

Waterbrook Potters Studio

Jan 2021 Membership Meeting Minutes

January 10 2021, 4pm via Zoom

Presented by Board Members: Elizabeth Donovan-President; Maureen Hanley-Vice President; Vince Lanzone-Treasurer; Matthias Gage-Operations Chair

1. Welcome and overview: Elizabeth. The year in review: We successfully received non-profit hobby club status with NY and Federal designations. The Board members met regularly throughout 2020, focusing on adapting to Covid closure and reopening, members coming and going, keeping the studio functioning, and responding to member needs and ideas.
 - a. We currently have 4 Board members. Board members are volunteers, and were elected June 2020 at the Members Meeting. We had 2 vacancies from the previous number of seats, due to not having candidates for the June election; Two members have stepped forward to take the vacant seats and were just voted in by the Board. We are happy to announce Toan Tran as Membership Chair, and Scott McVeigh as Secretary.
 - b. The upcoming goals of our now complete Board include improvements in the studio and to our processes such as member input, organizing workgroups to complete special projects etc.
 - c. Covid Prevention: Masks are mandatory. There are signs up to remind you. We discourage social eating and shared foods. If you have a snack or a drink, you must be safely distanced from others, and clean area with disinfectant wipe when you are done. Do not leave used cups behind. No opened containers or food left behind in the refrigerators. Sealed single use beverages can be kept in the refrigerator. If NYS has another business pause, or restrictions, you can expect we will reduce the number of sign-up spots, or close altogether if required.
 - d. We now have our own Zoom account for meetings and education events. We welcome members to attend the monthly Board meetings by Zoom, every third Monday of the month at 6pm. You can email us for the link

- e. Please sign up to use the studio. we want to stress the importance of using the Sign-up Genius through the Waterbrook Web page when you plan to work at the studio. Not only does this give a way for us to control the numbers in the building, we can use it for contact tracing if there is a known exposure or illness.

2. Membership: Elizabeth

- a. As of January 3 2021, we had 28 Associate Members. Their membership includes 3 days of studio use a year. They should use the “studio sign up” button on our webpage, and note “associate day” in the comments. On their studio days, all materials, glaze, equipment are fully available to them.
- b. We have 55 Full members, which includes 6 working members and 1 Emeritus membership currently shared by Barbara Reeley and Sister Loretta. Thus 7 of those memberships are not dues paying. Full membership includes studio access, a 4x2 foot shelf for tools and drying space.
- c. We have 6 working members who provide 3 hours each of sustained work to keep the studio running: kiln work, equipment maintenance, physical plant safety, glaze conditioning, etc., in exchange for their membership. They are directed by the Operations Chair. They are not there to clean up after individual members, and potters are urged to step up their own cleanup efforts.
- d. We have a waiting list which will not be addressed until we have vacancies and the pandemic situation is more stable.
- e. Members may use studio equipment and supplies to the extent they are available. Glaze, wax, underglaze, etc. are not promised but generally we expect to keep some on site for all to use. Members provide their own clay. No drying space is promised, and request that you not leave work drying in the common spaces.
- f. Members must sign up for studio space using the SignUpGenius on our website. This is critical for our compliance with NYS Covid regulations to keep safe distancing and to monitor use. We ask you not to monopolize the slots, and remember to cancel if you sign up and cant make it. The link is in your confirmation email.

- g. Individual cleanup is crucial, and there is much room for improvement. Please plan the last 30 minutes of your session to thoroughly clean up after yourself. Please only use equipment that you know how to use, to prevent breakage and injury. It is required that all Full Members do their own clean up. This is an area we all can step up, and in fairness it has been a long while since we reviewed these expectations with you. You will notice an information sheet on your shelf, and signage going up in the studio over the next 2 weeks. When the WM have to clean up after you it prevents them from firing, glaze area management and other essential operations.
3. Operations (Matthias)
(Clean-up rules at end of doc)
- a. Thank you to our working members for the work that they put into the studio. We are adding one more working member in the coming weeks (Mary Shaw) and we will then have a total of 6 working members
 - b. Current kiln firing is just below cone 6/ we will be designating a space for work that potters would like fired to cone 5 (example: high iron clays, etc.)
 - c. Please be cautious when using multiple glazes on one piece (if using one glaze over the other please have less overlap than $\frac{1}{3}$ of the height of the piece to allow for some running. If using a new glaze and overlapping with another, be sure to run a test piece to make sure that a runner is not going to be the result
 - d. If your pot hasn't been fired make sure to check the glaze cleanup shelf. Pieces that have: glaze too thick, glaze all the way to the bottom of the foot, overlapping glaze too close to the foot, etc, will be placed on the cleanup shelf
 - e. if a pot is glazed very close to the bottom of the foot please be sure to provide a cookie for the piece to be fired on (the studio provides a limited number of cookies). Please make your cookies!
 - f. Working towards replenishing the dipping (we now have snow and glacier is coming soon)

