**Clay Arts Guild**

**Board Meeting Minutes**

Date/Time Wednesday April 11, 2018, 1:00 PM

Location Civic Park Dance Studio

Attendees:

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

Chair Positions: Pat Alger, Jane Burns, Ann Henderson, Florence MacCaulay, Betty Medwedeff, Aletha Weims, Various CAG Members

**Agenda Items:**

1. **Minutes of March 28 meeting:** Stand as presented.
2. **Budget Planning Meeting Notes:**
	* **Master Potter Workshop Cost Sharing:** Though we have an understanding of our cost sharing for Master Potter Workshops, there is no written statement of the policy. Florence suggested this would be a good idea to have. Beryl will review past minutes to craft a statement.
	* **Hospitality:** After much discussion of the various occasions for which hospitality is provided, and how the money is allocated in the budget, it was decided that we need to develop a rough budget of these events and costs. This picture has been complicated by the distribution of the costs over more than one budget category. Bob will review the past year and work up the hospitality cost for the various events.
		1. This led to discussion of how items are allocated to a budget category by the accountant, in this case some crossover between **“workshops” and ‘hospitality”**, which is sometimes determined by the category chosen by a person asking for reimbursement. Bob will resolve which items should be allocated to which categories.
		2. Another area where categories become confusing is **“advertising” and “sales**”. Bob will review this as well.
	* **Studio Manager Conference Attendance:** Several members feel that assisting the City with this cost is not in alignment with CAG’s mission, and that staff development is the City’s obligation. Bette will take this discussion to Maile.
	* **NCECA Membership for CAG:** It appears CAG has not been an NCECA member. Bette will research the benefits of an organization membership for CAG and its members.
	* **Capitol Expenditures:** were reviewed and adjusted. Beryl requested that the plan be kept as a 3-year plan, adding a column each year to show the next fiscal year so that long range planning becomes the norm.
		1. **Studio Humidifier:** The possible need for a new humidifier was discussed and whether this should be considered a building maintenance expense or a studio expense. More to come.
	* **Proposed Budget:** At the May meeting we will have a proposed budget for FY18-19, including resolutions to the outstanding questions.

Adjourned at: 2:15 pm

Submitted by Robin Moore