

Minutes for the Board Meeting May 18, 2017

The meeting was called to order by Bernita Davis at 5:58 pm. A quorum was declared. The members who were present included Randy Summers, Letha Rushing, Barbara Williams, Mary Lou LaCasse, Bernita Davis and Cindy Waddell. Linda Reeder-Sanchez arrived a few minutes late. Lesa Wilson attended. Jan Archey and Jeannine Summers were absent. Lesa had several suggestions for us: to include in the minutes who is present and who is absent; making sure the minutes follow the agenda and setting up a group on g.mail so we can all edit minutes and see reports.

The minutes were distributed and read over for corrections. The following change was proposed by Letha to amend the exact total raised at Empty Bowls to \$24,842.51, the highest total to date.

Randy motioned for the change which was seconded by Barb. All were in favor of changing the minutes to reflect this amount. The minutes were approved.

Treasurer's Report

Letha reported we have a balance of \$10,576.32, dated May 17, 2017. The total reflects all money collected for the *From the Ground Up* (FTGU) show entry fee. We spent money on UTEP and NMSU awards and the Raft the Rio sponsor fee. The first deposit for the FTGU was \$1095. Our total 2 years ago was only \$900 or so. The entry money goes to awards so it is exciting that we had such a good response. Linda wrote a check for the Renaissance Faire booth fee for \$60, which included the application fee (\$15) and the booth fee (\$35). The application fee is something new they started last year. The Dona Ana Arts Council is in limbo. They are moving out of the Rio Grande building. There was some discussion about their March show, where most vendors were from elsewhere.

Old Business

Nonprofit Status-We are now officially non-profit as of May 1, 2017. This is a federal non-profit status. We have been approved by the state as well. Lesa has been helping us gain this non-profit status. She suggested keeping the paperwork in a fire proof safe or safe deposit box. We may need copies of it for grants or other things. The state form takes longer to do, but since we are under \$50,000, it is not so difficult. We want to get our tax certificates on line. If we buy things, we will need a CRS# from each vendor. We may need to redo these every year. It would be good to include NM Clay or Marjon Clay Company as vendors. Even online sales may be included. Randy suggested getting software from Techsoup.org if we need any. What about our web site? Letha will look into changing that from .com to .org. We will need to submit reports next year, due May 15th, 2018. The 990 tax return is considered an annual report.

***From the Ground Up* Committee Report**

Mary Lou reported that 50 artists submitted work to the exhibition. Of the 150 pieces

submitted, all but 6 pieces got in. Over \$1700 was collected. Almost all Guild members were accepted.

Now that we have the non-profit status, Mary Lou will ask businesses for other prizes. Bernita will develop a certificate, Lesa will do a two part receipt for us to have. In case someone wants a paper receipt there is a copy. Letha will look into it.

Scholarships

All the scholarships were awarded. Joy will let Bernita know the names of the high school students from the show at the Art Museum. Armando Medina, Jewel Whalen, Marc Anthony Orquiz, and AnaLeah Castro were the students honored. Jeff Erwin was the NMSU student award winner for a piece that looked like an archeological dig. The UTEP student was Andrew Holguin who did a piece on boyhood and abandonment. Bernita met him the day before. There was a mis-communication with the UTEP group. It was not organized in time to present at the opening so Bernita went down and awarded it after coordinating with Vince. Do we want to ask the high school students to join us at a meeting? Jeff knows we would like him to talk to us some time in the fall.

By-Laws

The By-Laws discussion was moved to the end of the meeting. Lesa noted she needs more time to go over them. Everyone needs to work on individual areas. Bernita will simplify the by-laws and get back with Lesa.