- g. Please send requests for desired dipping glazes to Operations and we will see if it's a glaze that would be good for the studio to carry
 - h. Please send studio maintenance requests to operations email as well (or the board email)
 - i. Feel free to claim the clay scrap bucket by the sink if you want to work with recycled clay
 - j. Future Projects: Epoxy coating studio floors for better dust control and easier cleanup (help will be needed, stay tuned for details)
4. Education Report (Maureen)
- a. Three fall classes were completed. (recap on the fall classes, education committee formed, upcoming classes). Workshops are planned and will be virtual. Stay tuned and check your emails.
5. Financial Report (Vince)

WATERBOOK POTTERS Finances January 2021

1) Checking Balance Jan 1:	13,910.57
2) Savings Balance Jan 1:	1,871.02
3) Dues Paid:	3,420.00
4) Dues Paid in advance unearned balance:	3,420.00
5) Expenses:	4,389.85
6) Reserve:	9,000.00
7) Free unincumbered cash on hand:	2,802.71
8) Checking Balance Jan 31:	14,005.23
9) Savings Balance Jan 31:	1,292.71

6. Announcements:

- a. Pottery Exchange: Rebecca Cigal announced that she and Cherie Bramley are coordinating a Guild/WPS pottery exchange to be done virtually in late January. Details will be sent by email.
 - b. Clayscapes Order : Theresa Zubretsky continues to coordinate this as one of her working member duties. We expect a group order to be held about every 2 months. Instructions and FAQs have been sent out to active members.
 - c. Collar City Clay Guild : Theresa Zubretsky presented on the successful empty bowls event, creatively altered to fit the pandemic by partnering with the Troy Farmers Market. Thanks to the Empty Bowls committee. Meetings continue to be held virtually. New members are welcome.
 - d. Member Questions submitted prior to the meeting:
 - i. *Can we have a process to report maintenance, glaze or firing concerns?* Response: Yes! We will be working on this. For now please email Board@waterbrookpotters.com.
 - ii. *Can we have increased communication with Board , and among members?* Response: Newsletter work group to convene this Spring. Members can attend Board Meetings on Zoom, and we welcome your thoughts. Please email us at Board@Waterbrookpotters.com, we can also explore ways to increase use of social media).
 - iii *Covid spacing on the wheels is a concern.* Response: We will reposition the wheels, which were staggered but are not presently. Please and ask each other to maintain distance. Also, there is a single wheel set up near the kitchen area.
7. WRAP UP: A round of thank to the members and volunteer Board for keeping the Waterbrook Potters Studio a positive and vibrant club. Closing of the meeting occurred at 5:45pm.

WATERBROOK POTTERS STUDIO Member Clean Up Rules

Wheel Area Clean Up

1. Sponge down wheel, splash pan, pedal, floor around the wheel, plywood bench in front.
2. Wash tools and sponges, return to correct location.
3. Clean clay lumps out of the sink, place in clay recycling buckets near large sink.

Glazing and Waxing

1. Use glazing area/room tables or put down newsprint, a mat, or plastic tablecloth to protect canvas surfaces. Use designated wax brushes exclusively for wax, glaze brushes only for glaze.
2. Clean brushes using a little soap and warm water, brushes go side up in containers to dry.
3. If dipping glaze, clean any drips or spills on tables and floors using large sponge or mop.
4. Clean all glaze containers, tools and put away.

Hand building and Wedging Area

1. Black, brown and Red clay are used at red table only. Porcelain ONLY table area indicated as well
2. All canvas tables to be damp-sponged thoroughly after use to remove traces of clay. Use some elbow grease and a bowl of water, rinse sponge regularly while cleaning.
3. Extruder should be cleaned thoroughly and reassembled properly. Don't use unless you know how to clean and assemble.

Tool and Mold Cabinets

1. Put tools away clean, not wet. Not clay-crusting. Needle tools, knives and other tools will rust and deteriorate if left wet. Keep it neat and organized.
2. Wipe clay residue off slump and hump molds with a clean damp sponge before you put away.

Shelf Spaces

1. The expectation is **your shelf is for your supplies, and to dry your pieces**. Never place things on shelves of other members without their direct permission. Please wipe down your shelf monthly to control dust.
2. If you use non-member vacant shelf space to dry your work, it is at your own risk. Please label your work by tagging/taping a piece of

paper with your name on it on the plastic wrap. You may find it in a different location, so be aware.

3. Working members or board members reserve the right to relocate or remove pots & materials left for long periods of time on non-labeled shelves.
4. When classes are in session, some of these shelves will not be able to be used. Plan your work accordingly, and keep excess supplies at home.

Thanks for keeping it CLEAN