

May 9 2018 - St. Albert Potter's Guild Meeting Minutes

1. Meeting was called to order at 7:02 PM.
2. **Additions to Agenda:** Rachelle would like to be added to Old Business and Randy to New Business. Denise moved to accept and Yolanda seconded.
3. **Approved Minutes:** March minutes were not approved at our last meeting and the March minutes were approved as written at tonight's meeting by Laura and seconded by Loretta. All in favour. April 11 2018 Minutes were approved as written by Nancy and Edith seconded. All in favour.
4. **Board Members:**
 - a. **President:** Willie reminded members that Annalisa brought in our member application forms last meeting and these must be in by May 30th. Willie asked if we have read the front and back of the application form? She read the form which represents our duties as guild members such as attend meetings and participate in guild activities such as housekeeping. We should really think about our guild commitments and if we have enough time to participate. We are in the guild to participate together. Next month is our AGM and there are 3 positions open: Communications (Margaret Belec), Program Coordinator (Maureen), and Vice President (Randy is moving on up to President). There are also openings for the following committees: Diane will keep the Capital Equipment but would like to have another committee person for Supply Committee; and Elene would like to step down from the Clay committee. So think about filling these positions!
 - b. **Vice President:** No report.
 - c. **Secretary:** Tanis is filling in for Angela. There are 3 new magazines and she will pass around and put in the library at the end of the evening.
 - d. **Treasurer:** Our preliminary Spring Sale numbers are about \$21,489 gross; not sure what the expenses are yet. Thursday was busiest as usual at about \$10,000, Friday was about \$10,000 and Saturday was about \$4200. Donation pots did not do as well as prior years - there were 44 items and only 23 were sold. There are no account numbers at this time. The cheques will be in the

library cupboard (main one on the south wall - where the library cards are kept). Margaret will send an email out letting everyone know when these are ready.

e. Program Coordinator: Heather's workshop on May 27th is Decal transfers. You can bring greenware or bisque, cone 6 or 9, The cost is \$25 and because we have both rooms there can be more than the 12 participants. Members should pay now vs on that day. Decals are supplied at the workshop. It will run from 10 - 2 but really the instruction part will be much shorter and then can just practice and play on your own.

f. Communications: No report.

5. Tips:

Yolande - she showed her mask that she uses to mix glazes etc - it is a good one with replaceable filters. She was informed at a workshop several years ago that the filters are good for about 8 hours of use. She said she well surpassed that! These filters can be bought almost anywhere such as Princess Auto, Home Depot, Rona, etc.. The additional cost for new filters is well worth our health. Her second tip is using brown lunch bags for wrapping small clay pots for transportation. She noticed that Rachelle wraps her pots this way and helped her at the sale and thought it was a great idea.

6. Committee Reports:

a. SAPVAC: No report

b. Supply and Capital Equipment: Diane brought some guests into the studio and when she showed them the chemical room, she reached for one of the small Rubbermaid containers and the lid was not on tight. She again explained how dangerous this is and if one of these chemicals were to fall out all over the place, how dangerous that would be. And we would have a lot of explaining to do as to why this happened.

c. Clay: No report.

d. Library: Jan is absent but sent her report to Willie. Last month Jan brought up whether the guild could get a membership at Ceramic Arts Network which includes CLAYflicks. Willie's understanding of the membership fees (along with Rachelle's input) is that the fee would be \$430 US for an institutional membership. This would include 3 contact emails and passwords which the guild can share. Teresa stated that we should do this instead of our current clay magazine subscriptions and that the library has a budget of \$600 each

year. Diane stated that we should do both. We have enough money in our account and these funds are going towards increased learning of our members. It is nice to have books in the studio as well as the option to go online when at home. Deborah stated that Hoopla (where you can download library books) has an issue with videos if you have an iPad with revision 9. Other revisions work but not revision 9. And this cannot be changed. Kathy mentioned that SAPVAC has looked into Wifi for the studios and we will not be getting Wifi unfortunately. Deborah stated that you can get 30 day free trial at Ceramic Arts Network - so everyone can get their own membership and try it out and then let us know at the June meeting. Make sure you cancel if you do not want to keep paying! The link will be sent out shortly by Margaret. Rachelle will look into the following and report back to the Executive and will be discussed at the June meeting: can they (Ceramic Arts Network this is) track usage? Can only 3 members at a time use the passwords? Can we download videos? Willie will ask Jan to meet with the Library to get more information on what they can do for us as well. And all will be shared at the June meeting.

e. Glazes: No report. There will be a firing on May 18th and 19th - so glaze your pots!

f. Raku: No report.

g. Housekeeping: Marnie is absent so Edith presented the Housekeeping Board where you are required to sign up! Please do your housekeeping duties between now and May 27th. Last fall 34 members signed up and 8 did not do their housekeeping item. Marg Brenda reminded everyone to clean their cubby and shelf!

7. New Business:

Randy reminded everyone that last month he mentioned have a social media coordinator and team. The coordinator/team will look at various social media platforms and making suggestion on what is relevant for us. Also look at issues such as privacy, quality control, how to present ourselves, and who and how to manage social media. Amelia stated that one of the issues is - do we we use first names only or full name? If you are an active artist you might want your full name on the guilds social media. Another issue is can we post whatever or do we have rules around what we can and cannot post? This will be the job of the coordinator and team to explore the do's and don'ts. Another suggestion was to send out a survey to members. Cheryl made a motion to have a social media coordinator and committee to address all social media policies and management. Nancy seconded the motion. All in favour. Amelia

volunteered to be the social Media Coordinator and Deborah and Rachelle volunteered to be part of that committee.

8. Old Business:

Rachel sends thanks to everyone on her spring Sale team! There were 373 door prizes forms filled out and 25 new emails which brings our total emails to 809. Did not do the Gazette ad this year but fortunately they did a storey on the sale anyway. Paid \$275 for a FaceBook ad and received 300 new followers for a total of over 500 followers. 387 people clicked on our ad and they will get notifications of sales as well. There were 257 “giveaway” shares and we Rachelle estimated that about 35,000 saw our FaceBook ad - so very successful! The last day of sales were not ticked off on the members sheets but Annalisa has now done this and has contacted everyone. The donation sticker is very hard to get off so this will be changed next year. There were 23 potters in the sale but we want everyone in the sale! So if you think you are not good enough contact Rachelle. And if she cannot help you she will find someone who can give you some pointers. As well the St. Albert Live Newsletter was very good as well.

9. Meeting was adjourned at 8:10 PM. Terry moved to adjourn and Nell seconded.