

Approved  
GLPG Board Meeting Minutes  
November 2, 2017

Present: M. Anderson, D. Cole, B. Guerin, S. Kirillova, W. Pan, L. Sawicki,  
C. Seebeck, M. Steinkamp,  
Absent: G. Gamble

1. September 13, 2017 minutes were approved.

2. Officer Reports

a. President:

“Cracked Pot Tour” -- Need to survey this year’s participants to evaluate the likelihood of the Guild’s participation in next year’s event

b. Vice President:

Cards sent to Ted Rozeboom and Alan Grunewald.

c. Secretary:

No report

d. Treasurer:

Former Treasurer Rozeboom presented a draft Form 990 for FY 2016-17. The finalized form will be presented at the next board meeting.

Donations received by the Guild in memory of Phyllis Grunewald total more than \$800.

State Sales and Use Tax Exemption form was filed. A four-year retroactive rebate in the amount of \$1463 was received from Consumers Energy. The Guild will continue to receive this exemption in the future.

The Guild also applied for a small taxpayer exemption from Bath Township personal-property taxes.

Working on evaluating options for Electronic Payment Systems for sales, student registration, and other future needs. One option, (through the Michigan Retailers Assoc.) entails a \$10 monthly subscription fee, plus appropriate credit card fees plus an annual membership fee of \$60-\$70.

Debit card ordered for Guild petty purchases.

- e. Guild Director:  
No report

### 3. Committee Reports

- a. Finance:  
Need to do a mid-year report and prepare the budget for next year.
- b. Publicity:  
Committee is frustrated by the lack of participation in the distribution of sale flyers prior to sales.
- c. Sales:  
Committee will agree to providing space for the East Lansing Art Fair to promote their 2018 event at the Guild's Fall sale. ELAF will, in turn, promote the Guild sale on their media outlets.

### 4. Unfinished Business

- a. New Language to be incorporated into the handbook regarding access to Guild by friends and family:

*Guild members and VPs are free to bring friends and family members to the Guild to tour the facilities at any time so long as the activities of other members, VPs and/or students is not impeded. When the studio is not busy, and it is not an imposition to other members, VPs or students, members and VPs may provide occasional, supervised, hands-on instruction in clay-forming methods to non-affiliated friends and family members. All materials will be supplied by the member or VP who is also responsible for the clean-up of their guest's workspace and their safety. Abuse of this policy may result in the revocation of this privilege for individual members by the Board. Guild members and VPs will retain exclusive use of the studio on Fridays. No pets are to be brought into the facility at any time.*

Guild video production:  
Will revisit after the Fall sale.

### 5. New Business

- a. Preparation for "Tourist in Your Own Town" sales at the Guild:  
Action postponed until after the Fall sale
  - b. Digitization of Guild records:  
Nancy Rinek to turn over Guild historical documents, records, etc.  
Bill, Sarah, and Tina to help sort through them and dispose,  
digitize or find new location for storage.
  - c. Guild Workshops:  
Sara has identified a potter in Indiana who would give a good  
workshop. Either she or Pamela will make contact to learn more  
about his schedule and fees.
6. Schedule next meeting  
December 16, 10 AM
  7. Adjournment  
9:05 PM