**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday January 17, 2018, 1:00 PM

Location Civic Park Dance Studio

Attendees:

Studio Manager: Rana Nassar

City of Walnut Creek: Maile Ogasawara

CAG Board: Bette Sindzinski, Robin Moore, Robert Hall, Beryl Snyder,

Chair Positions: Pat Alger, Jane Burns, Ann Henderson, Florence McCauley, Bridget Moar, Aletha Weims, Various CAG Members

**Agenda Items:**

1. **Minutes of November 14 meeting:** Stand as presented.
2. **City Report:** Maile Ogasawara reported:
	1. **Ice Rink Update:** The company has until February 2 to remove everything. Maile met with them and asked for assurance that the parking lot would be thoroughly swept (This to address concerns that studio members got flat tires from all the detritus left last year).
	2. **Facility Changes**: The parking stalls nearest the playground have been restriped to address concerns that the spaces were too small. Two to three spaces are lost, but it is a net positive outcome as people will be using only one space rather than parking over the lines. Also, there will be new signage for the studio building, and it will include the building address, which will be very helpful. Bette questioned City employees using the parking lot all day while at work. Maile stated that they are subject to the 3-hour rule like everyone else. Also, City employees will soon begin using the lot a few blocks down Broadway, next to Vic Stewart’s restaurant.
	3. **Pop**-**Up Sales**: Bette requested a list of events being held in the park so we could identify good opportunities for pop-up sales.
	4. **Holiday Sale Update**: Overall, sale numbers were up this year. Monies have already been distributed to sellers.
3. **Studio Manager Report:** Rana Nassar reported on:
	1. **Glaze Updates:** The new Blue-Black formulation has now replaced the old one. A fresh batch of Yellow Bird has been made to replace the one that came out greenish, due to contamination.
	2. **New Slab Roller:** is in place with operating instructions.
	3. **Rearranged work areas:** The bats have been moved to allow room for a storage cart to be used by wheel throwers, and also risers have been added between the wheels to allow more storage. Near the new slab roller is another table for handbuilders.
	4. **Master Potter Workshop:** Do plan to attend the Tip Toland Workshop on February 10.
4. **Financial Report:** Bob Hall reported:
	1. Holiday Sale commissions to CAG of $3730 was received from the City.
	2. Bob stated that the monies budgeted for purchase of art from Master Potters for the CAG collection had not all been spent. We discussed that we are behind in purchasing art from our instructors as planned. The plan was to have one example of each instructor’s work, by making one purchase a year, choosing the instructor based on their longevity teaching in the studio. A proposal was made and approved to use excess funds from Master Potter purchases to “catch up” on purchasing instructors’ work, and that we can do more than one purchase in a year with the excess funds.
	3. Bob asked if we want to avail ourselves of an offer to add a terrorism clause to our liability insurance, and we all agreed “NO” – this is something the City should address, not CAG.
	4. To facilitate better planning, Bob will ask that Gregory provide estimates on all agreed-upon purchases in advance of invoicing.
5. **Members doing CAG orientations in each class, discussion:**
	1. Discussed whether doing this last quarter was a benefit to CAG and students. Overall it was felt that we didn’t see an uptick in new members, and that doing this at the beginning of the quarter might confuse new students who don’t even realize the need for open studios, and don’t yet feel a commitment to our studio.
	2. We decided instead to ask Gregory if we could give a very short blurb on CAG to the teachers and ask that they read it to their students each quarter. Robin agreed to write the short blurb.
	3. It was also decided that a CAG banner in the studio could be effective. This banner would have CAG’s new web address and a short statement of CAG’s purpose. Robin agreed to write the content, and Pablo Haz volunteered to design it. A proposal with costs will come back to a future meeting.
6. **Committee Updates:**
	1. **Spring Sale:** Pat Alger reported that the sale date is May 4-6.It was agreed by all that using SignUpGenius would provide significant benefits over the old poster board sign up sheets in the management of the volunteers. The number of flashing ads on the site disturbed those who reviewed the software, and the board agreed to pay the $100 annual fee to use the site ad-free.
	2. **New CAG Website:** Brad Krebs and Beryl stated the new site is up and running. Currently, it is simply a replacement of the old site, in a framework that is current and allows much simpler updates. New functions desired by CAG members can be added, but will only be done if there are members committed to managing those functions.
	3. **CAG Library:** Aletha showed the new labels to be placed on books and DVD’s to identify them as CAG Library-owned items. A discussion of library checkout procedures brought up concerns but no resolutions; it was tabled for a future meeting. Issues include: 1) few people have keys and no one knows who those people are, 2) should monitors be required to be librarians, 3) should it just be unlocked and see what happens, 4) It’s meant to be a member benefit but what is to prevent others from taking out materials, 5) there is currently no loan period or return date, 6) checking the inventory for lost/stolen/unreturned is an arduous task.
	4. **Next Meeting:** February 14, 2018.

The meeting was adjourned at 2:40 P.M.

Submitted by Robin Moore