

Meeting Minutes

Waterbrook board meeting 30 Nov 2021: Start time 7pm (Call was recorded)

Attendance: Elizabeth D, Toan, Annabel, Maureen, Jennifer T, Sue L, Kim, Matthias, David P, Susan N, Eunseon,

Agenda Item	Discussion	Responsibility	Status
Minutes	October 2021 minutes were posted and approved	Board	approved
Membership Report (Jennifer)	Several members have moved on, and new members are being oriented/welcome in from our waiting list. Annabel requested that Jennifer note who is new and who has left, so she can include welcomes in the news bulletin. Membership list discussed, will continue to be a shared duty based on who has knowledge. Member email will go out in a week or so with updates. Second Sundays will occur monthly.		
Covid	Discussion of Covid, with our region now a high transmission area. Mask wearing and 6 foot social distance required in studio. Members are asked to carry in/carry out food, not leave in refrigerator.		
Treasurer Report (Toan)	Toan screen-shared his spreadsheets: Member dues/revenues taken in last month 4610; Expenses 3525/include: Utilities 593, Rent 1236, square 480 annual fee expected for December, 1209 liability insurance, 270 cleaning fee, 32.29 new thermocouple. 21,182 in checking, 9001 in savings. Expected expense for thermolite shelves approx. 800 in December. Annual tax obligation for NYS is being set aside. Our first year of operations we paid quarterly, our second year is an annual bill. Member dues are taxable to NYS. Used kiln was donated by a member, is being evaluated for refurbish vs use as a raku kiln. Expense might be about 900 to change the kiln controller. Discussion about whether we want to have the same size kiln as a third kiln, or whether we would want an oval or front loader. Gas kiln is probably off the table due to high cost.		

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<p>Communications Report (Annabel)</p>	<p>Annabel is planning to retest email destinations from the website. Will reach out to Theresa to share information on this, per Theresa's query from last week. Annabel is away for an interim period, and try to keep up despite being out of the area.</p> <p>Holiday firing expectations, work on the carts after Dec 15th is not promised in time for holidays.</p>
<p>Operations Report (Toan)</p>	<p>Associate members were having difficulty accessing studio to drop off and pick up firing due to limits with working member schedules. Sentiment is that the associate members were not clear on how to use their day pass. This issue crosses over into membership and operations. Toan sent some suggestions out on email prior to the meeting about a proposal to make things easier, Theresa also asked us to update/streamline the process as questions come to her through the website. Elizabeth pointed out some members need the support of the working members, while others are more independent. Toan reported that he and Rebecca had ideas for a self-service model for firing as well as using day passes.</p> <p>Associate Day pass clarification: They can use any studio equipment as long as they know how to use it, glazes, etc. Also, it would be nice to clarify associate social visits vs studio day pass.</p> <p>We need to be mindful of COVID and everyone needs to use the Signup Genius.</p> <p>Maureen asked if we could do a test run on Toan's proposal for January. Elizabeth asked if we can include associate member input prior to making a process change. Toan agreed to send a revised plan out to the Board and Associate members about a process change to try out for Jan to March. If this goes well, the Associate member contract can be updated.</p> <p>Lindsay has been out of commission, we send out hopes for her speedy recovery.</p> <p>Thermocouple Shelves and Kiln issues were discussed in the treasurer report.</p> <p>Push Broom needs to be replaced.</p> <p>Toan would like to dis-assemble the pallet shelves in the Kiln Room after the holidays. This should be a group task, January Second Sunday project was proposed.</p>

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<p>Education Report (Maureen)</p>	<p>Maureen proposed we start an education committee for the New Year and asked Annabel to add this to the next newsletter. Barbara Reeley presentation was very well received, it is recorded. Thank you to the Guild and the helpers who set it up with Maureen.</p>
<p>Facilities/President Report</p>	<p>Grievance Process: Jennifer was able to resolve the most recent grievance using an interpersonal approach; the bylaws process did not need to be launched. More discussion, input and ideas since last meeting about process-improvement. The opportunity exists to look at strengthening member expectations in the operations agreement/contract about conduct and behaviors in studio., as well as the process. We want to gather member input on this topic before considering revising bylaws. Bylaws are meant to be flexible as the needs of the organization grow and change. Jennifer offered to take the lead on this in the new year, may include membership training as well as a committee or survey.</p> <p>Floor cleaning occurred using a forced water machine. Cleaning is a critical health issue for potters, anything airborne is a hazard, so dust, dried glaze and minerals that are walked on, or when fans are blowing, risks are higher. Wet cleaning is a simple strategy for preventing health hazards. Everyone is responsible for this. An article from Princeton University will be posted on the website and sent out in the member email. https://ehs.princeton.edu/health-safety-the-campus-community/art-theater-safety/art-safety/ceramics</p> <p>Security System: Taylor Tech is coming to check on door sensor errors. We are upgrading to the 5g system, which must be done by February in order for our system to work. The Board previously discussed getting this upgrade, and we hope to get a fire alarm added to the system.</p> <p>Keys: New Keybox – no complaints.</p>

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	<p>We still have a vacant Board position, secretary. Board members get their own key and the opportunity to serve the club.</p>
<p>Open Member Comments</p>	<p>Equipment suggestions for the future: Air Purifier. We had previously looked at doing a warehouse air cleaning system (past Board looked into this, 2-3 K investment). Bench grinder for the studio- (process for PPE, and training would need to be determined) Toan and Eunson were asked to take the lead on exploring this issue.</p> <p>David pitched the idea for a welcoming sign for the studio, and would like to be involved.</p> <p>Annabel asked about whether we could make T shirts for the studio, could be a donation thankyou.</p> <p>Discussion about fundraising, needing to keep limits on that. Annabel offered to be the point person for signage and t shirts.</p> <p>Eunseon is recycling white clay and is asking 5 dollars for a 10 pound bag, during her free time, with the intention of donating toward a bench grinder for the studio. She has been test tiling the reclaimed clay.</p> <p>Susan N would like to donate some pottery books (reference, classics, catalogues for shows). Idea of putting a library area in the Glaze room was supported by several Board members.</p>
<p>No Meeting in December</p>	<p>Next meeting will be in late January, Happy Holidays to everyone! See you in the new year.</p> <p>Meeting Adjourned: 8pm.</p> <p>Minutes taken by Elizabeth Donovan.</p>



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