**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday September 14, 2016, 1:00 PM – 2:30 PM

Location Clay Arts Studio

Attendees:

Studio Manager: Gregory Byard

Civic Arts Education Representative: Linda Johnson

CAG Board: Beryl Snyder, Merilee Curry, Robert Hall, Robin Moore

Chair Positions: Bette Sindzindski, Aletha Weins, Ann Henderson, Florence McCauley

Various CAG Members

Agenda items:

1. **Approval of minutes of August 10 meeting:** Approved as presented.
2. **Studio Manager Report:** Gregory Byard reported on:
	1. **Sales:** The city will be hiring a new consultant for the December Artist’s Market. Gregory agreed with the group that the Labor Day weekend is not a good one for sales, so the fall studio sale will be scheduled for one week prior to Labor Day – in 2017 that is **August 25-27**. Tentative date for the studio’s spring sale is **May 5-7, 2017**.
	2. **New Opportunity:** The studio will be involved in another public art project for the city – a mosaic for the new pool complex at Larkey Park. The commissioned artist is Rachel Rodi from Oakland. Taking place around April-May 2017, this will be much more limited in terms of participants than the Bancroft Garden project. More details to follow.
	3. **Next Workshop:** Gregory reminds us that the Sunshine Cobb workshop is October 1.
	4. **Studio Changes:** Studio maps are now available at the front of the studio in the rack. Great for new students. Note the new washtub next to the sludge buckets – this is for cleaning tools BEFORE moving to the sinks. Bisque ware storage: Note the new shelving outside the studio for prior quarter work. Roofing will be added soon to both that area and to the other side of the yard, protecting more of the raku area. Unfinished work area: The racks for work in progress are to be used short term only – not more than 1-2 WEEKS.
	5. **Glaze training:** Recent issues surrounding glaze contamination led to a lengthy discussion. Many ideas were floated, and will be further evaluated at the next meeting:
		1. One day glaze workshops
		2. Use one of the planned “social evenings” for a glaze education workshop. Bob Hall offered to teach it.
		3. Bob Hall also volunteered to put together a one-page sheet of glaze procedures and etiquette.
		4. CAG volunteer to visit each class, probably second week, to present CAG info and glaze etiquette. It was suggested that each student sign a sheet that they have received and agreed to the etiquette.
		5. Having “glaze monitors” present in the glazing area during all or some open studios.
		6. CAG volunteers coming in to open studios to discuss glazing.
		7. All experienced “glazers” should be willing to teach others when in the glaze area.
		8. Gregory to evaluate instructors on their glaze training strengths as part of their regular evaluations.
		9. Studio glaze class: Gregory was asked to consider adding a full 10-week class specifically on uses of the studio glazes rather than the glaze making class.
3. **City Report:** Linda Johnson Reported on:
	1. **Air Conditioning:** The process is underway for the studio air conditioning. It now looks like we will keep the high ceiling rather than lowering it. Work is scheduled to start in spring.
	2. **Scholarships:** Center for Community Arts (CCA) is moving scholarship administration functions in-house rather than having Friends administer scholarships. The City’s goal is to increase financial aid from the current 1% to a goal of 10%, and to be more inclusive of population segments, including young and old, those with disabilities, etc. Linda clarified that scholarships are available to residents of Contra Costa County based on a sliding scale of household income, and that the form has been updated to be easier for applicants. The city also plans to do more fundraising to increase financial aid monies. This change makes way for CAG to also use CCA to administer scholarships. CAG could then concentrate on outreach for scholarships rather than administering the program.
	3. **Display Case Project:** The city will reimburse for 50% of the cost of the glass to complete the display case project.
4. **Financial Report:** Robert Hall presented the current financials, which were approved as presented.
5. **Art Purchase Policy:** Approved with two amendments which clarified points.
6. **Board Members Definition:** Approved as presented.
7. **Fall Sale Results:** The Labor Day sale grossed $4775.00 in sales, which is substantially lower than other like sales. Attendance was low, even on the opening evening. It is felt that the holiday weekend is not the optimal time for a sale. Though we will look at marketing ideas, it was agreed we should move the sale weekend (see item 2.a. above).
8. **Committee Reports:**
	1. **Display Case Project:** Beryl reported that bids for the glass have been received that we’re ready to move forward. (also see item 3.c. above.)
	2. **Website/Technology:** Beryl reported that she met with Terry Cullen re how CAG should spend their tech dollars. Terry is looking at Google Apps that are free for non-profits. She is also looking at using Square for an online store for CAG. Regarding the website, Terry feels we should keep our host, CalWeb, and look at using Wordpress to replace the website.

The meeting was adjourned at 2:50 PM.

Submitted by Robin Moore