**January 15, 2023**

**GLPG Board Meeting**

Present: Judith Fleishman, Barb Sears, Barb Hranilovich, Tim Sime, Sarah Laitala, Liz Meyers, Bill Guerin, Paul Stokstad, Madhu Anderson. Absent: Charlie Seebeck, Deb Cole

**Safe**: There was discussion about whether or not to dispose of the safe in the clean room closet which has been there for 20+ years. The safe was originally intended to store important documents but has never been used for that purpose. Board members brainstormed about the best way to preserve all important Guild documents in the future. We will start out now by gathering and sorting Guild documents. It was discussed that the most important documents could be stored in a bank safety deposit box. Less important documents could be stored in the safe. All documents that can be scanned will be stored on flash drives, or, on a secure place online. This discussion is ongoing and will be further addressed in the future.

**Accounting**: Madhu Anderson uses the online QuickBooks program which has been utilized by the Guild since approximately 2010. The program needs to be updated and refined to better suit the Guild’s requirements. Madhu contacted Eastside Tax Accounting, which handles the Potter Power LLC financial records, to assist her with this endeavor. (Kevin Fitzgerald has kindly helped with this project in the past.) Madhu continues to streamline the Treasurer’s duties and has created a master calendar with various deadlines on it - grant reports, tax returns, business registration - so that tasks will be more easily understandable for the next Guild Treasurer.

**Grant management**: GLPG has received the $7,500 from Capital Area Community Foundation grant (to be spent by 12/31/2023). Thank you to Barb Hranilovich for organizing and obtaining this grant. We have a separate grant from the MACC for $13,144 (to be spent by 09/30/ 2023).

Madhu reviewed the importance of keeping strict financial records once the grant funds are spent.

**Kiln rebuild**: The Board reviewed the contract for the kiln/s rebuild project sent to us by Donovan Palmquist. The Board has agreed to move forward with Donovan Palmquist as our contractor and authorized JF to sign the contract once several points are clarified, such as credit for existing Venturi burners, the use of new steel for both kilns, repair of soda kiln burners if needed (estimate $1,200 - 1,800), hotel expenses if unable to find a Guild member to host.

GLPG will cover shipping costs. Exact cost of shipping is unknown but it is estimated that it would be at least $1,800. Donovan is having trouble procuring hard brick and so no exact start date for the project has been established. Bill Guerin is still in contact with Justin Lambert, the second potential contractor, and will keep up contact until the contract with Donovan is officially signed.

A motion was made and accepted to approve the January 23, 2023 Treasurer’s report.

A motion was made and accepted to approve allocating more funds to the kiln/s rebuild project. The amount was increased to $45,000, exclusive of grant expenditures.

A motion was made and accepted to adjourn the meeting.

**Next meeting**: Sunday, February 19th at 1:00 p.m. at the Guild.