

Waterbrook Board Meeting Minutes June 1, 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; 12 member guests attended the Zoom Meeting.

Agenda Item	Discussion	Responsibility	status
Review April 2021 Meeting	Minutes were approved, and submitted for posting on the website, along with a financial report for the month of March.	ED	Pending
By Laws Review Committee Proposal	<p>Elizabeth reported on the final proposal from the Bylaws Review Committee. The final version represented dozens of hours of Zoom discussions, by a committee of 8 members (4 Board, 3 Full and 1 Associate). Thank you to Sr Loretta Hoag, Scott McVeigh, Delaney Piper, Suzanna Hunter, Vince Lanzone, Rebecca Cigal, Toan Tran, and Elizabeth Donovan for the hard work. The key revisions were updating the election process and making board position terms 1 year, updating Board position descriptions, refining processes for expectations of Board members and meetings, and expectations for membership. There was a question from about whether the word fiduciary needed to be added to the Board responsibility. Elizabeth explained the word fiduciary had not been in the original bylaws except in describing the treasurer role, and the committee removed it. Toan Tran explained that the document upholds language about duty of care, duty of loyalty and felt comfortable with the language.</p> <p>All Board members have followed along with every draft version and the final proposal. Matthias was absent and gave his voting proxy to Elizabeth. Maureen Motioned to approve the Bylaws, Toan seconded, and it was unanimously approved.</p>	All Board Members	Completed.

<p>Finance Report</p>	<p>Vince used Screen-sharing to show his April Finance Report. He will be sending May once he gets the bank statements and completes his review.</p> <p>He screen-shared his proposed Budget for 2021-2022. The numbers are based on payments from 44 Full members, and expenses from the first full year of operations. He reviewed each item line by line. There was discussion about increasing insurance amounts, and an explanation of the utility costs. Vince explained that Education committee has the potential to generate revenue, but that would not need a budget line item. A member asked whether donations will be included in the year end report, and the answer was yes, for July 2020 through June 2021.</p> <p>Motion was made to accept the budget as prepared by our Treasurer, Unanimous vote to approve.</p>	<p>VL</p>	
<p>Dues and Fees for 2021-2022</p>	<p>Vince proposed that firing fees are too high for associate members, and proposed that firing fees to \$30 per full kiln load. The energy cost to fire most loads is approx. @20, and there will be future costs (element, thermocouple and shelf, furniture) to consider. Toan referenced the Membership Sentiment survey from March, which gave us useful input on how much firing most Full members expect to do, and expect to be included in their monthly membership; this will help define reasonable amount of firing” included in the contract. Toan proposed sending this out to Membership for a vote. Unanimous Vote of Approval was made.</p>	<p>TT</p>	<p>June 12</p>

<p>Operations (Report submitted by Matthias and read aloud by Elizabeth)</p>	<ul style="list-style-type: none"> • The floors in the two small studio rooms have been epoxy coated successfully (Thanks to all involved!!!) <ul style="list-style-type: none"> ◦ Proposing that the back room behind the kiln room be used for storage and that we can look into getting some solid shelving for storing: dry studio glazes, kiln supplies, class clay for the studio, etc. The room could also be used for drying potentially. • The LED light upgrade was installed on 28MAY2021 (I don't think you could find a shadow in the studio if you tried!) <ul style="list-style-type: none"> ◦ there is one flickering light near the kitchen area that needs to be looked at (possibly a loose bulb) • Looking forward to holding the first kiln committee meeting to discuss ways in which the studio firing can be improved upon • Will be getting in touch with Tim our landlord to go over dates that might work to have the studio floors deep cleaned with a goal of targeting late June or early July <ul style="list-style-type: none"> ◦ we will need volunteers to help move studio furniture out of the way for the cleaning and painting (I will send out an email once a date(s) is finalized) • Looking to see our Clayscapes glaze order in the studio soon <ul style="list-style-type: none"> ◦ It should present a good opportunity to have a dry glaze mixing lesson or two for working members or studio members who are interested • We now have studio coverage W, R, F, Sunday by our working members (I'm at the studio Mondays or Tuesdays) <ul style="list-style-type: none"> ◦ old coverage was W,F, Sunday. Website reflects current up to date hours 	<p>MG</p>	<p>ongoing</p>
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Education/Classes/Sign ups.	Maureen proposed that classes can resume. The Ed Committee would like to offer small, short classes to members only, beginning in the near future. The topics will be based on the Member Sentiment survey. For example, a 3-week series, "back to basics" and more small raku events are being planned and will be posted. Unanimous Vote of Approval was made.	MH	resolved
Membership	Toan reported that we have a long waiting list. 4 Full members left in the past 6 weeks and there are 15 unassigned shelves. Email was sent to all on the wait list, and 11 full and 4 associates are ready to join. He recommends proceeding with adding 4 associates and 10 full members in the next few weeks, and will work with incoming Membership Chair Samara to make a plan.	TT	
Member Complaints	Several Member complaints came in this month. Due to time constraints, a sub group was tasked to address/respond to the complaints: Scott, Toan and Maureen agreed to take this on.	tt	Resolved
Annual Meeting	Meeting is scheduled for Sunday June 13 th at 5pm. Board Members should all prepare their year-end report and identify works still in progress. Election results will be announced, and following the meeting, Board efforts will turn to transitioning/ educating and supporting the incoming Board members. New Board members will begin their terms July 1.	Full Board	June 13 th Annual Meeting