

Waterbrook Potters Studio, Inc Annual Meeting Minutes

June 13th 2021 via ZOOM

Meeting began at 5pm, and concluded at 6pm.

Attendance: WPS Board: E. Donovan, V. Lanzone, M. Gaige, M. Hanley, T. Tran, S. McVeigh. Club Members: A Day, R. Cigal, C. Bramley, E. Doescher, S. Hunter, K. Lange, S. Monfette, T. Zubretsky, D. Cubit, S. Limeri.

Welcome: Presented by Elizabeth Donovan, President:

Members present on the call introduced themselves and a mention of recent pottery interests. We last met as a membership in January 2021. Since then our focus has been on space and usage during COVID limitations, working on our processes and launching workgroups. Since then, we have had several committees start up: Education, Finance, and Bylaws review.

The Bylaws review committee was comprised of 2 Full Members, 1 Emeritus Member, 1 Associate Member, and 4 Board members. Over 6 weeks and dozens of hours were spent reviewing the initial Bylaws, which were revised to reflect the current operations and needs of the club, simplifying the elections, removing redundant and unhelpful phrasing, clarifying Board positions and responsibilities, and processes for member and Board member removal. A big thank you to Loretta Hoag, Rebecca Cigal, Delaney Piper, Suzanna Hunter, Vince Lanzone, Toan Tran, Scott Mc Veigh for joining me in this workgroup.

Our COVID policy continues to be consistent with NYS and CDC requirements. If you are vaccinated, masks are not required, if you are unvaccinated you will continue to wear a mask at the studio. We have 12 sign up slots open, which allows everyone to plan visits, and maintain the ability to keep six feet physical distance.

Gratitude to Outgoing Board members: thank you Board members who served over the last year. You have been a terrific team, giving hundreds of hours to the studio.

Maureen, our outgoing VP has been a steady and caring presence, attending to matters of the lease, occupancy permit, education and so many week-to-week tasks involved in keeping our club going. **Vince** our Treasurer has been dedicated and skillful in keeping our financial health in excellent shape; he stabilized,

organized and steered us in the right direction through this storm of a pandemic. **Matthias** our Operations chair has kept the studio and working members going in all ways for the past year and we are so lucky you are staying on as a working member. **Scott**, our secretary joined us mid-year, we appreciate his good ideas, balanced views and tech skills.

Election results and Welcome to the New Board: Presented by Scott McVeigh, Secretary:

Here are the election results for the term beginning July 1 2021 to June 30 2022. A warm welcome to them.

President: Elizabeth Donovan
Vice President: Rebecca Cigal
Treasurer: Toan Tran
Membership: Samara Monfette
Secretary: Jaime DeCesare
Operations: Lindsay Renz
Communications: Anabel Day

Financial Report Presented by Vincent Lanzone, Treasurer:

Annual Financial Report: July 1, 2020 - June 13, 2021 (incomplete as term and year are not finished). A complete report will be emailed to all members the first week in July, after the end our fiscal year.

Income: \$ 43,380.23

Expenses: Rent: \$ 14,582.00

National Grid: \$ 5,743.14

County Waste: \$ 648.00

Town Water: \$ 205.00

NYS Sales tax: \$ 2,839.08

Insurance: \$ 1,209.14

Tech: \$ 1,270.50

Merchandise/Equipment: \$ 2,505.95

Glaze: \$ 2,443.58

Bank and Squarespace Fees \$ 1,000.00

**** (Estimate: they are still being audited will be in final report as stated above)

(\$ 32,446.40)

\$ 10,933.83

- Savings Balance (comparison of last year to present):

July 1, 2020 \$ 1.00

June 13, 2021 \$ 6,831.93

Our savings have increased \$ 6,830.93

- Checking Balance (comparison of last year to this year):

July 1, 2020 \$ 10,463.81

June 13, 2021 \$ 14,291.29

Our checking account increased \$ 3,827.48 this year.

Our savings and checking accounts combined are \$ 10,659.41. A final year end report will be sent after the accounts are reconciled for the time frame ending June 30.

