

Waterbrook Board Meeting Minutes: Feb 15 2021 6:30pm

Meeting was in held via ZOOM

In attendance: Elizabeth Donovan, President; Maureen Hanley VP; Vincent Lanzone Treasurer; Toan Tran Membership Chair; Scott McVeigh Secretary, Suzanna Hunter, Member; Rebecca Cigal, Member/ Ed Committee; Erin Doescher Member; Cherie Bramley, Member/Ed Committee; Theresa Zubretsky WM.

Agenda Item	Discussion	Responsibility	status
Review of December and January Meetings	Minutes were sent by email in advance.	E.D.	Completed
Communications	The need to better communicate with members both in and outside of the studio was explored, with robust discussion and ideas shared. The items for potential action are: having a physical suggestion box in the studio as well as on website that has feedback loop to members; stressing the use of board@waterbrookpotters.com for suggestions as well as concerns; continued use of FB and Instagram as well as website. Google Group and Forms will be further explored by Theresa and Scott.	S.M. and TZ to discuss strategies for Google Grps and report back. ED to look for suggestion box.	Further discussion March meeting.
Electronic Message Board	Presentation by Scott, and explanation of how we could loop notices, info etc. to a TV mounted in the studio, using YoDeck. We could integrate info on the website, and potentially videos as well. Next step would be to identify size, location, specifics, and whether someone might have a flat screen TV to donate. Looping messages identified as potentially helpful whereas videos and sound might not be wanted in the studio while people are working.	SM	Report back next month
Purchasing	Fluorescent tube bulbs needed; Tim will install for us. Eliz to purchase and bring to studio. Matthias continues to manage equipment and supplies, going smoothly. Safety purchases discussed and prioritized.	MG, ED	Purchases resolved. Painting will take some coordination, lets put a request out to members for helpers.
Operations/Purchasing,	Diana is vacating her WM position this week; Matthias will be exploring new candidates A	Matthias submitted	MG to announce WM vacancy.

	<p>member request for controlled drying space came in- we can discuss next month. Slab roller repaired again. WM keeping up with firing, studio has been looking cleaner.</p> <p>Toan brought up the need to address dust control. A robust discussion occurred regarding wet vacs, HEPA Vacs and Ventilation systems. Vince, Scott, Matthias and Toan agreed to explore studio equipment, contact Baileys etc. This is essential equipment and takes priority over a kiln or slab roller. MG, SM and VL are determining some options for ventilation as well as vacs with Baileys.</p> <p>Post meeting, CB discussed deep cleaning with landlord who owns commercial cleaning company, and got pricing for us to explore.</p> <p>Carry over item from January for March meeting: "instituting a new system Jan 1 so WM assignments are clear. Scott M has previously offered to do a spreadsheet to track workflow around firing. This is up to Matthias and his team to see if this is helpful or not. "</p>	<p>report by email.</p> <p>MG, VL, SM, TT</p> <p>CB with ED</p> <p>MG</p>	<p>Sub group to explore purchasing.</p> <p>Report back as needed, action to continue between meetings.</p> <p>Carry forward to March meeting</p>
Education/Classes	<p>Classes are deferred until further notice due to pandemic. Workshops are planned through the spring. Use of Zoom was discussed as essential for programs, and how to use it securely from different log in devices. The possibility of adding a sub account or different account for the Ed Committee was posed.</p>	<p>MH with CB and RC</p>	<p>Post meeting, it was decided that the Ed Committee will use the WPS account log in, person coordinating the program or meeting will set up the invite and manage the call. Periodic password changes, and exploring adding accounts to the original Zoom, will be explored.</p>
Workshop -Glazing with Don Seymour	<p>Coming this Sunday. Thank you to Cherie and Rebecca. More signups would be ideal. Don will make a donation to WPS, and offer a 20% discount for attendees on future Clayscapes purchase.</p>	<p>Ed Committee</p>	<p>2/21/21</p>
Financial Report	<p>Total bank balance is \$16,795.91, which includes \$1800 of unearned income from advance payments.</p> <p>intuit/QuickBooks going well.</p>	<p>Vince</p>	<p>recurring , more compressive report planned for March meeting</p>

	Member payments are 95% current, Vince identified some opportunities to streamline some expenses when we renew website next fall. We do have funds to fast track safety purchases, cleaning, etc.		
Membership	One WM withdrawal, and one FM withdrawal. We have 10 people on waitlist until further notice. Snapshot of Studio usage last week: approx. 22 members used studio, some as high as 12 slots for an individual, most approx. 2-3 sessions per person. We must be aware that as more members start to use studio when weather is better. We may have to touch base with potters who are in production about increased fees for usage to offset increased costs.	Toan and Elizabeth	Monthly updates to continue
COVID	Policy was updated, all but 10 members signed new COVID-19 policy changes. Toan will reach out to those not yet signed	Toan	Report next month
Carry over items from Last meeting not addressed or reported on this meeting	Member Clean up guidelines Epoxy Floor painting project Firing task list WM coordination/tasks	All	pending
Next Meeting	March 15 2021, 6:30 pm.		