

Waterbrook Board Meeting Minutes March 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;

Theresa Zubretsky, Working Member. In addition, 15 member guests attended the Zoom Meeting.

Agenda Item	Discussion	Responsibility	status
Review of Feb 2021 Meeting	Minutes were sent by email in advance. All Board members voted to approve. They are posted to the Google drive. Members will be able to view the most recent 3 months of minutes on our webpage moving forward.	ED	Completed
President Report	<p>Members viewing the meeting were welcomed. Today's meeting did not allow for member participation due to length of agenda; questions that were emailed ahead of time were incorporated into reports.</p> <p>The importance of now expanding member involvement and feedback was stressed at prior meetings and need operationalization now. Theresa offered suggestions and encouragement, citing club and guild successes. We are facing changes with growth of the club as pandemic eases, and rising expenses. Terms in member contracts need defining, as does what the club offers. Member input and voting to eventual changes is part of our operating ethos and bylaws. A Nominating Committee has been selected; Theresa Zubretsky and Paul Postiglione have agreed to once again serve. Membership will be advised by email.</p> <p>Elizabeth will be chartering a By Laws Review/Revision Committee in April.</p>	ED	ongoing
Finance	<p>Vince provided current status as well as new budget projections. Energy costs are rising, last year's estimates fell far below real costs. Our energy costs are budgeted now for 12k per year. With board approval, Club member CB coordinated an energy audit by Lyme energy on behalf of Nat Grid. VL followed up with the auditor, and recommends we proceed with the program; advantages include LED retrofit to current fixtures, free led bulbs, and cost to us is a fraction of the cost, with Nat Grid receiving tax rebates for most of it. Following the meeting, Board members voted to approve going with the proposals.</p> <p>A finance committee is potentially being formed, interested club members can contact Vince in April.</p> <p>Vince advised us that vague references in our contract such as "Glaze and firing at a reasonable level" being included in the 90.00 monthly fee, requires definition; the club is a hobby club, not a studio for production, and member sentiment will be needed to guide us on exploring firing and glaze expectations for all member levels. Glaze replacement is proving to be costlier than originally</p>	VL	ongoing

	<p>planned for. Member input regarding costs needs exploration as currently a small subset of the membership (10 to 15 members) use the glaze. This number is expected to change significantly as the pandemic eases.</p> <p>Financial report for February 2021 Checking Balance Feb 1: \$ 15,799.532 Savings Balance Feb 1: \$ 1,061.273) Deposits: \$ 4,047.154. Dues paid in advance/unearned balance \$ 3,150.005 Expenses: \$ 3,895.506 Reserve: \$ 9,000.007 Free unincumbered cash on hand: \$ 4,710.808 Checking Balance Feb 28: \$ 15,951.189 Savings Balance Feb 28: \$ 1,061.31</p>		
Communications	<p>Google Forms feedback tool is now posted on the “contact us” tab of the website. Scott will proceed with trying the electronic bulletin board, to be placed at the front door. We will move the bulletin board to accommodate this to another prominent location. Physical suggestion box not yet obtained. We will see about getting a free or donated TV or monitor. Scott will shop for possible internet service.</p> <p>Are there any arts or small business grants we might be eligible for? Perhaps another committee might emerge.</p> <p>ED to look for suggestion box, or we may just use the check box near the studio door</p>	SM, TZ, .	Google form resolved, Bulletin boards and suggestion box – review in April.
Operations/Purchasing,	<p>Erin Doescher is filling behind Diana as working member. WM keeping up with firing, studio has been looking cleaner.</p> <p>HEPA Vacs was purchased from Baileys. This should be used by WM only. Members should mop their floor areas after use; a smaller mop will be available and set out for people to see/use.</p> <p>Bisque fire schedule has been adjusted to 05, we are awaiting 04 cones. Members need to not leave wet pieces on the bisque shelf to dry, we need a memo to go out to members regarding this. Its a lot of extra work for the WM, and can lead to us having to do a 12 hour hold which is slow and expensive, Some member concerns about delays in firing, we welcome them to leave a note on the piece to alert the loader.</p> <p>Glazes: we have ordered some in bulk- colonial white, clear bright, turb indigo, WC 109, WC100, blue rutile. Kiln wash also ordered. Toan and Matthias would</p>	MG MG	Review in April

	<p>like to explore mixing less expensive glazes using raw materials, may be an opp for member involvement.</p> <p>Still planning for floor epoxy painting. We will hire Landlord's crew to do a deep cleaning prior to painting. We will need to close the studio for about a week and we should give members 2 weeks' notice if possible.</p>		
Education/Classes/Sign ups.	<p>Classes are deferred until further notice due to pandemic. Workshops are planned through the spring. Susan Nowagradski and Don Seymour's events were a great success. We have an extruder demo coming up March 27.</p> <p>A vote was held to increase the number of studio sign ups to 8. We will revisit this prior to next meeting. Depending on pandemic status in community, we will consider going to 10, and continuing with the sign up requirement.</p>	MH, all board	Review in April
Spray Booth and Mixer	<p>The spray booth requires alteration of the building and a vent system that costs approx. 1200. Previously discussed with key members, and the sentiment is to sell the spray booth, members, guild members and other studios are possible contacts. Mixer would need too much work, and then raise a lot of dust should we ever use it. ED will contact the donor re his wishes. Following the meeting, he said "see if a member wants it".</p> <p>Decision made to sell both items. Matthias will lead this effort, and will reach out to our talent pool in the club for assistance.</p>	MG	Resolved
Membership	<p>47 Full members, which includes 6 working members and the shared Emeritus membership. 26 Associate Members. Despite COVID prevalence being a little better, we cannot let up on masks and social distancing. We must be aware that more members will use studio when weather is better. Member excessive firing is an issue; Toan is planning to do a member sentiment survey to gauge hobbyists vs enthusiasts vs light production, along with how to balance costs fairly so hobbyists are not subsidizing higher volume members.</p>	TT	Review in April
Carry over items	<p>Member Clean up guidelines- were completed and posted on member</p> <p>Epoxy Floor painting project</p> <p>WM coordination/tasks- Matthias using google to assign tasks</p>	<p>TED, TZ</p> <p>MG</p> <p>MG</p>	<p>Resolved</p> <p>Planning- review April</p> <p>Resolved</p>
Next Meeting	April 19th 2021, 6:30 pm.	All	pending