**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday September 13, 2017, 1:00 PM

Location Civic Park Dance Studio

Attendees:

Studio Manager: Gregory Byard, Staff, Rana Nasser

City of Walnut Creek: Maile Ogasawara

CAG Board: Beryl Snyder, Robin Moore, Robert Hall

Chair Positions: Donna Cowan, Ann Henderson, Mary Leigh Miller, Bridget Moar, Aletha Weims, Various CAG Members

Agenda Items:

1. **Approval of minutes of August 9 meeting:** Approved as presented
2. **Studio Manager Report:** Gregory Byard reported on:
	1. **Salt Kiln Replacement**: The kiln is built, but the metal framework is not installed yet. Expecting it to be completed in the next week or so.
	2. **Sodium Vapor Class**: This is Gregory’s last quarter teaching sodium vapor, so he can fully apply his time to studio management. A new instructor will be found.
	3. **Master Potter Workshops:** Fall: Bonnie Seeman from Florida on October 7th. Winter: Tip Tolan from Seattle. Spring: Chris Staley from Penn State.
	4. **Ice Rink:** the ice rink is scheduled to begin set-up on October 9.
	5. **Veteran’s Day Holiday:** the studio will be closed on Friday, November 10th, as that’s the legal holiday this year.
	6. **New Classes Concept:** Gregory would like to bring in faculty from various Bay Area institutions to teach 1-2 day workshops featuring their specialties. He will keep us updated on this.
3. **City Report:** Maile Ogasawara reported:
	1. **Holiday Sale:** The application process is open, and emails have gone out. It will work the same as last year, however deadlines will be strictly adhered to. Peter Foucault will manage this year’s sale. After questions from CAG members, Maile related that some things done last year, such as having a number of children singing, and the workshops held last year, were a distraction to customers. The focus will be on providing experiences (music, refreshment) that enhance the sale rather than taking focus away from the sale. Maile asked if CAG would like to decorate the front hall, and possibly provide a Santa. We will ask around and get back to her.
	2. **Family Art Day:** Maile thanked CAG for great participation, manning the very popular clay tables. Between 600 and 700 people attended.
4. **Financial Report:** Bob Hall reported:
	1. There was a small discrepancy in the funds for the sale, but it’s negligible and in our favor. For each sale there should be an emphasis on training those handling the monies.
5. **Committee Updates:**
	1. **New Website:** Brad Krebs has established the new website, and Beryl Snyder took on the task of creating pages and moving over content from the old site, choosing what is still relevant. Brad and Robin Moore are editing those pages. It’s still a work in progress.
	2. **Newsletter:** We’re still looking for a new editor, though Ann Henderson may have an interested party. Mary Leigh Miller stated she would continue doing the layout.
	3. **CAG Collection:** Olga Jusidman has an idea for rearranging the display, which she will do soon. The group agreed it’s a good idea to write up a job description for the collection management, as we have been doing for other functions. The important points are:
		1. - Items need to be kept earthquake safe with appropriate tacking product(s).
		2. - Display should be dusted occasionally.
		3. - Rearrangement/dusting needs to be scheduled when no class or open studio is occurring.
	4. **Studio Monitors:** Bridget Moar announced there are several new monitors this fall term. She asked for all of us to be supportive as they learn their role. Someone said it would be helpful if Gregory would send the studio rules to all students, and Bridget agreed to ask him to do so.

The meeting was adjourned at 2:20 PM.

Submitted by Robin Moore