAL REPORT/2016-17 CAG BUDGET: An end of the fiscal year review of the current budget revealed that income projections for CAG sales, pop-up sales and studio shelf sales were less than budgeted. On the expense side, advertising expense exceeded the budget.

The budget for 2016-17 was developed with the above items taken into account. A motion was made and approved to accept the budget for the next fiscal year as presented. A copy is attached to the minutes.

 **For 2016-17:**

* **Gross profits: $23,500**
* **Expenses $33,975 (includes cost of CAG share of new kiln from reserves)**
* DISCUSSION: The matter of purchase of a ceramic piece from visiting master potter was brought up in conjunction with the budget. The review of current policy for this purchase will be place on the agenda of the next meeting.

**REPLACEMENT OF BISQUE KILN:**

The cost of replacement of one of the current bisque kiln will be shared with the City; they will pay for new hood, ducting and installation of the two. The total cost is $29,484 with CAG share $11,242. It was moved and seconded to approve the expenditure not to exceed $11,242 for a new kiln in conjunction with the City. Motion approved. Additionally, it was requested that any funds generated by the sale of the old kiln be reserved by the City in the studio account be held for future replacement of salt kiln or second bisque kiln. APPROVED.

COMMITTEE REPORTS: Merilee presented an instruction sheet that will be emailed to each CAG member to ensure that people registering for classes (FALL QUARTER REGISTRATION STARTS ON AUGUST 12) and joining CAG will be able to get the discounted price for open studio.

She also presented two surveys to be mailed out to CAG members: one with a volunteer emphasis and the other to elicit input on studio issues that have been voiced. The Board commended her for her work!

Sale Update: sign ups for the Labor Day sale are in the studio. Beryl and Pat Alger will be co=chairs for the Labor Day sale. Pat will chair the following sale.

ADJOURNMENT: The meeting adjourned at 2:40

Respectfully Submitted by Florence McAuley, Acting Secretary.