



Waterbrook Potters Studio

Meeting Minutes

Waterbrook Board Meeting: April 26, 2022

Attendance: Elizabeth Donovan, Lindsay Renz, Jennifer Thayer, Maureen Hanley-Ehmann, Toan Tran, Nany Todd, Cherie Bramley, Chad Cates, Eunseon Park, Kim Lange, David Pynchon, Annabel Day, Jamie Gahtan, Matthias Gage

Agenda Items			
Minutes Approval	Minutes have been posted to the website and attached to the meeting notice. Board voted unanimously to approve the March 1 2022 minutes.		
Operations Report	Lindsay reported that 2 kiln repairs have been successfully repaired, and she has ordered extra elements and thermocouples to have on hand. Supply chain was the issue delaying us. Many thanks to the working members who did all the repair work (Eunseon, Kim, Toan). New kiln is expected to arrive late July. Lindsay recommends we order a complete set of repair parts for the new L and L kiln, so that we have that on hand. Thanks OPERATIONS Team and Working Members!! Raku fires: Lindsay coordinated a workshop to be held May 7, for helpers and training so we can increase frequency of these special firing. Raku helpers are people who will be Running the firing, and is for members only. Also planned is a one-time workshop on running kilns to help increase member knowledge for helping in studio and for people considering getting kilns for home.		
Membership Report	Jennifer reported that memberships are still on pause, due to full firing shelves and processes being at capacity. 44 full and 33 associate members, and 7 working members. The waiting list has 15 potters on it. Once we are feeling caught up with firing, she will revisit the wait list.		



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Treasurer Report	<p>Toan was not present; he provided his report and Elizabeth screen shared his report and read the highlights aloud: We have \$16, 197 in checking, \$9000 in savings, total funds are \$25, 201. Purchases cost \$8,220 and included kiln repair parts, the new kiln, the replacement door locks, new carbon monoxide detector, and various supplies. We paid \$3350 in annual sales tax to NYS in March ; this amount pushes us to resume quarterly filing for sales taxes in this next year. Square ans Stripe payment issues seem to be resolved. Toan will work with our treasurer to make sure we have a smooth transition in offices by June 1. presented the finances in a long version format and screen-shared the reports for February. Members can obtain detailed information by contacting Toan. Total checking and savings 33K. Expenses this month: supplies, glaze, advancer shelves. NYS sales tax bill (membership fees are taxable even though we are nonprofit) March 20th, which will be approx. 3400. There is no federal tax expense but we have to file. There is an issue with Squarespace about monthly subscriptions, Toan is working on this, it might be a browser issue. Electricity tripled in cost. The gas bill only went up by \$10. The price of electricity is the issue, not so much usage. We should see the effect of the staggered firings next month.</p> <p>Toan requested that we have a vote on scholarship issue tonight. Discussion about determining need: Eligibility could include existing members in financial distress, or incoming members who cant afford. Adding different levels of membership requires a member vote and addition to the bylaws; scholarship could be a board decision.</p> <p>Motion made by Jennifer to offer up to 5 scholarship slots at 50/month for members in need, for a trail period of 2 months. Seconded by Toan, unanimously approved.</p>
Bulk Order Issue	<p>Clayscapes has informed us that they are not willing to continue our group order as previously arranged. Cherie has been working with Theresa and calling around to see if Baileys could do something, but they do not have delivery available. Theresa explained the Clayscapes changes in their financial transaction processes, which they can no longer keep up with the labor involved at that high level of service. A small workgroup has been working on alternatives, to include Cherie, Chad, Theresa and others to see if we can continue to do some sort of group order elsewhere. The reason the group order with Clayscapes had felt so seamless is due</p>



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	<p>to Theresa's effort and skill. Thank you, Theresa! Various ideas were shared that might help generate some new possibilities.</p>
Education Report	<p>Two classes are up and running: Erin's beginner wheel class, and a head sculpture class with a non-member instructor Katherine Toll. Classes were offered to members first, then offered to Collar City Clay guild.</p>
Facilities/President Report	<p>News Blitz to go out after the meeting will include postponement of the group clay order, reminders about masking, associate member firing reminders to fill out slips/working members will do the pricing, as long as the firing sheets are filled out.</p> <p>ELECTION: Thank you to David for coordinating the election process, the candidates are running unopposed, so we are excited to know these potters are stepping up to take the next year of leadership: Cherie, Maureen, Chad and Eunseon. Election will be finished by May 15th. The new Board takes over July 1, and we can work closely through June for a smooth transition. Annual Member meeting will be in June. We will set a date that works for the outgoing and new Boards, TBD</p> <p>Member lists: David made some suggestions on ways to update the email list, but otherwise we don't expect issues with the election. Annabel explained that the membership list in google is large and hard to maintain, she has been maintaining the email groups. The google list has a button that allows people to unsubscribe, so the master list spreadsheet in the G Drive is actually accurate month to month.</p> <p>Floor Pan/paint workgroup: several people have offered their help with floor plan and paint project that has suffered multiple postponements. Getting a game plan, deep clean-etch-clean, and paint is the goal. Last year's Board, especially Matthias, actively planed the best product and the two small rooms were successfully painted last spring. Meeting notices have gone out. We would have to close for a week, contingent on people power volunteers, and working around the class schedules.</p>



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Covid Policy	Albany County and CDC reclassified Albany County as a high-risk area, board discussion resulted in full support/vote affirmative to reinstate the mask mandate effective immediately. We will continue to stay flexible and adjust the mask requirement based on CDC and County health department guidance. Membership will be reminded to mask up.
Open Member Comments	No member comments were offered from the group. Meeting ended at 7:40pm. Minutes were prepared by Elizabeth Donovan.