



Waterbrook Potters Studio

Meeting Minutes

Waterbrook board meeting 29Aug2021: Start time 7pm

Roll Call: Officers: Elizabeth Donovan, Toan Tran, Rebecca Cigal. Excused: Jamie DeCesare, Lindsay Renz

Members: Maureen Hanley-Ehman, theresa Zubretsky, Cherie Bramley, Lim Lange, Sue Limeri, Siane Cubit

Agenda Item		Discussion	Responsibility	Status
previous minutes	Aug 27 2021 minutes	last month's minutes were reviewed and approved. and will be posted to website.	Elizabeth	approved
CCC Guild	Empty Bowls, guild games and meetings	Thank you re: Empty bowls is in progress. WPS is firing and providing glaze for members work in support of Empty Bowls, Agreements made to continue to host CCCG meetings in person.] Theresa Zubretsky asked for coordination of some educational programming between CCCG and WPS. Guild games to be held September 17 in parking lot. Landlord is aware and agreeable.	Theresa Zubretsky, joint education: Education committee- Rebecca as as chair and liaison to the Board.	pending
	Aug 27 2021 minutes	read aloud to group, will be posted to website.	Elizabeth	approved



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Old Business	Plaster Policy	Discuss of plaster use and guidelines deferred to the September meeting.	Lindsay	deferred
	Board insurance Quotes	Completed and decision to purchase Chubb policy through NYCON group discount.	Rebecca, Toan	completed
	Scheduling firing drop offs	Deferred due to absence/illness of operations manager. 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.	Lindsay, working member committee	deferred
	Dark Clay Wedging table	discussion deferred due to illness/absence of 2 board members	All	pending
	CREATE Studios meeting	Zoom meeting was held, H Hutchinson, K Isabella, E Donovan, R Cigal. Q and about our start up and operations. site visit planned to WPS on Sept 9.	Elizabeth and Rebecca	pending
	Empty Bowls	Much work in progress. We need boxes, and more bowls. Looks like a lot of activity. Empty Bowls- drops off's on Wednesday evenings	Stephanie , Beth W./Operations Team	in progress



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Reports	Treasurer Report	Current balances: \$15231.88 Checking; \$11658.73 Checking. amounts include prepaid/escrowed funds. Board of Directors insurance was purchased, NYCON joined, and Verizon Wi Fi and phone is on the way.	Toan Rebecca working on Verizon	ongoing pending
	Membership Report	Samara has announced her resignation, we will need an official resignation date. Rebecca has offered to cover the interim gap until a new person is appointed. member shelves are full at this time. 7 people are currently on the waiting list. some potential to use metrics to identify planning for vacancies in the future, including tracking why people leave. Maureen has indicated an interest in returning to the Board for membership. Membership will be notified and given 2 weeks prior to an appointment. Rebecca is contacting associate members who appear to not have updated payments.	Rebecca as interim coverage. Annabel to post in the next bulletin.	ongoing
	Communications Report	Updates to the board email groups are still in progress. There is a second bulletin board ready to go up in the studio for outside projects (Guild, community events, etc). Annabel	Annabel	ongoing



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		continues with 1-2 emails per month. Bulletins have been clear and well received. Updated COVID-19 recommendations, will continue to be added in the email bulletins. Newsletter deadline 2 weeks from now.		
	Operations Report	Deferred	Lindsay	deferred
	Education Report	Slip cast workshop postponed. We have several members who could do a demonstration/workshop (Diane, Neil), and a local potter named David Melman may be interested. This could be a collaboration with the Guild for an educational event. Hoping that late October, after Empty bowls, we may be able to consider classes starting, if pandemic cautions might allow.	Education committee.	ongoing
	Facilities Report	Keys were distributed to Board members. There is a missing member key, so another copy is needed. Annabel will mention missing key in the bulletin. Rebecca suggested putting a large item on the key so members will be flagged to return the key. Keybox has been left open, per a member report. Elizabeth will price electronic key boxes and report back. Elizabeth will communicate and coordinate facility issues with the landlord.	Elizabeth	ongoing



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	Open comment/ Members	Theresa: impressed with the amount of work and progress, feels WPS is in good hands. SueL: recycling ideas, will come with more information in the future, interested in coordinating recyclables. Any deposits received could go to empty bowls.		
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Meeting Adjourned: 8:05pm