

## Minutes of the WSP Monthly committee meeting

**Held at WSP Studio at 5 pm on 19 April 2021**

Present	Wendy, Caryl, Stuart, Sarah, Alex, Sanet, Margaret, Jenni, Teresa, Yasmin, Sarah	
Apologies	None	
Committee	Alex will be leaving the committee as a result of conflict of interest. It was decided that all tutors or people otherwise employed by the WSP should not serve on the committee. Teresa will take her place on the committee. All was in favour of accepting Teresa as a new committee member.	
Open Day	Proposed date was set at 11 September. WSP received a grant that will pay towards the costs for the open day. Thanks to Alex and Sarah W for securing this funding.	
Marketing	Alex, Sarah and Teresa will all try to secure a photographer that could take pictures for the purposes of our website.	Alex, Sarah W, Teresa
AGM	Caryl has updated the constitution with the new terms which a president may serve. This will be distributed via email to all members before the AGM.	Sarah W
Financial Report	<p>Transaction list approved by all and seconded by all</p> <p>Further to the report, the following changes were put before and accepted by the committee with regards to the bank transaction protocol:</p> <p>"We, the committee of The Waikato Society of Potters, unanimously vote to remove Duncan Shearer, Susannah Salter, Belynda Mossop and Caryl Ginever as signatories and beneficial owners of the entity.</p> <p>The only remaining signatories / beneficial owners of the entity to be Wendy Ball, Sarah Wolf, Sarah Lee and Yasmin Davis.</p> <p>The committee requests that Sarah Wolf, Sarah Lee and Stephen be set up with individual online banking access to the Corporate online banking product (read only -</p>	

	no payment/transfer function) and that once their access is functional that Duncan Shearer's access be cancelled (current login WSPoffice)."	
Managers' report	Sarah and Alex were thanked for the funding they secured. Report was moved and accepted by all. Sarah Re-iterated that the kilns are getting old and constantly require maintenance. The purchase of new kilns is becoming eminent.	
Diploma report	Submitted by Alex. Moved to accept and seconded by all	
Complaints	It has come to light that the conduct of the WSP committee was put in question by a previous member. Thought and proposed plan of action from all members should be sent to Wendy within the next 7 days.	All members of the committee.
Nominations	Forms were distributed to nominate people for the committee at the AGM.	
Meeting Closed	6:10 PM	

### Work in Progress

1	Move website to Rocket Spot - ongoing	Meidinna/ Sarah W
2	Shelves at the back of display cabinets. John will install on Wednesday.	Jenni/John
3	Acquire accessibility table	Yasmin
4	Arrange professional Photographer	Alex, Sarah W, Teresa
5	Circulate remit to the constitution.	Sarah W
6	Thoughts and proposed actions regarding allegations from previous member to Wendy	All