Vince reflected that the financial stability of the club was in large part due to the previous donations of potters, friends and family during the Dec 2019 through March 2020 period; this allowed Waterbrook to pay off all debts by April 2020. He reminded us that the generosity of those early supporters allowed us to be debt free as we entered the fiscal year 2020-2021. While newer members may not have that history, its essential to remember those people paved the way for Waterbrook Potters Studio to exist and thrive in the pandemic. For those few people that felt the need to criticize and complain, there was no objective reason to complain about the benefits they have enjoyed throughout the year as members.

Operations Report presented by Matthias Gaige:

Highlights of the past year:

streamlined the studio workspace (reorganized)
updated dipping glaze area
improved firing efficiency
epoxy coated 2 rooms (the rest will be done soon)
LED light upgrade
Studio dipping glaze ordered and replenished
Purchase of a HEPA Vacuum

Working members: Theresa, Toan, Emily, Erin, Mary and Matthias

A big thank you to all the work they do!

Upcoming Projects:

Deep Clean and Finish studio Floors with epoxy paint
Make/find more drying shelves for full members
Back room behind kilns for storage/ drying

- **Kiln Committee: Looking for Very experienced members**
 - Purpose will be to : Educate each other and members, Refine firing practices , Align firing practices to pursue more consistent results.

Membership Report Presented by Toan Tran

Current Member numbers:

Full: 42, Associate: 26, 6 Working, 2 Emeritus

We have had a robust waiting list during Covid, and we will be welcoming new members soon. New associate members will be joining in July. New full members should be coming shortly thereafter.

Activities:

1. Shelf capacity is recorded at 67 shelves, and a tab in the membership file on google drive now informs us of shelf space availability, 50 are used, 15 are unused with 2 used for slow cooled firing.
2. A membership survey was sent out in April and was attached to the meeting invitation to gather important member input on usage and expectations. A report followed in June and a second member survey was sent out about these issues:

- i. One issue covered was the number of pieces that should be covered in full member dues.
- ii. The vote for this issue is current, but ends 6/23.
- iii. Other issues included are:
 1. associate member firing fees and day passes,
 2. Firing costs/ kiln rentals.

Please vote, and I encourage anyone who has questions to email me or the Board.

Forthcoming Activities

1. New member procedures and updated contracts.
2. A kiln committee structure has been written to standardize firings, report issues, and handle special firings (like raku, pit, and kiln rentals).
3. A glaze lab is being established, raw materials have been delivered and a process is underway to help members create custom glazes.
4. Raku firings will be repeating. Slated date 6/27. Perhaps other kinds of firings in the future.

Vice President/Education Report presented by Maureen Hanley:

The Ed Committee has been busy! Last fall we held three classes which went well and we learned a lot along the way. We ran into some firing backlogs and realized we have to stagger classes in the future. The fall classes were open to members and non-members. Because of covid we offered no additional classes in the spring. We did have some amazing socially distanced workshops!

Workshops: Lee Glasheen did a recorded decal application demonstration in the fall. Sue Novogradski held a Zoom workshop on Surface Design in January. Don Seymour of clayscapes did a Zoom workshop on glazing in February. In March we recorded a demonstration on the use of the extruder. In April, a workshop on Layered Colored Slip technique was given by Mary LaFleur. Mary Pat and Colleen donated their talent and time to hold a Raku Firing, which was loved by all and we hope to repeat again this summer. Thank you, Barb Constanzo and Scott McVeigh, for recording these!

Upcoming classes: This summer we are having two sections of 6 students each entitled “Back to Basics” taught by Toan on Tuesday and Thursday evenings starting mid-June. These are open to members only and the students will bring their own clay. We found the recent member sentiment survey very helpful in guiding the formation of these workshops. Current members of the committee are Cherie, Rebecca and Maureen.

Announcements:

Reminder of the upcoming Collar City Clay Guild/Waterbrook meeting Saturday June 26th from 11 to 1, at the Waterbrook Parking lot. Due to technical issues, we lost our link with Theresa Zubretsky, who followed up by sending us all an updated meeting notice. Thank you, Theresa.

Welcome to Rebecca Cigal our incoming Vice President, Samara Monfette, incoming Membership Chair, , Anabel Day, first-ever Communications Chair, and Lindsay Renz, incoming Operations Chair, Jaime DeCesare incoming Secretary, and Toan Tran incoming Treasurer.

Meeting closed at 6pm.