

Meeting Minutes



Board Transition Meeting on 27Jun2021

Names of Attendees: Cherie Bramley, Toan Tran, Lindsey Rentz, Annabel Day, Elizabeth, Rebecca Cigal, Maureen Hanley, Sue & Phe, Matthias Gaige, Scott McVeigh, Somara Monfette, Jamie DiCesare

Orders of Business

New Business

- **General opening discussion: Elizabeth opened the floor to general discussion topics and questions about operations and the transition to new board members.**
 - Toan: communication is the most essential and main focus for the year. Focus more on positive things going on such as classes and new initiatives.
 - Annabel suggested 1 condensed e-mail or a spot where everyone can edit and make suggestions in Google drive. Too many emails was an issue; Consistent way of communication from a consistent person/format is necessary and helpful.
 - Newsletter posted on bulletin board idea, or hard copies.
 - Cherie: Take a vote from members on how they'd like to receive the communication, such as a survey. Some members do not come to the studio.
 - Draft new contract for new Waterbrook members. Make a new document explaining fees, firing schedules, orientation checklists. (Toan)
 - Board will address the potential full member contract revision.
 - Admins for social Media: Annabel will ask Theresa about access to social media posts. Creating a community social media where everyone can post.
 - Working members: Emily will need to be replaced as Mary is out for a while. (Lindsey)

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Waterbrook Potters Studio

- Should plan a cutoff date for members that want things fired for xmas. (Lindsey)
 - Empty bowls date: 2-3 consecutive Saturdays (9/16-9/23 (potentially))
 - Pottery Market: Nov19-20
 - Motion passed to draw the raffle ticket on July 1st for the spray booth.
 - **Cherie: To get in touch will people who bought tickets to let them know they will be drawing soon.**
 - National grid bill question from Cherie: New lights/no heat - if we are under 2,000 amps we do not have to be “on demand” for studio.
 - Club documents will need to be updated with new members. - Elizabeth and Rebecca- may be able to have “waterbrook potters:” on the lease rather than a single person. Cherie to confirm Maureen’s signatory status.
 - Corporation papers: addendum needed when there is an officer change- Vince has copies. Elizabeth to meet up with Vince and get hard copies.
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- Screens in windows and doors to keep out bugs
 - Kiln room floor- filling potholes present and epoxy flooring.
 - Suggestions for asking landlord to go in on epoxy flooring. Cherie suggested idea of asking for rent to be reduced to make up for cost to waterbrook for re-doing the floors.
 - Annabell suggested scheduled meetings be 3 months in advance
 - Jamie will collect contact info (phone numbers) from members.
 - Working Members meeting: Accessibility limited to assoc members while working members are present. Schedules are difficult to coordinate. Suggestions on how to make it easier for them.
 - Exclusive shelf for assoc members only for drop offs
 - Additional ware cart for purchase was discussed (Elizabeth)

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- Maureen, Elizabeth and Vince are currently on capcom account. Toan, Elizabeth and Rebecca will be new signatories for the capcom account. Multiple board members should have their names on it, at least one from the finance committee.
- Additional ware cart for purchase.
- Lindsey- 1 person to replace Emily and a temporary replacement while Mary is out.

Closing:

- **Date/time of board meeting: Sunday, June27th 2021**
- **Time of adjournment: 8:35pm**