**Board Meeting : July 18, 2018**

Meeting Opened at 1:05 pm

Attendance: Board: President Bette Sindzinski, V.P. Pat Alger,

Treasurer Aletha Wiens, Secretary Millie Robinson

City : Maile Ogasawara,

Manager: Gregory Byard

Members: Jane Burns, Robin Moore, Ettienne

**City Report**: Maile Ogasawara Coming Events listed:

---Art After Dark at Shadelands on August 17th , a Friday

---Fall Art Day at Shadelands on Sept. 8, a Saturday

---Holiday Arts Sale Nov 30 – Dec 2, applications will be available in September, more information will be out in August, , CAG team will be helping with decorations.

---Scholarships, there were 5 used this last year, 3 to C.C. County and 2 to others., Applications are now available for 2019-2019.

Discussion: How to promote to those who need scholarships, get information out to everyone.

Suggestions: Posters in studio and e mail to all ceramic students.

---Registration for Fall Classes will begin on August 13th

----Civic Park Events:

1. Co City Block Party on Thursday Aug 9, 5 - 7 pm Reminder: this event will affect parking, one parking lot will be blocked off .

2. Women ‘s March Saturday Jan. 19, from 10 – 2, will also affect parking lot

NOTE: Pat Alger will plan pop up sales for these events if we want.

Maile will send a new event list to Pat, so that we can have events during some park events

**Manager’s Report**: Gregory Byard

New humidifier is working and being adjusted as needed

New AED Machine has been installed, next to office door, it has audio instructions, there will be certification class in Oct. for staff,

Discussion : All Monitors will be encouraged to attend this class. CAG will pay fees for attendance.

Studio Manager’s Calendar will be posted in the studio

CAG Pop up sales can be included on this calendar for everyone to be aware of this activity.

Planning for fall publication will be studio rules and regs, to be available for all students

**Treasurer’s Report** Aletha Wiens

Aletha has been meeting with our CPA , and adjusting all the necessary changes for signatures at the banks.

Also the Sales Tax we owe for April – June has been paid

**V P** Pat Alger

---No August studio sale due to lack of interest. More interest in Pop Up Sales

---Drop Box - Discussion and Moved and seconded that we have a business account with 3 users for $12.50 a month. This will expedite communication.

Agenda Items

**General agenda items**:

A. Questions about the 10% for outside sales. Community Arts is looking into whether or not other disciplines have the 10% expectations for outside sales’. Work made in the studio does not only have to be sold at CAG or Community

Arts events, so that statement should be eliminated from the catalogue. After discussion CAG approved to remove the 10% charge to individuals, and continue the 10% for Pop Up Sales and the 25% for studio sales. (This change in the outside sales will be dependent on checking with Community Arts, this may be their rule and not a CAG rule.)

B. Scholarship Awareness Maile is putting a Shout Out box under Adult Ceramics twice a year to increase awareness . Discussion on the timing of applications and possibility of having flyers in the studio, Also a blast email from Community Arts re: scholarships.

C. WCI Community Project is Oct 13 This is a volunteer day for Walnut Creek. 5 volunteers are needed, one from CAG. Discussion of this event ended with indecision, perhaps more discussion later.

There are discussions about CAG having a Pop Up at the Shadelands Saturday Farmer’s Market during the summer, perhaps in the future.

D. Bette read a very nice letter from Jim Newton regarding his appreciation of CAG and the work CAG does..

E. Clay sales during Open Studio. Teachers will be asked to remind students that they should buy clay during classes. Selling clay is not part of the Monitor’s responsibilities. Gregory , Rana and Amber are glad to sell clay if they are here.

F. We voted , after some discussion ,to purchase a new pop up tent to replace a broken one. Bette will ask Gregory to buy thinner tar paper roll and vinegar, we consider these as studio supplies.

G. CAG Membership scholarships are for classes. Discussion included, do we want to offer one or two. Decision. No. Scholarships for classes only

H. Monitors Appreciation Luncheon is August 12. Do we also want to cater a Teacher Appreciation Luncheon? After discussion : we could coordinate with

Gregory’s planned Teacher Meeting and have a luncheon or perhaps appetizers for teachers, as they would be in studio for their meeting. Bette will see if this works for Gregory too.

I. Training for AED use. Monitors who want to be trained on AED will attend the Oct class offered by the city. CAG will pay the $22 for each monitor’s fee .

This class is also offered to any CAG members, they will pay their own $22 fee. The exact date TBA.

J. Instagram training for PR will be Oct 19th. Maile , for the city is presenting at this meeting, this will be an informational meeting and Kit, Etienne, Pat and Bette will attend.

K. Instagram/Facebook , what is our mission? Kit and Etienne are leading this group. Discussion included what do we want from our use of Instagram and

Facebook? Some ideas: it is a way to build morale, and could improve outside sales. We could Spotlight individual teachers, Members could send to Kit and Etienne pictures/ ideas.

L. Discussion & Questions concerning CAG members, who are currently not taking classes and whether or not they could attend a hands on workshop. A person who was an honorary CAG member (not taking any classes at all Sept-August year) could not do any work in hands on workshops.(although they could attend informational or social events).

 M. Mary Miller made a sign to remind us to see what activities CAG is offering. It will be on a special board in the studio.

N. There will not be an August Board Meeting, Board Meeting Dates will be posted on the big Calendar in the Studio September meeting, here at the studio, 1pm, Wednesday, Sept. 19th.

O. Meeting Adjourned at 2:04