New Business

Empty Bowls-The date for Empty Bowls is October 20, 2017. Letha reported that Suzanne is helping Cally organize the Silent Auction this year. This will be Cally's last year. We will have a t-shirt design contest, announced around the first of June. The Board will pick a design by August. Gabe Chavez will give a monetary gift of \$75 for the design. Glenn will let us use his studio this summer. Joe will fire the cone 5 bowls at his house using the glazes Cally recommended. Randy is the glaze king! Jan will do a cone 10 workshop when Glenn gets back from his trip to China. The Museum did contact Letha about making bowls there, but she declined to use them this year. Letha has met 2 or 3 times with the El Caldito Board. They will be doing lots more advertising on their end, including in Alamogordo, the local churches, and focusing on the downtown workers like at the banks. The soup bowls they used were flimsy so we need stronger bowls this year. Cally suggested a virtual bidding system on line for the silent auction though we do not know how to do this. We currently have 247 bowls left over from last year. Letha has been contacting other groups from across the country over the last year and a half via Facebook and she has collected 200 more bowls from other groups! Also, Steven Hill will be throwing some stuff that he will leave with us that we can put in the silent auction. El Caldito felt the sales on the north side of the church did well. It needs some tweaking, but it did increase sales. Letha can get a check from El Caldito if we need to purchase glaze materials. Klyf's 800#s of dry clay needs reconstituting and run through a pug mill. Mary Lou suggested taking turns running it through Joe's pug mill when he gets back. His studio will be open in June, July and August for bowl making. When the dates are set, Letha

will let us know. She said many members prefer to make bowls at their studios at home. Barb noted how the bowls have changed over the years from when she started. At that time we used lots of underglazes and clear glaze. It was suggested we meet for the next board meeting towards the end of July so we can judge the T-shirt contest. That would give people about 60 days to come up with a design. Linda recommended we announce it formally so we don't have any bias.

Check with CAP, we could email many people about this, not just Guild members.

Other Business

Booklets-Barb suggested bringing the booklets we have left, about 12-15, to the meetings where people can see them and might purchase one. She needs a replacement booklet, having given hers to Carol Koenig. Randy will bring some to the next gathering.

Monthly Meetings

The May 23rd meeting will be at 4:00 at the Museum of Art. Sharbani Das Gupta will present a one hour talk on her and co-presenter Scott Greene's current show. The group will proceed to the Vietnamese Restaurant on Amador for the business meeting. Barb asked for Randy to send a reminder to RSVP to get a count of how many will attend. June 19th Linda will have a medallion making meeting at her house. July is a presentation by Jan. Date and place to be determined.

August-At the Summers, date to be determined. Jeannine will talk about how she makes her masks. September-Randy will demo Klyf's giant extruder, date and place to be determined.

October-Raku firing at the Summers. November-Holiday meeting to be determined.

Lesa had to leave but she gave us some direction before she departed. She said we will hash out the nitty gritty concerning the by-laws. She suggested insurance for board members or any other areas we are lacking. By-laws should not be specific, but broader as committees may change.

We can refer to policies that are developed, social media policies or scholarship policy. The actual by-laws should not change very often. We don't want to have to do this process very often.

We want to keep it to a \$10 report every year. Keep it general with good, solid, internal controls.

We can have special meetings if we need a decision. We need to determine if email is official and how it is recorded. We need to develop some solid financial policy first, and then go to scholarship policy. We should be able to buy things. Every expenditure should always be brought to the board. Everything is decided by the board and if everything changes, it doesn't have to go to IRS unless we do the long form. Be sure we are not discriminating. Not suppose to benefit an individual. General public should benefit. If we give over \$600, we need documentation of any donations given as cash awards not through not-profit. Reimbursed expenses are okay.

If we pay something for services, we need a 1099.

Barb suggested we do something for Lesa!

Bernita wants each committee head to write down the processes they use to organize their activity. It won't go into the by-laws though. This would start to develop a procedure manual with information about time lines, phone numbers, etc about each committee. How the budget is determined for each event would be included. Letha noted in the past, activities had to be somewhat self sustaining. Now we have more money and could use it if needed.

Randy announced that Jonelle Brown called and she, sadly, is dying of terminal lung cancer. Doctors have not given her long to live. She wants the Guild to pick up all of Klyf's pottery around the house as a donation. We discussed having a retrospective of Klyf's work in a gallery somewhere. Randy and Barb will go over Saturday and box up his work.

Bernita announced that George Rodriguez Gallery will have an exhibition at the Rubin Center Gallery at UTEP from 10/12 thru 12/15. We may look into attending as a group.

The meeting was adjourned at 7:30 pm.