**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday June 14, 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: Kate Chenok, Ann Henderson, Bridget Moar, Aletha Weims, Various CAG Members

Agenda items:

1. **Approval of minutes of May 10 meeting:** Approved as presented.
2. **Studio Manager Report:** Gregory Byard reported on:
   1. **Damp room humidifier**: is not functioning; a contractor s working on it and should be fixed in the next week.
   2. **Studio AC**: should start installation in earnest next week.
   3. **Parking Lot Lighting:**  This project, previously announced, should take place from June 26th through August 8.
   4. **City’s new online class signup system:** will have the ability to give discounts to CAG members so we won’t need to call in. There will be a place to mark our CAG membership when registering for Master Potter workshops and open studio.
3. **City Report:** Linda Johnson reported:
   1. **CAG Scholarship support:** Linda thanks CAG for agreeing to support scholarships through the City’s process.
   2. **Air Conditioning:** Linda is happy that this is finally happening.
   3. **Invoicing Concerns:** Linda said Jackie’s goal is to invoice for past Master Potter workshops and other items this week.
4. **Financial Report:** Bob Hall reported:
   1. **Invoicing Concerns:** There is approximately $24,000 outstanding in items un-invoiced by the City.
   2. **Sales**: Pottery sales ended up at $13,700, down quite a bit from prior years. Donations and equipment sales have increased some.
5. **Scholarship Funding – Approved as proposed**:
   1. CAG will give $910 to be used for scholarships for ceramic students from Contra Costa County. Moneys will be given either to Friends or to Community Arts. Linda to get back on the best way to give the moneys.
   2. CAG will give $364 to be used for scholarships for ceramic students OUTSIDE of Contra Costa County. Moneys will also be given to either Friends or Community Arts as per above.
   3. Community arts will revise the scholarship form to include a section on ceramic students outside of CCC to be able to apply. Community arts will vet the students per the income parameters.
   4. PR: Community Arts will include a thank you to Clay Arts guild on Facebook for the gift to the scholarship fund. No amount will be named.
   5. OUTREACH TO LET PEOPLE KNOW ABOUT SCHOLARSHIP: Linda Suggested that we also put a link on our CAG website to the application form and the financial parameters and also to publicize the availability of the scholarship in our newsletter. Bette to add an article on scholarships in our next newsletter.
   6. Community Arts will give an accounting each year of the moneys spent. If the CCC money or the outside CCC moneys are not spent in a fiscal year, they will roll over till the next year. CAG will receive a report.
6. **Studio Manager Conference Attendance Funding– Approved as proposed**:
   1. CAG will provide 1/3 of conference attendance cost up to $700 for the new fiscal year. This decision will be revisited each year.
7. **Mugs for City Employees**: Tabled for future meeting.
8. **2017/18 Budget – Approved as proposed.**
   1. Bridget Moar brought up concerns about the cost of replacing the salt kiln in view of its limited usage. Because the class time does not rotate from quarter to quarter, many who would like to take the class cannot. Nor are studio members allowed to do salt firing. It was agreed that Bridget would draft proposed changes to present to the studio manager.
9. **Fall Studio Warehouse Sale:**  Pat Alger asked whether postcards should be printed and mailed for this sale. The cost for mailing is estimated at $1500, which would consume approximately all of CAG’s profit from the sale. It was **moved and approved** that we print postcards, but not mail them.
   1. Linda Johnson explained Facebook advertising, which all agreed is the direction we should be moving toward. She advised that CAG should take the time to create a good Facebook presence.
10. **Committee Updates**:
    1. **New Tool Lost and Found process - Approved as proposed:** 
       1. Bridget will collect all the tools left in the Lost and Found cupboard at the end of the quarter. She will hang on to them for a couple weeks into the new quarter to see if anyone claims any. She will evaluate and clean the tools and then put them in the “For Sale” box in the clay room. All items will be priced at $1.00. All proceeds will go to CAG.
       2. At the end-of-quarter cleanup, any tools left in lockers will be placed in the Lost and Found cupboard. Also, during the quarter any tools left in the studio at the end of Open Studio are put in the Lost and Found cupboard. This will allow students some time to retrieve their left items and insure that the tools in the Lost and Found cupboard are only from the current quarter.

The meeting was adjourned at 2:35 PM.

Submitted by Robin Moore