

Greater Lansing Potters' Guild Board Minutes

April 14, 2016, 7 pm

Present: Anderson (late), Bassar, Guerin, Laitala, Reid, Rozeboom, Tilden, Witter
Absent: Gamble, Seebeck

Next Meeting: All-Guild Annual Meeting: May 12, 2016, 7 pm at Guild

1) March 17, 2016 Board Meeting minutes approved.

2) **President's Report**

a) Clay Update.

- i)* Those testing alternate new clay bodies met and selected the following products for use at the Guild. Laguna 850 as the primary gray stoneware. Laguna 900 as a red clay body.
 - (1) They will be ordered from West Michigan Clay for delivery after the residual Standard 153 is dispatched.
 - (2) For ease of handling and bookkeeping it will be suggested to Clayworks, Jim Reinert and Guild clay chair that orders of these clay bodies will be executed separately rather than collectively.
- ii)* In addition 500 lbs of Georgia Peach, another red clay body, was acquired for further testing

b) Clay/Chemicals Log

- i)* Those ordering clay and chemical supplies will be asked to maintain a combined log at the Guild documenting items ordered, received, source, quantity, cost, etc. Bill will work with Roger to establish the log format.

c) IRS Form 990 review

- i)* It was moved by Tilden and approved: **That the treasurer will share the completed IRS 990 form annually with the Board prior to submission.**

3) **Secretary's report**

- a) To increase Board communication with membership. . .
 - i)* Secretary will . . .
 - (1) Send highlights of each Board meeting to membership soon after the meeting
 - (2) Will post minutes on website, at the Guild and e-mail to members after minutes are approved at the following board meeting
 - ii)* President will . . .
 - (1) Send monthly Board agenda to membership
 - (2) Post annual committee summaries on the website

4) **Treasurer's report**

- a) 2015-16 income and expenses remain on target
- b) Projected income and expenses for 2016-2017 reviewed.
- c) A second bank account in accord with the new financial structure will be established prior to the spring sale.

5) **Committee reports**

a) Education committee

- i) Lyn Sawicki has agreed to become the Guild registrar.
 - (1) Lyn, N. Rinek, M. Szilagyi and Barb Sears will be asked to review and determine the most effective student registration process for the future and update the website accordingly
 - (2) Lyn and N. Rinek will work together to effect a smooth registrar transition

b) Sales committee

- i) Broken pots resulting from defective clay will be handled as previously by referring customer to potter. Potter will use his/her judgment regarding reason for breakage and replace, refund or do nothing as deemed appropriate.
- ii) The sale work requirement for emeritus members has been revised
 - (1) from: EMs who put pots in the sale are required to work the same number of hours as members
 - (2) to: EMs may be required to work at the sale at the discretion of the sale chairperson

c) Membership committee

- i) N. Rinek's request for emeritus status was presented and approved
- ii) VP Sahar Mehrabi, unfortunately, is leaving on May 9, 2016 to take a job in California.
- iii) Discussion is underway with Lissa Barbour regarding her Leave of Absence status
- iv) The draft record retention policy was reviewed; it will be reworked.

d) Ad hoc Board Nominating Committee

- i) In response to Guerin's request for members who would like to serve on the nominating committee or on the board
 - (1) Two volunteers and one outgoing board member were selected to serve on the committee.
 - (2) A list of those interested in serving on the board was given to nominating committee

6) Unfinished Business

a) Conflict of Interest Policy

- i) It was moved and approved to: **Adopt the Conflict of Interest Policy as presented (for all members) and Certification (for officers and directors) subject to final review by president and treasurer.**

- b) **Discussion of 400 points-per-hour-policy.** Tabled indefinitely

7) New Business

- a) Bisque and glaze firing problems and protocols. Tabled
- b) Waste Glaze Disposal. A new protocol is needed. Referred to new board
- c) Annual Meeting
 - i) Ten days prior to the annual meeting, *the* Secretary will notify members and VPs via email of the date and time of the meeting, the nominees for the Board of Directors and a reminder that the last part of meeting will *be* for members only to discuss membership issues.
 - ii) Board nominees: Ryan, Cole, Jost, Sawicki, Pan, Steinkamp
- d) Annual Review
 - i) Committee chairs have been asked to submit annual reports to the president prior to the annual meeting.

8) Meeting adjourned at 9 pm.

Respectfully submitted, Joan Witter, Secretary