

Approved Nov. 2, 2017
Greater Lansing Potters' Guild
September 13, 2017 Board Meeting Minutes

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

Absent: C. Seebeck

1. August 10, 2017 meeting minutes approved.
2. Officer Reports
 - a. President: No report
 - b. Vice President:
 - i. Investigating opportunities for Christmas pop-up sales at various venues.
 - ii. Groupon solicitation declined. The Board felt that online sales promotions were incompatible with our business model.
 - c. Secretary: No report
 - d. Treasurer:
 - i. Transition from T. Rozeboom to M. Anderson progressing.
 - ii. IRS form 990 (extension received). Will update at next meeting.
 - iii. Found new tax exemption on state utility taxes for non-profits. Retroactive four years and will be ongoing. Will update as to amount of savings at a future meeting.
 - iv. Also found personal property tax exemption available to non-profits. Paperwork to be completed. Update as to savings at a future meeting.
 - v. System to handle accounting of student clay purchases streamlined.
 - vi. Developing other system(s) to streamline "petty" expense purchases and reimbursements. More on this as it develops.
 - vii. Independent Finance Committee review conducted on a cursory basis this year due to ongoing transition between Rozeboom and Anderson and lack of a committee quorum.
 - e. Guild Director:

(via B. Guerin) Completed the installation of new spouts in the four work room sinks.
3. Committee Reports:
 - a. Education Committee:
 - i. To clarify the registration process, the Education Committee has decided to use the day that the application should be postmarked as the date that registration begins.
 - ii. Discussion of necessity to develop a system for students to pay tuition on-line or in person by way of credit or debit card as many people are opting out of checking accounts. Treasurer Anderson to look into alternative payment systems (cube, PayPal, online credit card and

physical credit card readers) for tuition payment and other Guild uses (pop-up sales, Tourist in Your Own Town sales, etc.) and report back at a future meeting.

4. Unfinished Business:

- a. Access to Guild by friends and family.
Working on clarifying vague language in the handbook. President Guerin will consult with senior members as to past policy and report back at the next Board meeting.
- b. Outside sales of Guild-produced wares.
Discussion deferred pending further consultation with T. Rozeboom regarding pertinent rules vis a vis our 501(c)(3) status.

5. New Business:

- a. Disposition of Kathy Van Strain memorial funds:
 - i. We have been encouraged by the Lansing Arts Council and other Arts-business experts to find ways to inform our public about the process of creating ceramic works as a means to engage them in our activities and promote their interest in our products. Also, as a non-profit we are committed to the continuing education of the community about our craft. One of the ways we are looking into doing this is by developing a video displaying the many stages of pot production at the Guild. Such a video could be posted on You Tube with a link from GLPG.org and be screened at our sales and other community events. It was suggested by M Anderson that we consider using Kathy's fund to pay for the creation of this. Bill will assemble a working group to explore the costs and logistics of such a production.
 - ii. L. Sawicki reiterated the suggestion that the memorial funds be used to host a one-time special workshop for members at the Guild.
 - iii. The notion of using the memorial funds to support an ongoing scholarship program at the Guild was deemed to require too much administrative effort to be practical.

6. Next meeting scheduled for October 19 at 7 PM

7. Adjournment at 9 PM