



Waterbrook Potters Studio

Meeting Minutes

Waterbrook board meeting 27Jul2021: Start time 1900 hrs

Roll Call: Stephanie Wojtowicz, Elizabeth Donovan, Toan Tran, Theresa Zubretsky, Annabel Day, "Sue& Phe", Suzanna Hunter, Diane Cubit, Kim Lange, Rebecca Cigal, Lindsay Renz, Jamie DiCesare

Old Business

- Associate member contract updated and associate members have been signing. Full member contract has not been updated.
- 2 new signatories were previously requested - Elizabeth, Toan and Rebecca are now signatories

Treasurer Report

- Toan's report: He has record of national grid bills, history of usage that he can post if interest is there. We are currently getting billed in addition to on demand billing- additional charge on top of normal rate (\$180-200/month). Recommendation is to change firing schedule to get off of "on demand"
- Overall financial status \$14,900 (rough amount). Continuing the process of escrowing.
- Checking: \$7,00 to \$10,000 in 30 days. Taking in more than last year. Overall great financial situation.
- Regular finance committee meetings will start up (Toan)
- Toan has written up a kiln committee constitution.
- Annabel- how many committees do we have- make it apparent to new members so they can participate.

Membership report:

- Rebecca and Somara working are together and 4 orientations have occurred since last meeting.
- All 15 shelves projected to be rented by the end of this week. 3 shelves available for current associates to upgrade/or flex space.
- Rebecca rose question about membership contract location: Elizabeth has hard copies of associate and full members. Discussion on who the keeper should be and where they should live. Somara may take these but still need to confirm.
- Active members to be updated by the end of this week.
- Toan to put in a tab for when an associate member becomes an active member so we can keep track.
- Elizabeth asked about a member cap: Annabel: calculated a number of 57 full members



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- Jennifer Thayer Suggestion: There should be a process in place for why people are leaving/turn rate to communicate to folks on waitlist.

Communications Report: Annabel

- Met with Theresa about website, she (Theresa) is looking into ways for her to step back from Instagram and FB. Erin volunteered to operate Instagram. Discussion on merging the 2 FB pages. Theresa and Elizabeth are admins. Suggestion on posting more pictures and things people are doing and less wordy posts. Still need to iron out the details.
- Annabel has worked on bulletin board and made a calendar for schedule of events. Wants to post calendar on website as well.
- Suggestion for photos of board members and short bio on bulletin board. Will send out a request for small statement from everyone.
- Currently compiling list of info for members regarding food/beverage policy, “thank you’s” for drying shelves, Cherie- thank you for racks. New working member announcement- Eunseon Park etc.
- Considering sending a communication e-mail 2x/month they will be informational e-mails. Newsletter slowly evolving, Theresa volunteered layout help. Would like to get first one out mid-sep. People at the studio/pics/pieces/Lindsay wants to write a piece on slow cooling.
- Question for Theresa: some new members are interested in bulk ordering; they were wondering if we could do another very soon. – Response: may be difficult if we don’t get enough people interested, we don’t get the discount unless we are at a certain amount.
 - May be able to offer BMIX boxes that are extra’s at the studio.
- Some members have expressed that they do not get bulk order request e-mails. Currently troubleshooting this with Theresa.
- Suggestion for communications to advertise when clay orders are being collected.
- Annabel having issues with google drive- and having issues with e-mails with admin accounts and going to Melissa Sathavipat. Using board@waterbrook email until resolved.

Lindsay: Operations

- Eunson to start on weds as new working member. Need to cut or get shelves for the racks and designate a shelf for empty bowls



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- Discussing building another wedging table for dark clay.
- Question raised: How are we going to manage scheduling dropping off things for firing? 2 days designated but can now drop off when a working member is there. Request is to get something more formal in place.
- Elizabeth suggested working members can work something out. Studio sign up list should continue to be used so we can see who is at the studio.
- Empty bowls: Stephanie – 30 bowls left over from last year. Usually make 1100-1200 bowls. Suggested a scheduled weekend throwing session for EB specifically, but in the past not many people went. Clay is set aside for this purpose. Recommendation: Mention to members that the clay is there and to get a throwing party together as a suggestion. Where do we put the bowls and how do we take care of the firing for these?
- Can we open up space for outside members to drop off bowls? Some objections to that, as timing will need to be coordinated. Stephanie suggested Wednesday evenings when they are there (usually 5-9pm). We do have space for these. Glaze room for storage suggestion.

Rebecca- Education:

- Cherie is working with Diane putting together a slip casting class- late summer-early fall. Need to work out plaster in the studio etc. Lots of interest already.
- Raku classes- Toan will be hosting these at the end of the month and in August and will keep going until weather stops us. Open to 6 people at a time.
- Great feedback on throwing classes by Toan.
- People have mentioned that non-members would be a great group to open up classes to. No other classes have been discussed as of yet. Board should look at timing of classes be offered.
- Will communication about classes be sent out- in the works, planned etc.



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Facilities: Elizabeth

- Elizabeth met with Tim (landlord): epoxy painting of floors has been in discussion since December. Need to have a facility-type committee, but one contact (Elizabeth) will remain until then. Cleaning and painting will be held off until late august-sept. Deep clean is \$200. Follow-ups would be \$175.
- Can work on de-greasing stain spots. Will be better for painting. Need purple power to start working on that.
- Rebecca to get certificate of occupancy back in the building.
- Department of State form- Need to amend the contact people on certificate of amendment of initial corporation. - need to list 3 more people in place of original signatories. Only purpose is to be served papers if anything happens. Individuals are not culpable. Will need to be put out for a quick member vote.
- Covid policy- Propose to update policy discussion: Re-stock masks and sanitizer. Need to follow guidelines CDC sets. Board agreed to follow CDC guidelines.
- Need to keep using sign up genius, will leave as 12 sign ups in studio.
- Jennifer saw a rat in the studio in the bathroom due to doors being left open for air flow. Proposed we buy an air conditioner instead of screens and leaving doors wide open. Toan suggested AC may not be a good idea because of kilowatt hours. Would need an efficient AC. Probably wouldn't get us off demand from national grid.
- Rebecca proposed getting more fans instead of air conditioner- more discussion is needed.
- Talked to landlord- he does not want to change lease. 3-year lease with couple years of extension. No change due to officer change.

New business:

Rebecca:

NYCON- a membership org that specifically is for non-profits small and large. Dues are \$33.33 for the year. Should consider becoming a member of this org due to board insurance. Gave us a quote \$751/year. This covers volunteers, board members and studio members, doesn't matter if board changes. Also offer staples discount and grant database, 30 mins per quarter of basic non-profit questions answered. Vince was supposed to get quote from insurance carrier. May want to make a comparison to help make the decision.

Motion to vote on joining to get membership – Board voted yes to join.

- We will be adding a few moments at the end of each meeting for member comments.



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- Cynthia Romano is opening a studio (pottery and painting) in Halfmoon. She is looking for teachers, potters and is hopefully going to host craft fairs on her property. Will open in Oct. Annabel to put in newsletter.
- Suggestion to have a spot on bulletin board for outside events, business cards/promos/flyers. Needs to remain open, fair/equal to all members.
- Board members should have keys. Only works for main entrance door. Front door has different key than back door.

Open Comments: None

Meeting Adjourned: 20:34 hrs 27Jul2021