

Minutes for the Monthly WSP Committee meeting

Held via Zoom conference call

Monday 13 December 2021

Apologies	Alex	
Present	Tess, Tim, Sarah Lee, Emma, Teresa	
Conflict of interests declared	None stated	
Minutes of previous meeting	Accepted by all. Sarah to look through AGM minutes and pass papers to Tess, email minutes to the bank etc.	Sarah and Tess
Financial Reports	Accepted by all. Sarah L sent the financial statements through. The report was accepted by all. All payments were approved and uploaded for payment.	Sarah authorise payments
Managers' report	Accepted by all	
WSP and the traffic light system	Saturday sessions – a few people sneaking in not showing Vaccine Passes, also someone coming with a child unloading the kiln. It will need to be made clear to volunteers that there must always be someone attending the door. The new requirements mean that there Saturday and Tuesday evening sessions can only proceed if there are 2 volunteers and they will no longer be able to work on their personal projects while volunteering.	Sarah to follow up with volunteers
Movement of members/staff. ARs	Committee meeting in January – invite Nikki along to see what it is all about Diploma coordinator/tutor – ask Duncan for recommendations for tutor-coordinator Yasmin – possibly Susie Dunser, Auckland based, is also a high school teacher.	All Yasmin
Planning meeting date	November planning session did not happen due to COVID-19 restrictions. A new date set: Sunday 16 th January 2022 10am-2pm	All
Christmas party / raku	21 st December 2021 5pm Yasmin helping to set up and running the Secret Santa swap; Teresa and Tess coming at 4pm to help set up.	Yasmin, Teresa, Tess

Working bee in January	<p>23rd January for working bee 10am to 4pm and people can come and go</p> <p>List of tasks with estimated time it will take.</p> <p>Can do some painting after the planning meeting</p> <p>Teresa will clean the books</p> <p>Collection – what to keep – sub-committee to make decisions: Yasmin,</p>	Sarah to communicate to invite helpers
Phone bill	Tess will investigate some other phone companies for quotes	Tess
A.O.B	none	
Meeting closed		