**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday March 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, Robert Hall

Chair Positions: Monika Hurt, Olga Jusidman, Mary Lee Miller, Florence MacCaulay, Bridget Moar, Aletha Weims, Various CAG Members

Agenda items:

1. **Approval of minutes of February 8 meeting:** Approved as presented.
2. **Studio Manager Report:** Gregory Byard reported on:
	1. **New Parking Lot Lighting:** The installation of new lighting in our parking area between March 27 and May 5 will affect the number of parking spaces available.
	2. **Thank You Monitors:**  Gregory appreciates how monitors have been leaving notes re: broken equipment so things can be repaired timely.
	3. **No Sagger XX:** The maker of Sagger XX is behind on production and Gregory apologizes for this inconvenience.
	4. **More Signage in Glaze Area:** Gregory has added signage in the glaze area to make clearer which mixers go with which glazes, etc.
	5. **CAG Meetings in Studio:** Gregory has gotten complaints about our holding CAG Board meetings in the studio. We will continue to examine alternatives, as there are pros and cons to each.
3. **City Report:** Linda Johnson reported:
	1. **Spring Sale Help:** Linda offered the services of Courtney Clark, the city’s marketing coordinator, for helping to market CAG’s spring sale. She will use Facebook, Instagram, etc. Beryl thanked Linda and assured that someone will be getting in touch with Courtney.
	2. **Fiscal Year Planning:** Linda will include CAG representatives in Center for Community Arts fiscal year planning, per our request to make CAG’s financial planning realistic re: city requests for support.
	3. **Display Case Reimbursement:** Linda just approved our invoice for the sharing of the display case costs.
4. **Financial Report:** Bob Hall reported:
	1. The February financials were not sent from the accountant yet.
	2. The city has not yet invoiced us for our share of the new kiln. Beryl reported that the final cost is lower than expected – in the $13,000 range rather than the initially estimated $15,000.
	3. The city has not given CAG its share of the commissions from the holiday sale.
	4. Donations and sales of aprons and tools are on target for this fiscal year.
	5. Bob noted that he sees studio members’ artwork in galleries but doesn’t see the 10% CAG commission from these artists. Discussion ensued re: using positive reinforcement by recognizing those who do give the 10% on items sold elsewhere.
	6. We agreed to purchase some new kiln shelves when needed, and now Gregory is asking that we do so.
5. **CAG VP Vote**: Bette Sindinski was voted in as CAG Vice President.
6. **Website Proposal Vote:** Beryl presented a written proposal (outlined in last month’s minutes) to the voting members to give a go-ahead on the website update. The proposal was approved.
7. **Spring Sale:**  Beryl reported for Pat Alger that we are going gangbusters on the sale efforts and are hoping for good attendance.
8. **Proposal to Change Sale Commission structure**:
	1. In the last meeting, the proposal for changes to commissions was put on hold till after the Spring Sale and an analysis of “whether funds for CAG are the driver for our sales events” plus whether the city has expectations on setting commission amounts. Beryl reported that she discussed the city’s practice of setting a 25% commission with Linda Johnson. Linda expressed that 25% is what the city requires for all its art sales as fair compensation for use of city facilities. Discussion ensued and it was decided that CAG Board supports adhering to the 25% commission for future sales. This is guidance for the sale project team and does not preclude the sale project committee considering and recommending alternate compensation formulas for consideration.
9. **CAG Record Keeping:** Beryl has done the huge chore of organizing all prior records, including past newsletters. They are organized in binders in our library. It was agreed that keeping records on paper rather than electronically is optimal for now.
10. **Scholarships:** Beryl will publish a document explaining how scholarships would be handled if we aligned with the city’s program. Discussion brought to light that the city only allows county residents to apply, and some members feel this is not right for CAG. More to follow.
11. **Monitors:** Bridget would like a few more monitors and wants recommendations on possible candidates.

The meeting was adjourned at 2:02 PM.

Submitted by Robin Moore