



Waterbrook Potters Studio

Meeting Minutes

Waterbrook board meeting 28Sep2021: Start time 1900 hrs

Roll Call: Elizabeth Donovan, Maureen Hanley-Ehman, Toan Tran, Annabel Day, Jennifer Thayer, Jaime DeCesare, Lindsay Renz, David, Chris, Susan N, Sue L, Mariah, Cherie. Theresa, Eunson, Erin D, Diane C, Vince.

Agenda Item	Discussion	Responsibility	Status
Minutes	August minutes were approved	Board	approved
New Business: filling Board Vacancies	Board Vacancies: Membership Chair was vacated by Samara in September. Jennifer submitted her interest in stepping in. Bylaws state Board can fill vacancies by appointment. Rebecca vacated the VP seat, Board moved to make an interim appointment of Maureen, who previously held this position, until we have posted and can appoint at the October Board meeting. Board unanimously moved to have Jennifer fill the Membership Chair, and Maureen to fill the interim VP chair.	Board	Approved



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Old Business: Operations Report	
Covid	Discussion of Covid, with our region now a high transmission area. Discussion to return to mask wearing in studio. Stressed importance of everyone using sign up genius, including working members. People coming in briefly to drop off and pick up should sign the notebook at the door. Temporarily reducing sign up slots to 10.
Treasurer Report	18,485.11 in checking Reserve \$9,000 in savings. Breakdown of cashflow posted on G-drive. -Electric bill has gone down due to converting lights to LEDs last spring. -We have phone and internet. Associate members should utilize to ensure working members are there when planning to drop off or pick up. -Sager firing in 3 weeks
Membership Report	Holiday event suggestion to get to know new members.



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Communications Report	<p>-Covid situation- classified as high transmission area-return to masking indoors, lower signups to 8 potters per block.</p> <p>-Reiterating that members need to sign in on the sheet.</p> <p>Working members are to use the signup as well. Dropping sign up from 12 down to 10.</p> <p>-Asking board for professional legal/accounting assistance</p> <p>- Jennifer Thayer offered to train board on leadership development</p>
Operations Report	<p>Lindsay ordered more glazes. Cone 6 glazes in containers will not be re-ordered- dipping glazes only.</p> <p>Inventory of glazes happening now.</p> <p>-Glaze and bisque shelves are very full-members need to pick up things.</p> <p>-Making arrangements for a donated Raku kiln for the studio.</p> <p>-Toan suggested that we can dd another working member</p> <p>-Drill holes into tops of kilns to help with airflow. Cannot find drill bits. Don Seymore may have answers.</p>
Education Report	<p>Barbara Reely will come up in November 6th to host a class and meet and greet coordinated with guild and wps. Maureen proposed we consider classes to start in the new year.</p>



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Facilities Report	<p>Will schedule a deep clean of the floors cost is about \$200 Tim will install lights outside, and brush was cleared off of the patio. Entering year 3 of the lease. slight increase to rent starting in December, to \$1286 per month. Discussions to renew terms will need to happen in August 2022. New keybox will be installed near door, landlord is planning to remove fence where key is. Passcode is the same. Board members are asked to contemplate use of professional services through NYCON as the club grows, as well as governance training so that members and Board members feel supported in stepping into new roles in the future.</p>
Open Member Comments	<p>Scott- use extra pallets to make a sign. Would like to make a stencil design. Looking for someone who may want to do this. -Jennifer Thayer- suggested getting together a group of potters to review techniques- October 10th @ 5pm will be the first meeting -Erin will do more Instagram posts and making a permission form for photos of peoples pottery or individuals. -Member of the month highlighting them and their work etc. -Electronic message board may come back if we want. Scott offered to do a demo. -Chris interested in being a working member</p>

Meeting Adjourned: 20:00 hrs