**Date and Ti**me CAG Board Meeting: October 17, 2018 1:00 pm

**Attendance:** **CAG Board** Bette Sindzinski, Pat Alger, Millie Robinson Aletha Weins

**Chair Positions:**  Ann Henderson,

**Various CAG Members**

**Studio Manager:** Gregory Byard

**City:** Maile Ogasawara

**City Report**: Maile Reported:

1. Parking. There will be a letter of explanation of activities at the park. We need collaborative planning, there will be continuing conversations.
2. Oct 20, Saturday parking will be impacted by activities.
3. City is having meetings about accessibility in the park
4. Holiday Sale at Shadelands: Information will be coming out soon
5. Holiday Sale volunteers are need for decorations, Maile will meet with Bette, need approximately 10 volunteers.

**Manager’s Report:** Gregory reported:

1. Ice rink is here. There is a new manager of the ice rink this year. No generator until the wall is up. Ice Rink staff should not park in our teacher places.
2. We will have a Pop Up Sale Dec 15 & 16, set up early, around 10, sale from 11 – 3 pm. It will be near the entrance to the ice rink. This will be announced in the Walnut Creek Newsletter. For this activity Gregory will move the van over near the dumpsters to free up parking spaces.
3. Reminder to the ice rink manager that we need a clear path to the back door of the studio.
4. New wheel and slab roller have been ordered. Probably delivered by the end of this quarter.
5. Announce : Nov 29 will be pick up day for glaze work. Also, Gregory will be in the studio on November 29 , from 12 – 2 . We need monitor for 7-9 pm on that day. This info should be sent to everyone.
6. Incident Report sheets are available behind the door in Gregory’s office. Also all monitors have a sheet in their binder in case of an accident.
7. There will be training for the AED , announced very soon. Available for all

**Treasurer Report:**  Aletha Weins: Refer to Treasurer Report dated July – Sept, 2018. Also the Tax Return was paid , Oct. 4. Ann Henderson and Kathleen Jensen asked if tool and shirt sales could be separated. Decision was that Ann could add an envelope for keeping sales separated.

Discussion on the 10% owed on Outside Sales by CAG members. Decision: This was a CAG policy and not a city policy. Important to remind everyone that this is not a production studio. A statement will be sent out to CAG members to disregard the 10% policy.

Bette will send out an email in early December concerning taxable donations to the membership.

**Vice President Report:** Pat Alger

1. Pop Up Sales have had good results. We may have one a month. This Saturday there will be a sale at the October Fest. This will include our Shirts prices suggested kids - $10, Adults $20.

**Presidents Report**: Bette Sindzinski

1. Generating a positive attitude in the studio is very important mission.
2. CAG Membership: discussion included what is required, who can join. No decision, we will have more discussions
3. Discussion of having 2019 Christmas Sale at the studio in addition to the Shadeland’s Sale. Questions: Can we piggyback on advertising on Shadelands Sale? Timing of sale should be considered. Bette will start discussions with Maile and Gregory
4. Updating Bylaws to reflect 2 year term on board positions with alternating vacancies for Pres/Secy & VP/ Treasurer. Florence MacCaulay and Bette have discussed this possible change to our Bylaws. So, this will be a topic of discussion at the Annual General Membership Meeting, with possible proposal to make these changes. Question: Could we call a General Membership Meeting sooner than already on the schedule?
5. Updated volunteer opportunities (make envelope and website consistent) and how to encourage people to volunteer. Is volunteering required with CAG Membership?
6. Ann Henderson suggested that the volunteer tasks be on a separate sheet from the membership envelopes.
	1. Questions: Do many volunteer on the envelopes or on line? Seems at first discussion there are some volunteers each way.
	2. Do we use the information on volunteers to fill the tasks?
	3. Do we need to change the list?
	4. We will continue this discussion in November.
7. CAG Membership: Decision needed concerning the idea of signing up for CAG membership before August 1.

Meeting closed at 2:15