


Waterbrook Board Meeting Minutes April 19, 2021 6:30pm

Meeting was in held via ZOOM

In attendance: Elizabeth Donovan, President; Maureen Hanley VP; Vincent Lanzone Treasurer; Toan Tran Membership Chair; Scott McVeigh Secretary; Matthias Gaige Operations Chair; Theresa Zubretsky and Paul Postiglione- Nominations and Elections Committee Co-chairs; 5 member guests attended the Zoom Meeting.

Agenda Item	Discussion	Responsibility	status
Review of March 2021 Meeting	Minutes have been posted to the WPS website. ED asked VL to review the minute for accuracy of the notes re: financial section prior to Board approving minutes	ED	Pending
Nominations&Election Ad-Hoc Committee	<p>Paul and Theresa ran the WPS first member election last year. It went very well, there were no complaints. Discussion for this year included: sending an announcement to members on or around May 1 to solicit interest in nominations. This will include an improved role description to be provided by the Board prior to May 1; Interested members to send Bio, quals and Picture; Meet the Candidates event via Zoom; possibly posting bios and nominations on the website as they come in; A voting period that is open for about 2 weeks; and the possibility of adding an additional board seat such as a Communications Chair in order to have an odd number, as well as support the work involved in managing the Club.</p> <p>Bylaws Review Committee will be meeting to propose simplifying election requirements, such as terms for newly elected vs re-elected Board members. Survey Monkey or Google Forms will be used, votes are confidential and ensure that embers can only vote once.</p>	<p>All Board Members, TZ and PP.</p> <p>ED/member volunteers</p>	<p>April-June</p> <p>April-May</p>
Finance	<p>Reasons for increased expenses included NYS Qtly Sales tax- higher due to advance member dues payments; increased electric bill, costs for new vacuum and glaze purchases. \$210 in donations came in from Clayscapes for the Glaze workshop with Don Seymour. Finance Committee has started to meet this month. See embedded document for March finance report.</p> <div style="text-align: center;">  <p>Waterbrook Potters Studio March 2021(1)</p> </div>	VL	ongoing
Communications	Scott has provided a sample format for a newsletter; group did not yet have a chance to preview it; will carry forward to a future meeting	SM	Defer to future meeting

Operations	Light replacement project is still pending, no scheduled date yet for the work to be done. Clay room is cleaned out, 2 boxes of donated kiln furniture was found; floor epoxy painting will start in Clay and Glaze rooms. We will hire Landlord's crew to do a deep cleaning prior to painting the main room. . We will need to close the studio for about a week and we should give members 2 weeks' notice if possible. Mixer was taken by a potter, coordinated by Tim Bell; Spray Booth will be sold, Matthias is the point person and has a member able to help look at options to sell it.	MG	ongoing
Education/Classes/Sign ups.	Workshop for Raku is planned for next week with MP Hopper and C O'sullivan; A surface design workshop will be videotaped featuring Mary LaFleur at the studio in May;	MH	pending
Bylaws Review Committee	First meeting was held with 6 members attending, chaired by Elizabeth. Will continue to meet weekly. Will focus on addressing articles related to election and Board positions, and planning to make proposals for revisions. Revisions require Board vote; we may need to have a special meeting to vote on revisions prior to the next meeting	ED	ongoing
Membership	Toan presented a synopsis of the member sentiment survey. 52/79 responses were received. Re: Spray Booth, 80% membership in favor of selling. Toan will present full report at Annual Meeting.	tt	Resolved
Next Meeting	Next planned Board Meeting will be the Annual Member Meeting. Tasks for preparing for the meeting and elections will be tasked out to respective Board members and formed committees. We may need to meet once more prior to the June meeting.	Full Board	June 13 <sup>th</sup> proposed Annual Meeting