**Date and Time Board Meeting : May 9, 2018 1:00pm**

**Attendance CAG Board** Bette Sindzinski, Robin Moore, Robert Hall,

**Chair Positions:**  Pat Alger, Jane Burns, , Gary Guglielmo,

Ann Henderson,Olga Jusidman, Bridget Moar, Mary Miller, Florence McAuley,

Aletha Weins,

**Various CAG Members**

**Studio Manager:** Gregory Byard

**City of Walnut Creek:** Maile Ogasawara

**Agenda Items**

1. Studio Manager Gregory Byard: Zahid is a student who will shadow Gregory for the next 3 weeks,

A/C city is servicing the unit, a part is needed

Bathroom Leak : not the toilet , it is the janitor’s sink, it is running toward the drain, now there is a new mat, making the area safer

Sink: All sinks have clay traps Gregory will send out a general “info” e mail about the clay traps under the sinks.

Chris Staley workshop is coming up. He will discuss personalizing your work

Emergency Lists are being posted at the bathroom door, corkboard, phone and office door

Incident report forms are in Monitor’s Binder and Gregory’s office

Chris Gustin’s Piece Gregory asked to be able to wood fire Chris Gustin’s piece

Humidifier is being maintained by the staff

1. Remarks from Mailie, City of Walnut Creek
2. Congratulations on the Spring Sale, some possible suggestions have a once a month sale, or do some pop up sales also there is a possibility for CAG to sell ceramics at the Diablo Farmers Market once this summer
3. City has planned some collaboration with Diablo Farmer’s Market on Saturdays at Shadelands, CAG could possibly Family Art Day, Thanks for volunteering with hands on activities & pop up sale of items.
4. Holiday Sale Information is coming soon
5. AED Machine (automated External defibrillator) actively planning for a machine at the studio
6. Open Positions – and Voting After some discussion , it was agreed that at the Annual Meeting of the General Membership, we must approve the budget and vote for the board. Board will present an approve slate of members to fill positions and then ask for nominations from the general membership, The meeting will be held out in the studio on the afternoon of June 6. The board attending the meeting today approved the proposed slate of officers.

Elected official terms start July 1st  to allow easy transistion this year.

Candidates who volunteered:

President: Bette Sindzinski to continue on to next year so all board are not elected at same time, in order to allow some continuity

Vice President: Pat Alger

Secretary: Millie Robinson

Treasurer: Aletha Weins offers to fill in till we find someone to train

1. Spring Sale Report from Pat Alger The sale was very successful. We doubled last year’s sales.

Approximate numbers: Friday 162 visitors $4,200 in sales

Saturday 221 visitors $5,000 in sales

Sunday 229 visitors $2,200 in sales

We handed out brochures, there were demonstrations outside, the raffle was very successful, we added 700 names to the e mail list.

Suggestion: next time there might be better way to choose tables for the displays

1. Budget : The budget for the next year was discussed and approved.

Also discussed and approved is the expenditure of $750 towards the Studio Manager’s attendance at NCECA and Davis.

Also discussed ask Gregory as Studio Manager to organize choices for future purchases for our collection of art.

1. Master Potter Workshops It was decided that we will reduce to 50% of artists’ fees and the City will pay the rest of the fees

Also at future Master Potter Workshops CAG member will pay the base amount to attend ( and that will include lunch) while Non-CAG members will pay $10.00 more to defray lunch cost.

1. Holiday Sale at Shadelands: Nov 30 – Dec 2. CAG has been asked to help with decorations, to make it look more festive. Community Arts is asking all group participants if they would sponsor some of the food. Asked for 2 veggie trays and 2 cheese platters, ie Costco. CAG members has 27 tables last year. CAG members also do not pay any fee for first table. Community Arts does all advertising, etc. We will also apply for a liquor license for them for that sale.
2. Studio Banner No advertising of any kind permanently in any WC facility. So no CAG LARGE BANNER. Instead we will put eye catching Cag Poster by cork board and keep data current to encourage CAG membership
3. W C Service Day Question for discussion: Does CAG want to sponsor a WC Service Day? It is Oct 13. WC is looking for projects that people can volunteer to do that day. If so , get back to Maile
4. FYI 18-19 Budget The board recommends the proposed budget, for the Annual Meeting of the Members on June 6.

The meeting was adjourned at 2:35pm

Submitted by Millie Robinson