



Waterbrook Potters Studio

Meeting Minutes

Waterbrook Board Meeting: January 25 2022

Attendance: Elizabeth Donovan, Annabel Day, Lindsay Renz, Jennifer Thayer, Toan Tran, Erin Doescher, Eunseon Park, Kim Lange, David Pynchon, Suzanna Hunter, Sue Limeri, Claire Normile

Agenda Items			
Minutes Approval	Minutes have been posted to the website and attached to the meeting notice. Board voted unanimously to approve the November 2021 minutes. There was no meeting in December 2021.		
Membership Report	<p>Approx. 50 full time and 30 associate members, several departures, filling behind with people off the wait list. Exact count will be available next month. After March we will be at capacity, and we will hold off on any further growth. We will identify who is new on the membership list so Anabel can keep track of adding new members to the communications list.</p> <p>Second Sundays continue, with really meaningful work being done. This month, new canvas was put on the hand building and wedge tables. Toan also had a team working on kiln room shelves. Past projects have included cleaning and organizing areas in the studio, cleaning and stirring brushing and dipping glazes. It would be great to have people participate, especially new folks, and people who use the studio a lot.</p> <p>Next Second Sunday is Feb 13th.</p>		
Treasurer Report	<p>Toan presented the finances in a long version format and screen-shared the reports for December and January. Members can obtain detailed information by contacting Toan. Significant expenses: Square, Zoom, Taylor Tech upgrades and annual fee, operating expenses for glaze, materials, canvas, etc. final count in checking approx. 25 K, in savings 9K. Overall we are still increasing slightly, however more annual expenses are pending, including a tax bill in March 20th, which will be approx. 3200. The new advancer kiln shelves will be approx. 2k. We also have some potential security expenses pending this spring.</p> <p>Extra kiln: options include refurbishing it for a bisque kiln, or sell it and put the money toward a new kiln. We should be ordering some new sets of kiln elements for out existing kilns, because they are back ordered.</p>		



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	<p>Glazes are quite back ordered, and supply in the shops is low. A big batch of zinc free clear was made, and chun celadon is in the works.</p> <p>Energy expenses continue to increase, issue of on-demand delivery was explained. Toan recommends that the kilns not run simultaneously, we could balance usage better and not draw large amounts of electricity. He recommends staggering the firing by about 12 hours; spikes of max draw of energy costs us a lot.</p>
Communications Report	<p>Nothing significant to report at this time, plans are to meet with Theresa regarding social media and website. There were some ideas to have a club t shirt and signage, more to come this spring.</p>
Operations Report	<p>New Kiln shelves from Advancer have been ordered. Board voted on the purchase a few weeks ago. Expect Delivery in March. Erin is helping with an equipment inventory, to be filed on the google drive. Kiln testing will be happening to make sure kilns are heating to proper cone drop.</p>
Education Report (Maureen)	<p>Mauren is unavailable tonight. Board discussed her request to start up classes in the spring. We discussed this at the end of the meeting in response to a member question.</p>



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Facilities/President Report	<p>Membership was notified last week that we experienced our first significant theft in our 2 years and 1 month of being open. We are still learning, digesting and responding to this. Steps taken so far include changing key box and security codes. The challenge is how to we improve our security without making the membership feel we aren't trusted. an incident report was filed with the Colonie PD by Maureen and Elizabeth. We will leave the complaint open, if people have more information, please let us know. If you see something off, please say something. Police officer made some suggestions including exploring security cameras near the entrances and upgrading our locks. We are pricing getting commercial grade lock at the main entrance, and replacing the cylinders of the other locks. Lowest price point is about 1000, medium option for a secure grade of lock with strict key controls is about 1300, and a third option has a punch pad with each member having a unique code, which gets deleted when a member leaves, for about 1400 to 2200 depending on if we get the software options that allow an audit. We are trying to not rush, and take responsible steps to make a good decision. A small group is working with Annabel and Eliz exploring different options for security cameras. Costs include human effort involved as well as dollar expense and potential change of feel to the studio. Elizabeth thanked members who offered use of a wheel, donation of funds to purchase cameras and the decent and kind replies. Its important to continue to be decent and kind with one another while we make some decisions that are right for Waterbrook as we move into our 3rd year.</p>
Covid Policy is unchanged	
Signage	Annabel will be the point of contact regarding signage members alike.



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Open Member Comments

Questions about cameras, construction on the block. Landlord is aware and supportive. . Jennifer, David, Erin, and Scott have all expressed interest in assisting. Erin asked about classes starting classes: Maureen is the point person. David had several comments, asked if there was past consideration of paid working memberships and unionization. Elizabeth provided some history about how the co-op started and non-employee status of board members and working Is Jennifer posed another option is to make the club more of a true co-op where everyone pitches in more, especially those who use the studio more. We can start to take a look at more participation, and talk with Lindsay and the working members their views. David also posed questions about whether the theft was caused by a financial disparity that caused someone to steal. He suggested that some people may/should pay more so that others could pay less based on their ability. Annabel raised that bringing classes back, to members and non- members, could include some tiers of financial relief for others to get involves. Suzanna (who was part of the planning groups for WPS at the beginning) expressed dismay that someone walked out with a potters wheel, a sense of violation: one of us walked out with a crucial piece of equipment, she reminded us that the working memberships were originally designed for potters who had skills to offer but financially in need to have access and an important role in the studio, and that EVERYONE is responsible for keeping each other in line- pointing out when people leave a mess, call each other out nicely but responsibly regarding clean up. Eliz posed that increased expectations for all the members for their own clean up, and clarifying the role of the working members so that they are not being taken advantage of. Culture change for some members who take umbrage when they are asked to clean up after themselves. We heard working member equity, those who use studio more should help more, monetary exchange for service would require a huge bylaws and incorporation change. Sue asked if we know for sure that the theft was by a member: we did verify that the alarm was not tripped since September, so we are pretty sure that it was someone who was a member. Sue also mentioned that it might be healthy to have a scholarship fund, which could build on how to help potters who are in need, and may also be a way to avoid future actions to take equipment. Annabel added to the points about members all participating more, increase expectations of all the active members to help by compulsory participation on committees or clean



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up crews. Kim chimed in that the theft has been made public, and is optimistic that we won't see more of this: we are all watching and it might be ok to hold off on big changes; she recommended the ring doorbell camera as an affordable step in the right direction. She also mentioned that individual responsibility of members cleaning up after themselves is essential, and Erin reinforced that if you don't have time to clean up, you don't have time to be there; she also mentioned the need to reinforce the need for wet trimming, as dry trimming is very toxic to the community, and we need to warn people about not dry working and make them aware of silicosis. Lindsay mentioned that the concept of requiring members to sign up for committees will lead to resentful responses by some members, could leave a bad taste in a lot of mouths. She also stressed people taking individual responsibility to clean up after themselves would be the most helpful. Eunseon suggested that a good deep cleaning for the next Second Sunday would be a big help to the working members. Some agreement that using Landlord's floor cleaning service more frequently could be helpful. Minor thefts have been discovered off member shelves, Erin mentioned that there is a core group of members who are upset and concerned about this. Local police recommended that individuals can file a report. Annabel mentioned that the group addressing security could meet at the studio together. Window film on the door also suggested for increased security. Annabel and Elizabeth are leading the workgroup, which is just to make suggestions to the Board. Whomever can join are welcome. The decisions will be made by the Board ultimately. Toan said he can use another member on the finance committee. The possibility of a communication app for the members to have a message board was proposed.

Over all a good brainstorming session, thanks to all who participated.