

Minutes for the Monthly WSP Committee meeting

Held on 18 October 2021 via Zoom conference call

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| Apologies | | |
| Present | Wendy, Sanet, Yasmin, Teresa, Tess, Alex, Tim, Sarah L, Emma, Sarah W | |
| Conflict of interests declared | None stated | |
| Minutes of previous meeting | Accepted by all. | |
| Financial Reports | Sarah L sent the financial statements through. The report was accepted by all. All payments were approved and uploaded for payment. | |
| Managers' report | Accepted by all | |
| Acknowledgment to Wendy and Sanet | Yasmin paid tribute to and thanked Wendy, as President and Sanet, as Secretary and Vice President for their service given to the society. They have each brought their own individual strengths and expertise to the committee. It was clear that we all have enjoyed working with them, as well as the friendships that have grown with them. They will be missed. | |
| Code of Conduct for Committee | It is helpful for new members who come on to understand what their role is as a committee member. Sharing them with prospective committee members is good practice for: <ul style="list-style-type: none"> - Transparency - needed throughout and so it will be made available to anyone considering coming on to the committee. - Roles need to be added before disseminating it. | Sarah – share with prospective committee members and on website |
| Committee members and roles | Tim Edwards has resigned from the committee to take on new responsibilities at work. He has suggested he still wishes to support the society, primarily by helping with Play with Clay sessions. The Secretary role is now vacant. To seek additional committee members we will put an open call to our whole membership highlighting that the role is now a governance role. It is a good time to ask groups who feel they are not well served to consider a committee presence. Roles are very loosely defined in the constitution. Could be fleshed out in more detail before advertising. Wendy to send a draft of the roles to Tess Call out for members in next newsletter. | Wendy to add/define roles and send to Tess Sarah to disseminate to prospective committee members and/or add to website and next newsletter |
| Virtual communication | As we will be doing more of this online going forward, there will be more communication by email and virtual meetings. All were happy to move from Zoom to Google Meet for meetings. Benefits include the link remaining the same between meetings and no time limit. | |
| Bank forms and signatory authority | All agreed that Therese May will be given signatory rights and authority on the bank account as new President Wendy to arrange in-person Westpac form signing. As outgoing President, Wendy will need to be removed from the account. | Wendy |

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| Online/other learning opportunities | Tess and Yasmin both offered to demo in future virtual meetup sessions. | Sarah to organise session as required |
| Diversity in the membership and links to wider ceramics community of NZ | We would love to have more diversity in our membership, connect with more Maori and Pasifika. We will also look at building and strengthening links to the wider clay community. If anyone has suggestions as to how to increase diversity, contact Tess or Sarah | All |
| Waiclay and email from Janet Smith read | Sarah read an email communication from Janet expressing desire for an ongoing relationship between WSP and Waiclay, as well as a request for WSP to address the needs of the more experienced members of the society. Discussion was held around the background of the link between WSP and Waiclay exhibitions. Yasmin felt the link is that historically the two exhibitions run together and closely so people see the full breadth of experience levels. Some concern was expressed around the timing of the WSP exhibition in relation to Waiclay and other more prestigious national award exhibitions. Given the pressure potters are under at that time of year to submit entries to multiple exhibitions, often people deprioritise WSP in favour of the more prestigious ones. The forced move by COVID -19 this time allows us to see if there is more interest holding the exhibition earlier in the year. | Tess to respond in writing. Tess and Sarah to arrange meeting when possible after restrictions ease |
| Art collection | We urgently need to make progress on this. Yasmin will scan and send the up-to-date hard copy information to Alex/Sarah L. Sarah Lee is to post unidentified items on the NZ Pottery Facebook page for identification. Agreed to look for or purchase paint to paint the cupboards later this week so some of the collection can be put away. | Yasmin Sarah L Alex |
| Next Meeting | 16 November 2021 | |
| Meeting Closed | | |