

Minutes of Stained and Fused Glass Club Board Meeting, 7 January 2020

Club Board Members Present: Jo Anne Bowman, President; Sue Watkins, Vice President; Debbie Brown, Treasurer; Lisa Schulz, Secretary. Nancy Jarvis, Studio Manager, was absent

Club Members Present: None

Agenda:

Booking Policy and Instructor Services of Alysa Phiel of Wild Desert Glass Studio, Marana—

- Propose stating in our Club policy that we as a Club do not book classes or events for any commercial business. Explore ramifications of member-initiated promotions and or endorsements of products and services of commercial business and consider any official clarification which may be needed between promoting, endorsing, and acting on one's own versus as an authorized Club representative.
- Consider possibility of permitting Alysa to teach one class per month in our studio as a guest instructor, but canvas membership opinion before implementing an agreement.

Standardization of Sale Window Tags: Contact Volunteer Juliet Williams—

- Guidance proposed by Nancy E. for uniform sale tag specifications in order to enhance the appearance, marketability and clarity of our sale window displays.

Volunteer List Update: Sue—

Safety Concerns Regarding Leaving Chop Saw Out—

- Consider how to secure the chop saw for monitored use in order to preclude the possibility being cited by the SCOV Board for safety violations, and to conform with our safety practice of securing our other potentially dangerous tools.

Budget Update and Approval: Debbie—

Minutes Distribution, Content, and Approval: Lisa—

Policy and Procedure Updates: Jo Anne—

Discussion

1. **Booking, Promotion, and Endorsement Policy.** The Club Board resolved to disallow its Club members from booking classes or events conducted by any commercial business while acting as authorized Club representatives without Board authorization. However, individuals are free to promote or even endorse commercial products or services such as classes if they are expressly acting on their own, and not as authorized Club representatives. The Board will discuss wording at a future meeting and explore options for clarifying the differences between official Club

communications, and those representing an individual's actions and endorsements. A Club member's option to endorse products or services on their own by communicating these opportunities to the Club membership without implying Club endorsement or creating the perception of Club endorsement is not an issue. An eventual policy would extend to a member posting sign-up sheets or managing schedules for classes conducted by commercial vendors who do not have Board-approved contracts to specifically teach said classes in our facility. The Board's interest is intended to prevent the appearance of conflict of interest and partiality toward any given vendor that we as a Club may patronize or choose to promote. Eventual policy statements will be disseminated to all Club members via email to ensure a universal understanding after due consideration and discussion by the Board, and after decisions have been made. We may simply need to craft a disclaimer to attach to all promotional messages which proceed through the Club to its members. The Board resolved to follow-up in depth during a separate Board meeting to be announced shortly.

2. **Engaging Alysa Phiel as Guest Instructor.** The Club Board resolved to gauge club interest by canvassing membership opinion before proposing a schedule or implementing any agreement.
3. **Standardization of Sale Window Tags.** The Club Board considered the expense involved in requiring printed cards and questioned the utility of specifying the price on the card. We decided not to require members to use printed business cards, but to permit the use of a typed sheet of paper cut to business card size. Placing the price of the sale item on the glass itself will allow the typed card to be reused. All members wishing to feature items in our sale window may consult Juliet Williams for display tag guidance.
4. **Volunteer List Update.** Sue presented an updated roster, *Stain and Fuse Glass Volunteers*. The following duties need more volunteers: library maintenance (calling overdues, filing checkout cards, dusting shelves), bi-monthly door window cleaning, and weekly general studio tidying (sweeping and dusting counters). She noted that the inventory of the teacher's cabinet and overflow inventory needs to be monitored and added to the regular inventory of frit, stringers and noodles. The Board resolved to let our inventory volunteer, Sherry Small, have the codes to the various locked cabinets in order to accomplish the inventory. Note that the kiln firing schedule is separately managed by Joan Caine and needs additional volunteers. For the record, the Treasurer, rather than a volunteer member contacts people about IOUs. **Action:** Sue will send compose an email eliciting more volunteers and vet it through Jo Anne.
5. **Chop Saw Safety Policy.** Presently, the chop saw is not locked up, in contrast to other potentially hazardous tools which are. The SCOV Board is expected to inspect for safety violations, with a view to requiring a safety monitor to be present in studios with hazardous equipment whenever anyone uses the studio. The woodworking studio operates under that constraint. To prevent that undesirable outcome, the Board resolved to keep the chop saw in a locked cabinet from now on, to be unlocked by a studio monitor who will standby during its use.

6. **Budget Update.** Debbie presented a budget based on last year's membership of 168, adjusted for today's number of 150. Kiln paper expenses were increased from \$350 to \$650, because an 8-month supply is ordered at once. Miscellaneous supply expenses were reduced to \$1700, and lead came expenses were removed because the expense only occurs every 3 years. Noted: we have a copy account at the UPS store on Rancho Vistoso with the rate of 7 cents per copy.
Action: Debbie to send an email showing dues paid to Jo Anne. The budget was approved.
7. **Minutes of 2 January.** The Board resolved to strike mention of confidential or sensitive conversations with specific names. Personal names of those bringing issues for discussion will be preserved for the record. The Board resolved that the studio manager will post only the current minutes in the studio and that the president will email essential Board meeting content to the membership. Noted: official Club Board meetings can be conducted via phone or email as well as in person. The Board elected not to use social media for this purpose. Minutes must be recorded anytime a quorum is present. The revised minutes were approved.
8. **Policies and Procedures Update.** Jo Anne presented the *Stained and Fused Glass Club Policies and Procedures* and the *Stained and Fused Glass Studio Rules*, both approved as of May 2018. Board members were urged to review these documents and identify what may need to be changed or strengthened to comply with pending SCOV revised policies effective this month and to be released on January 18th to all club presidents. Today, the Club board established the need for approvals to precede reimbursement for expenditures, and for standing orders to be approved by the studio manager after the studio manager, being new, has had time to consult with experienced Board members about order history.

Announcements

- Contact Lisa Schulz, our Tipster representative via email to share pictures or timely events of interest to our club membership
- Contact Sue Watkins to inquire about volunteer opportunities within our studio

Minutes respectfully submitted by Lisa Schulz, 8 January 2020 and amended on 18 January 2020