**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday March 28, 2018, 1:00 PM

Location Civic Park Dance Studio

Attendees:

Studio Manager: Gregory Byard

City of Walnut Creek: Maile Ogasawara

CAG Board: Bette Sindzinski, Robin Moore, Robert Hall

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

**Agenda Items:**

1. **Minutes of February 14 meeting:** Stand as presented.
2. **City Report: Maile reported:**
   * **Studio Phone Bill:** Should be turned over to the City now – Bob Hall will verify.
   * **Adult Art Night:** With approximately 75 attendees, this was a great success for a first time event. The City is considering doing this again in fall.
   * **Scholarships:** Maile reviewed the new procedures detailed in the February minutes.
   * **Ice Rink:** This year’s construction activities will begin October 13.
   * **FYI:** Maile wanted to let us know that Citadel Crafts in Oakland is having an arts show/sale, and interested parties might want to get into this one.
3. **Studio Manager Report:** 
   * **New Sink Traps:** will be installed on all sinks. These are plastic and easy to open and clean out. We’ll start with one to test its effectiveness before replacing all.
   * **NCECA Lecture: T**here will be a CAG member event on Sunday, April 22nd at 7:30 pm. Gregory will give a lecture with photos of his experience at this year’s NCECA conference. In addition, Boise State student and activist potter Vivianne Siqueiros will give a short lecture about her work. Florence asked that Gregory also write an article on NCECA for the newsletter as a way for his experience to reach the entire membership.
   * **Studio Intern:** Our studio will be hosting intern Zahid Tahani from Bentley High School for 80 hours over approximately 4 weeks in May. He is interested in all aspects of the studio and will be experiencing a bit of all, including pugging clay and working with the Techs.
   * **CAG Master Potter Workshop Lunches:** After input from CAG, the City agreed to continue providing lunch at Master Potter Workshops by increasing the fee by $10. Starting in fall, the City will reimburse CAG $10 for every enrollee in the workshops to cover the lunch cost. CAG will continue to “host”, providing the morning goodies and working the lunch shift.
   * **Studio Humidifier:** The recent malfunctions will continue to be monitored while Gregory moves toward a permanent resolution. CAG asked what the cost would be for a new unit.
   * **Work on Display:** Ellen Sachtschale’s class will have their work displayed in the Heather Farms Garden this summer – dates to be announced.
4. **Treasurer Report:** Bob Hall presented the February financials.
   * **Clay Coupons:** were overbilled by $1500 and will be refunded by the City.
5. **Sale update:** Pat Alger reported:
   * Some issues with members not understanding how to use the online signup tool.
   * We will not hire teens to do the heavy lifting for the sale set-up because of our lack of liability insurance.
6. **CAG Members Step Forward:** 
   * Bette reported **Mary Ellen Brownell** has taken on the task of tidying and organizing the “Library” room. **Betty Medwedeff** and **Cheryl Helms** will be co-chairing Hospitality. **Etionne** **Melcher** will be coordinating pop-up sales. **Robin Moore** lead our efforts for Adult Art Night, and **Laura Taylor** lead on Parkmead Elememtary Panthers Night.
7. **CAG studio banner approval of cost:** The Board MOVED and APPROVED$250 for the signage.
8. **President’s Report:**
   * **Board Position Openings**: We all need to start recruiting now for the three board positions that will be open July 1. Bette asked that Robin Moore and Bob Hall give her brief job descriptions of the Secretary and Treasurer roles so that she can send an email to the membership. Those on the board should consider who might be good candidates and discuss with them the possibility of stepping up.
   * **Studio Atmosphere**: The atmosphere in the studio peaks and slumps, and recently it seems to be in a slump. Discussed what might we all do to help out. Two suggestions were 1) Don’t pass along the gossip of others and 2) Talk about your own positive experiences. Sue Pena wrote a short piece on this for the next CAG newsletter.
   * **Position of Membership Liaison:** Bette asked if this is a needed position, as no one seems to know what to do with it. It was agreed that we could eliminate it.

Adjourned at: 2:30 pm

Submitted by Robin Moore