

GLPG Board Meeting

February 13, 2024, 7:00 p.m.

Present: Sara Laitala, Paul Stokstad, Wenfen Pan, Charlie Seebeck, Barb Sears, Mike Hamm, Pamela Timmons, Deb Cole (on Zoom), Liz Meyers (on Zoom), Madhu Anderson

Minutes

The Board approved the minutes from the previous meeting.

Treasurer report (Madhu)

Taxes: For the first time last year, a tax firm did our taxes; they will continue to do that going forward.

Technology: The Guild uses QuickBooks. QuickBooks is affiliated with MailChimp, which we use for sales e-mails, so there might be some savings or streamlining that can come with the combination of the two services. We are now set up to invoice people using electronic payments (with a 3.5% fee), which will save work, eliminate errors, and reduce the use of cash.

Insurance: The church recently asked us if we have insurance for the sale. It turns out that our liability insurance for the building does not cover the sale. Madhu has gotten a quote for a separate policy for liability insurance at the sale. Madhu will double check with the church about whether their policy covers us. The Board voted to approve the purchase of insurance for the sale if the church insurance doesn't cover us. [February 14 update: The church confirmed to Madhu that their liability insurance does cover renters, so the Guild will not purchase any additional coverage.]

Document storage: Madhu keeps the tax documents. She recommends that the deed, copies of the insurance, and other important documents be stored in the safe at the Guild.

Next sale: Madhu will be traveling during the spring sale. She will assign duties as necessary.

Car kiln update (Mike Hamm)

The most recent firing was less successful: the back was colder, and there was less reduction. Mike will reset the kiln to an earlier configuration and stick with that for a few more firings. Firers have learned that five carts is not enough to fill the kiln; we need at least five-and-a-half carts. Mike is looking for more members to become involved in the firings.

Online sign-up (via Tim Sime)

Samantha thinks it should be easy to set up online signup forms for car kiln signups and lab monitor signups. Madhu recommended that we avoid creating another Google account, since the Guild already has several. The Board was in favor of using an online signup system.

Facility and improvements (Barb Sears)

A new light was installed in the parking lot. A new fan was installed in the bathroom. Extension cords have been replaced with conduits for the heat lamps and the grinders. Motion detector switches have been installed in the kiln yard and the kiln room.

Workshops (Liz Meyers)

Liz is interested in getting more workshops at the Guild. Encouraged a survey of members regarding what topics they would like covered or what people they would be interested in seeing. Sara pointed out that it takes about a year of lead time to schedule a workshop with a person with a national profile; local or Michigan folks can be scheduled more quickly.

VP communication (Liz Meyers)

Liz expressed concern that visiting potters are reluctant to share opinions about Guild processes because of their less settled status. The Board discussed the matter and agreed about the importance of communication, especially between VPs and liaisons.

Reminders about Guild procedures

Please use the coat closet for coats and purses.

The Board discussed the use of mouth sprayers. The consensus was that mouth sprayers should be used only in the clay room or outside, not in the glaze room.

COVID vaccine

The Board voted to discontinue the COVID vaccine requirement for classes.

Next meeting

Tuesday, March 19 at 7:00 p.m.

The meeting adjourned at 8:15 p.m.