

**Greater Lansing Potters' Guild  
Board Minutes  
November 17, 2016, 7 pm**

Present: M. Anderson, D. Cole, B. Guerin, S. Laitala, W. Pan, T. Rozeboom, M. Steinkamp, J. Witter and C. Seeback (ex-officio)      Absent: G. Gamble

**1. Sept 8, 2016 minutes approved.**

**2. Officer Reports**

a. President:

- i. The collaboration with two MSU classes continues. Findings and recommendations will be presented by the students at MSU on December 6, 2016, at 9:40 am. The core Guild team plus other members who are interested are encouraged to attend. B. Guerin will communicate the meeting place when it is available.
- ii. B. Guerin and J. Witter will attend the Ellen Rosewall workshop on November 18 sponsored by the Greater Lansing Arts Council on arts management and outreach. It was moved, seconded and approved that: **The Guild will pay the \$25 Ellen Rosewall workshop registration fee for Guerin and Witter.**
- iii. Annual Conflict of Interest statements have been signed by all current Board members and are now on file.

b. Vice President. Cards were mailed to S. Kirillova and B. Guerin. K. Fitzgerald was contacted.

c. Guild Director: Wildlife control

- i. Carpenter ants were discovered in the trailer at sale time. A fumigation bomb was dispatched in the empty trailer killing the ants. Insecticides were put on the ground around the trailer to prevent the ants from returning.
- ii. M. Szilagyi and T. Candy are continuing efforts to prevent mice from entering the trailer.

d. Treasurer

- i. Updated budget was distributed. Everything is on target. Spending is down on some items as planned. Sale expenses are still coming in. Sale checks will be mailed soon.
- ii. The final revisions to the 2015 IRS Form 990EZ (Return of Organization Exempt from Income Tax) were presented to the Board as submitted to the IRS in September.
- iii. In accordance with the Guild's new financial structure a second checking account was opened called the Capital Improvement account. It will complement the existing Guild General Operations account.
- iv. In updating the Guild's financial best practices, IRS 1099 forms will be issued annually to members reporting annual net sales revenue of \$600 or more. Form 1099 income and any related deductions are reported on Schedule C of member's federal and state tax returns. Social Security numbers and other information will be requested by the treasurer soon to enable preparation of the 1099 forms and required reporting.

- v. After 10 years of exemplary service, Ted Rozeboom will give up the position of Treasurer at the conclusion of the fiscal year (May, 2017). A search for a replacement will be underway soon.

### 3. Committee Reports

#### a. Education

- i. The roster of teachers and class assistants for 2017 is complete. Starting/ending dates for spring and summer terms likely will be adjusted to avoid the coincidence of class 10 of spring term and Memorial Day week-end.
- ii. In an attempt to align the Guild's education program with needs and future realities the committee will query current and potential students and members about optimal class scheduling, structure, etc.
- iii. The Laguna 850 clay used by the students in the Fall term was stiff and needed to be blended with recycled clay for softening. Some lumpiness was reported. Softened clay will need to be prepared before the start of winter term.

#### b. Finance

The finance committee will complete the mid-year budget review-and an independent review of the Guild's finances in December

#### c. Membership

- i. Stacy Chung's Leave-of-Absence has expired and Lissa Barbour has resigned her membership.
- ii. The committee unanimously supports the establishment of a second level of Emeritus Member affiliation for those wanting a non-potting/selling relationship with the Guild. It was moved, seconded and approved by the board to affirm the membership committee's recommendation that: **A member qualifying and choosing to be an Emeritus Member may elect a Full or Limited Emeritus Member status. A Limited EM will pay no dues, have no key, no shelf space, no access to clay, firing or other Guild facilities, and may not participate in Guild sales, but will remain on the Guild listserve and be included in all social activities in recognition of their past service, mutual friendship and respect.**

### 4. New Business

#### a. Points Purchase Policy and member participation in core jobs.

- i. Discussion of the purpose, usage, monetary value and other aspects of the Points Purchase Policy, previously addressed at the 2016 Annual Meeting and more recently by the Membership Committee, was continued as well as discussion of inequities in pot production and core job participation. Due to the late hour further consideration of these items was postponed until the next board meeting.

### 5. Next Meeting: Thursday, December 15 at 7 pm.

Adjournment at 9:15 pm.

Respectfully submitted  
Joan Witter, secretary