

## **Greater Lansing Potters' Guild Board Minutes January 11, 2016, 7 pm**

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

**NEXT Meetings: Monday, February 15, 2016 at 7 p.m. at Reids'  
Thursday, March 17, 2016 at 7 p.m. at Guild**

- 1) November 30, 2015 Board meeting minutes were approved
- 2) **President's report** (Guerin)
  - a) *Clay testing progress.* Eight clays are in the process of being testing by Guild members. The goal is to have pots made by the end of January and glaze fired by the end of March. Preferred clays will be identified and subjected to further testing.
  - b) *Usage of on-hand clay.* Bill will send an email to members to determine their interest in using the boxed and recycled Standard 153 clay on hand at the Guild.
- 3) **Guild Director** (Seebeck)
  - a) New clay mixing machine is reported to be easy, safe to use and working as anticipated to date. Total production time in new mixer (clay mixing, pugging and bagging) is approximately the same as production in the old pug mill (clay mixing, bagging plus later pugging).
- 4) **Treasurer** (Rozeboom)
  - a) Budget projections *are* on track. No update was needed.
- 5) **Financial restructuring.**
  - a) Guerin will e-mail a letter to the membership outlining the proposed financial restructuring plan for the Guild. The letter will include an invitation to attend an information/feedback session on Saturday, February 27, 1 pm at the Guild.
- 6) **Conflict of Interest Statement**
  - a) Areas where conflict may arise at the Guild will be discussed at the next board meeting.
- 7) **Financial Record Retention Policy**
  - a) **Motion (Anderson/Witter) to accept the printed financial record retention policy as presented. Approved.**
- 8) **Committee Record Retention Policy**
  - a) The membership committee will be asked to formalize an appropriate policy.
- 9) **Financial Oversight**
  - a) Guerin and Anderson will create/update a job description for the finance committee to include oversight activities. To be presented and discussed at the next meeting.

**10) Meeting adjourned at 8:50 p.m.**

Prepared by Joan Witter  
Secretary