**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday May 10, 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

Chair Positions: Kate Chenok, Ann Henderson, Kathy Minard, Bridget Moar, Aletha Weims, Various CAG Members

Agenda items:

1. **Approval of minutes of April 11 meeting:** Approved as presented.
2. **Studio Manager Report:** Gregory Byard reported on:
   1. **Proposal for subsidizing Studio Manager attendance at clay arts conferences:** Gregory presented his written request for CAG to consider paying 1/3 of his attendance costs for NCECA conferences. This proposal gives the advantages of having our studio manager attend these conferences and also offers a one-hour lecture at a CAG event after each conference.
   2. **Parking Lot Lighting:**  This project, previously announced, will commence on May 23rd. The project’s duration is unknown, but hopefully it will not impact studio parking too much. The parking area where the ice rink goes each year will not have any lighting added.
   3. **Nick Joerling Master Potter Workshop:** This workshop on May 20 will feature both making and surface decoration. Though Nick throws and alters his pots, Gregory feels the workshop has much to offer hand builders as well, as Nick will cover his glazing techniques and even glaze recipes.
   4. **Juried Show Opportunities:** Gregory announced 3 juried show opportunities – one local, another is elsewhere in northern California and one outside the state. This info will be emailed to CAG members. This announcement is something that came out of the CAG board meeting with the city. Bob Hall stated that CAG should encourage growth opportunities besides participating in sales, including but not limited to exhibition opportunities.
   5. **Studio sale observations:** Gregory noted that while he was at last weekend’s sale on Saturday, he felt CAG members seemed to be watching the public so intensely that it created a tense atmosphere that was not comfortable for the public. He asks us to consider whether we are doing all we can to make our sales attractive to the public.
3. **City Report:** Linda Johnson reported:
   1. **Family Art Day:** Linda thanks CAG for participation in the Shadelands Family Art Day, which had approximately 360 attendees. As always, the clay art area was very popular.
   2. **Air Conditioning:** Gregory and Linda have been asked to attend a “pre-construction” meeting next week. While Linda has no more details, this appears to be a positive step forward.
   3. **City News in CAG Newsletter:** Linda was asked and plans to contribute short articles highlighting city updates of interest to the clay studio.
4. **Financial Report:** Bob Hall reported:
   1. The April financials were provided.
   2. The check for the Holiday Sale commissions was finally received, totaling $3278, which represents just over $13,000 in CAG sales at the event.
5. **Report on CAG planning retreat with the City**: Beryl will provide this report to the CAG Board via email.
6. **City Billing Issues:** The ongoing issue of the city’s tardiness in providing both bills to CAG and payments to CAG was discussed. While some progress has been evident, the group’s overall feeling is that this tardiness affects CAG’s ability to budget and plan well. It was pointed out that years are closed out without ever receiving bills for promised expenditures, sometimes even two years back. The group felt that we should delay in making funding decisions for future expenditures until this can be more adequately addressed. Beryl will continue her discussions with the city.
7. **Master Potter Workshop Funding Decision:** Tabled for future meeting
8. **Studio Manager Conference Attendance Funding:** Tabled for future meeting
9. **Scholarships:** Approved as proposed:
   1. The proposed amount for Financial Aid Scholarships for 2017/18 is $1274. This is an increase of $174 from 2016/17. It is also proposed that CAG transfer the administration of awarding of scholarships for the equivalent of 5 ceramic classes ($910) to residents of Contra Costa County to Center for Community ARTS. CAG will retain the administration of the equivalent of 2 ceramic classes ($364) financial aid scholarships for CAG members who live outside of Contra Costa County. The city has agreed to provide data to CAG annually.
10. **Mugs for City Employees**: Tabled for future meeting
11. **Fall Studio Warehouse Sale:**  The Board approved changing the fall sale to a warehouse style sale, with much simpler set-up and lower prices as an opportunity for members to clear their shelves of “good but not top pieces” and their “overstock”.
12. **Committee Updates:**
    1. **Spring Sale Results** – Sale numbers were not provided. It was reported that the overall feeling among sale coordinators and participants was that attendance was low, resulting in a commitment to form a sales committee focused on marketing future sales. A discussion ensued resulting in CAG’s commitment to have a separate meeting, to be a high level discussion of sale philosophy and goals rather than specific changes to the way we do business.
    2. **Master Potter Workshop Hospitality-** There has been concern about the amount of money CAG is spending on workshop lunches.Kathy Minard stated the committee would be looking into alternatives to the hot catered lunch for future workshops. She also pointed out that the cost of the catering is not going up, rather workshop attendance has increased and the price is per head. Alternatives discussed included announcing that participants should bring a brown bag lunch and CAG would provide minimal niceties (i.e. beverages, snacks, dessert). Also ideas surrounding signage explaining that lunch is provided by our non-profit organization and donations are appreciated. To be continued…

The meeting was adjourned at 3:00 PM.

Submitted by Robin Moore