



Waterbrook Potters Studio

Meeting Minutes

Waterbrook Board Meeting: March 1, 2022 (this is the February Meeting)

Attendance: Elizabeth Donovan, Lindsay Renz, Jennifer Thayer, Maureen Hanley-Ehmann, Toan Tran, Nany Todd, Cherie Bramley, Eunseon Park, Kim Lange, David Pynchon, Suzanna Hunter

Agenda Items			
Minutes Approval	Minutes have been posted to the website and attached to the meeting notice. Board voted unanimously to approve the Jan 2022 minutes.		
Operations Report	Lindsay reported the Advancer Shelves are in and working beautifully. WM meeting 2 weeks ago went well; WM group agreed that they are at the right number. concern expressed: cleaning up after individual members, and frequent distractions by members in the studio while they are working; some members seem unaware that they are not to touch/peek in the kilns. Signage to go up reminding people to not touch. New and some old members need a cleanup refresher. Lindsay will have the WM come up with an outline of content, and punt to Maureen for education. Matt O'Connor donated some new shelves (Thanks Matt). Lindsay is researching new kilns; Cherie Bramley is helping her with calls and pricing info. Working members are not required to come in if weather is bad.		
Membership Report	Jennifer reported 52 full time and 35 associate members, departures are being filling with people off the wait list. Challenge identified with keeping vacant shelves clear and clean. Some issues around cooperation leaving empty shelves clean and available for new members to select. Jennifer is trying to maintain an inventory of open shelves. Members need to label anything they leave on vacant shelves and drying shelves. Issues of fairness and shared responsibility being raised with how much extra space is being taken by individuals. Discussion of ways to accommodate persons in need a break on the fee. Scholarship discussion continued in to the treasurer report.		



Waterbrook Potters Studio

Meeting Minutes

Treasurer Report	<p>Toan 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>
Communications Report	<p>None, Annabel let us know she couldn't attend.</p>
Education Report	<p>Maureen proposed we change the way we distribute class fees to 70% to the teacher, and 30%to the studio. This was unanimously approved by the Board. Students will pay the teachers, and teacher will make a donation to the studio in the right proportion. Since most students will be members. Teachers will purchase all supplies including clay. Studio will do the firing.</p>



Waterbrook Potters Studio

Meeting Minutes

Facilities/President Report	<p>Careful due-diligence has been made to explore security issues. We had a walkabout with members and nonmembers to do pros and cons of security cameras. We are trying to not rush, and take responsible steps to make a good decision. Process has been to go slow and put this as an item in an upcoming sentiment survey. Mangione locksmith is expected to come to assess our doors so we make the right purchase on lock upgrade. We have had several incidents of people leaving the studio unlocked. Two lock models will require members to enter their own code, and it will lock behind when the door is closed. We will make a decision after the locksmith comes.</p> <p>Landlord was contacted re: the driveway and door areas not being cleared. Landlord said he informed a non-board member that one of his contractors wouldn't be clearing the door area, but this member didn't share this info with the board. Landlord was asked to please communicate with our board@waterbrookpotters.com group.</p> <p>Elections are coming up soon. Jennifer will be leading a Board 101 discussion via Zoom on March 27th at 6pm. This will be the kick off for the election season.</p> <p>Member sentiment survey is being planned for the spring. Items being discussed by the Board. More to come.</p>
Covid Policy	Unchanged
Open Member Comments	<p>Suzanna mentioned the importance of people labeling their overflow work, and thanked the group for doing good work. Eunseon mentioned she is concerned about adding new members, and that we don't know how much new members are planning to use studio; firing amount has been increasing, loads are more frequent. This circles back to the issue of getting the third kiln, and the number of members we can maintain. Nancy mentioned that the wait for firing is a few weeks at times, and that this is something to consider with the membership size and keeping the numbers lower if possible. Covid being under better control may add more usage of existing members. Suzanna asked for shorter emails! We thanked each other for the care and concern of the studio.</p> <p>Meeting closed at 8:20pm</p>



Waterbrook Potters Studio

Meeting Minutes
