

Stained and Fused Glass Club Board Meeting Minutes 12 February 2020

Participating Club Board Members: Jo Anne Bowman, President; Sue Watkins, Vice President; Debbie Brown, Treasurer; Lisa Schulz, Secretary and Nancy Jarvis, Studio Manager

AGENDA

1. Review previous Club Minutes of 25 January 2020
2. Review Clay Club's Monitoring Program
3. Discuss Safety Monitor Training Plan
4. Review of Glass Club Documents

NOTES

- **Review and revision of 25 January minutes:** The minutes will be approved pending recommended changes.
- **Review Clay Club's monitoring program as a pattern for our safety monitor program:** Much of the format and content is useful for us. We can hold classes after Mark Wade has approved our plan.
- **Discuss Modifications for our Safety Monitor Training Plan:**
 1. We do not need a club introduction, nor do we need an orientation page summarizing the equipment and its use. We have a beginner class which covers that content.
 2. Our safety monitor class will include tour of safety equipment locations around the Artesian Center and how and when to fill out an incident report.
 3. We decided to conduct periodic rather than annual safety monitor training, and not to require refresher safety training, but we will conduct additional training as necessary to satisfy any changes to our rules.
 4. Upon completion of level 1 safety monitor training, the entry door combination will be given, and a certificate of agreement will be signed and kept on file in the studio. Debbie keeps the Club records and will track who is supposed to have the combination.
 5. An instructor monitor (a level 2 safety monitor) must be present in the studio whenever any non-safety monitors are present. Names of instructor monitors are posted in the studio.
 6. Training should last approximately 30 minutes and include question and answer time.
 7. We do not want to include a liability disclaimer. As a member of a club, we participate in club activities at our own risk, as per Section 4.10 in *Sun City Club's Rules, Regulations and Procedures*.

- **Review and Update Glass Club Documents:** The following documents were discussed and updated in view of changes necessitated by the SCOV two-person safety rule. After being updated, our policies and procedures and bylaws need to be turned over to the SCOV Board for approval.
 1. *Stained and Fused Glass Club Policies and Procedures.* The bylaws will need to be amended; further evaluation is needed. For example, the person who purchases for the club should not be the one doing inventories for the club.
 2. *Stained and Fused Glass Studio Rules*

ACTIONS

1. Jo Anne will setup a meeting with SCOV General Manager Mark Wade after our SCOV *Stained and Fused Glass Monitor Training* plan has been written up and reviewed by our Board.
2. Jo Anne set a goal of sending out an email survey regarding outside instructors by the end of the month (February 2020).
3. Lisa took an action to correct the previous Minutes of January 25th 2020.