



Waterbrook Potters Studio

Meeting Minutes

Waterbrook board meeting 28OCT2021: Start time 1900 hrs.

Agenda Item New Business	Board vacancies: Jennifer Thayer is now membership chair Maureen was appointed in interim for VP- Maureen to be appointed in November until the end of the term Jamie to be vacating secretary and transitioning to working member as of Nov 1 2021. Vacancy has been posted- will need to fill in November.
Old Business	See below
Treasurer Report	\$29,165.46 total in checking Financial growth is due to the fact that we had no large purchases. Usually spend \$350-375 for operations. <ul style="list-style-type: none">- Some full member dues need to be escrowed because some members pay for 2-3 months at a time, so sometimes the report might look lower or higher than it actually is. Utilities went up by about \$160 due to empty bowls firings <ul style="list-style-type: none">- Purchase details/receipts are kept on a separate file. Cherie-suggested prorating associate memberships depending on when they join, but this process is automatically taken out from square. Toan has worked the process out and it seems to be working. <u>Discussion on sales tax</u>



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	<p>Sales tax needs to be taken into consideration and should be escrowed for the time of collection in anticipation of the annual payment in March. Suggestion by Cherie is to take it out of total income and have it be a line item.</p> <ul style="list-style-type: none">-Mary Pat offered to help Toan with a QuickBooks tutorial if needed.-Website subscription dues are coming due in November. No plans to change this at this point.
Membership Report	<p>Holiday event suggestion to get to know new members.</p> <ul style="list-style-type: none">-onboarding 1 new associate and 1 new full member this weekend.-working on complaint and membership behavior processes. Possibilities include a 90-day trial/transition for new members to make sure the group is a good community match.- 2 hour governance overview that would be open to everyone on the board for more formal training, will likely be scheduled early 2022.-How can members help with projects? "Second Sunday" idea to help with the working member workload- bigger cleaning and organizing projects. Designating the second Sunday of every month to share small snacks while pitching in to help clean or work on a project. Sunday afternoons would work best. Kicking it off on November 14^h from 2-5
Communications Report	<ul style="list-style-type: none">- Discussion on how to handle the process of member complaints.-Elizabeth went over Bylaws by sharing her screen and read through them to address any uncertainty about the current bylaws and what it does/does not cover. Also, Bylaws state the Membership chair can mediate disputes between members, and this is a resource-effective and more personal way to solve issues before they get big. Opportunity to improve the process is at hand, including an expanded code of conduct and possible bylaws amendment. We also do not want the Board to have to be in a policing mode.-Maureen offered to recruit 7 individuals to have the ad hoc committee described in the Bylaws. Other ideas such as a judicial committee under Membership was offered up.



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	<p>Maureen, Kim and Suzanna offered to participate in a committee if needed.</p> <p>November 5th is the deadline for secretary position nominees.</p>
Operations Report	<ul style="list-style-type: none">-Working member (Jamie) to start on Mondays after 6pm-12/15 last guaranteed date on a glaze fire item for the holidays-Tim will do a deep clean of the studio on Wednesday so must be mindful of being extra clean.-Reminder sent to members about cleaning up after themselves-Waxing station in kiln room- Loretta using it as storage area for her larger project, need to be labeled to avoid confusion. Clarification that special projects can be temporary but need to be cleared through the Operations chair and shared with the Board. Full Members are reminded their guaranteed space is their own labeled shelf.Toan to talk to manufacturer about drilling more holes in kiln.If any members need to store items in studio, it needs to go through Lindsay for approval.-Need to stop dumping clay in the environment- Toan has offered to reclaim it and dispose of it.-Raku kiln was donated by a member, likely able to use by spring.



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Education Report	<p>-Barbara Reely will come up in November 6th to host a class and meet and greet. 17/20 are signed up. In compliance with Collar City.</p> <p>Deferring classes in the studio for the time being.</p> <p>Raku firing is in demand- November20-21 for possible next firing. Google sign up format.</p> <p>Pottery Market is 19-20th, set up is Thursday.</p>
Facilities Report	<p>Tim will install lights outside, and brush was cleared off of the patio.</p> <p>Entering year 3 of the lease. Need to notify by August 2022 for our option to continue the lease.</p> <p>New keybox was installed near door, Tim has removed the fence. Code is the same.</p> <p>New siding is going up on the building- be careful where you park.</p> <p>Talking about filling the hole near the back door and filling the gap.</p>
Open Member Comments	<p>Meeting Adjourned: 20:00 hrs. following group interaction and good wishes.</p>