

## **Greater Lansing Potters' Guild July 28, 2016 Board Meeting Minutes**

Present: Anderson, Cole, Gamble, Guerin, Laitala, Pan, Seebeck

Absent: Rozeboom, Steinkamp, Witter

Next Meeting: September 8, 2016, at Guild, 7:00 pm

1. May 24, 2016 Board Meeting minutes approved.
2. Officer Reports
  - a. President
    - i. Guerin reported that members reacted favorably to the new committee reorganization and consolidation. Szilagyi will be replacing Sears as chair of Website Committee.
    - ii. Holt Maker Expo is scheduled for August 20. A sign-up sheet is posted in the foyer. This will be a demonstration and publicity opportunity.
  - b. Vice President
  - c. Secretary
  - d. Treasurer
3. Guild Director Report
  - a. Thermostat checked; in good working order. Instructions on how to set Air Conditioner will be posted.
4. Treasurer Report
  - a. Board Approval of the IRS 990 form will be required before September 15.
5. Committee Reports
  - a. Finance
    - i. The independent review required of financial accounts will be done in August.
  - b. Glaze
    - i. Glaze testing tiles are being prepared using current clay bodies. Will have some overlap/slips/stains examples.
    - ii. Will have test tiles for four new batch glazes: Amber Celadon, Pinnel Red, Craze-free Clear, Pier Black.
    - iii. List of mixers for each glaze completed with one glaze per member; will continue to look for solutions to address the unassigned glazes, under used glazes, and accent glazes.
    - iv. Display in the future to promote new glazes.
6. Unfinished Business
  - a. Record Retention Policy – Laitala presented the Membership Committee's recommended Record Retention Policy. Anderson moved; Seebeck seconded, and the Board unanimously approved the new policy. It will be added to the Member Handbook.
7. New Business
  - a. Committee descriptions may be edited in January once Committees have had a chance to work within the new construct.

- b. Repository for all Guild Forms was discussed and Committee Chairs will be canvassed to create a library for forms so that they will not have to be recreated over and over again.
- c. Possible future agenda items were introduced by the President - various ideas for capital improvements, sustainability practices, class schedules, etc., were presented as potential activities for the Board for the upcoming year.
- d. Seebeck discussed the purchase of a used small electric kiln. Seebeck to investigate further.