

WSP COMMITTEE Meeting Agenda Tuesday, 19th April at 5pm.

Item	Notes
Present	Tess, Alex, Teresa, Sarah W, Emma, Yasmin
Apologies	Sarah L
Conflicts of interest	None
Minutes from previous meeting	Accepted by: Tess Seconded by: Alex
Matters arising from the minutes	Emma created email address: Email is waikatopotters.committee@gmail.com Will change ownership of drive docs Collection Archive in progress. Yasmin selected cabinet work, Alex working on book. Sarah W printing posters. Yasmin contacting artists Connected clay club, no turnout due to traffic light change. Tess looking at ideas around online workshops for the future. Interest in Alex's workshop from people outside of the Waikato. Possible online workshops in future? (Is my work any good; How do I go about selling; Who do I approach; Is this line any good; etc etc etc) Library is also WIP - books done, journals still to be cleaned & moved
Financial reports (sent by email)	Accepted by: Alex Seconded by: Tess
Matters arising	Need to confirm reports will be ready for agm - Emma to email Kiln 3 needed new thermocouple, emailed and accepted by committee
Manager's Report (sent by email)	Accepted by: Alex Seconded by: Emma
Matters arising	Tutor pay rate - need to increase to retain quality tutors. If finances can cope. Class prices will increase. Sarah W has only increased T2

	<p>price for evening throwing x2 classes. Suggest T3 all classes will increase. Vote-3 yes, 2 abstained due to conflict on interest.</p> <p>PWC - If people want to learn, should be directing to classes to LEARN.</p> <p>Teresa brought up understanding financials, does the committee need training in this area? Sarah L - possible short training in near future.</p> <p>Kiln: Miles van de Sluis, selling kiln, excellent condition, FE Kiln and same controller. Yasmin/Alex seen kiln. Tentative offer \$5000. Rods are irreplaceable, if FE go out of business, double cost through Argus heating. Same sizes kiln 1. Possible replace, and sell 1.</p> <p>Good financial position - Sarah L ran profit and loss comparing previous years. Voted Teresa, seconded Yasmin</p>
PWC Sessions	<p>Increase in numbers on Wednesday. Yasmin's time focused on one person, rather than spread across the group. A lot of interest from Emerge Aotearoa, and Community Living. Worried about high needs, not sustainable in current format.</p> <p>'Have a go' funding has time limit, and is not being used.</p> <p>Possible separate session for people with higher needs.</p> <p>Kids are priority funding for CCS - Family class/PWC separate session</p> <p>Wednesday PWC - At/beyond capacity! Funding (was for those who could not otherwise afford to attend) for free PWC sessions doesn't end up getting used, due to amount of attendees.</p> <p>Higher needs PWC type session-look to develop workshop/separate session (possibly afternoon).</p> <p>Pull back on Wednesday PWC - basic, PLAY with clay. Higher needs workshop. Saturday afternoon session for 'first timers' to use funding.</p> <p>Also, still need to foster our pottery community</p> <p>Supported session - needs tutor. Thursday afternoon possible. Needs further discussion</p>

Open Day	<p>Busy!! Next time need double the volunteers. Families who wouldn't otherwise participate. Successful, but busy. Highlights issues with lack of volunteers. Queries in regards to children's classes and throwing big workshop - from exp. potters, not existing members.</p> <p>Possibly less people than previous years, but different format (all inside)</p> <p>Next time: information pamphlet</p> <p>Approx 100, Sarah W to update count.</p>
WSP Exhibition	<p>Sarah W to resend volunteer spreadsheet</p> <p>Tess to do Welcome/MC</p>
WSP AGM	<p>Agenda needed, and to be sent out to membership</p> <p>Tess - presidents report, Sarah W to guide</p> <p>Motion-Tess has drafted, provided to members at least 7 days prior to agm. Minimum volunteer hours, needs to be approved by wsp staff/volunteer.</p> <p>Membership fee proposed raise - separate motion. Auckland is 290 for membership alone. Wellington you HAVE to volunteer-membership is applied for.</p> <p>Children - lesser price for children? Classes usually hard to fill, but are with funding. Possibly a family membership?</p> <p>Voted: Children +\$5 Adults +\$20</p> <p>Membership volunteer drop to \$60 but doesn't come into effect until 2023, as time needs to be earned. 40 hours for a year (Membership dates). Sarah W to determine how this is recorded</p> <p>Life membership: We have no policy? Current: not many! We need criteria developed. Volunteer capacity should be valued. To discuss in annual planning meeting.</p> <p>Proposed: Burns, Duncan Shearer, Carol Ginnever.</p>
Risk register	Alex to write policy. Discussion next committee meeting
Changes to Membership fees	See above
Fire Master Training SOP	Alex - development of policy to support Sarah W. Wood kiln is only available for WSP use (not individual/commercial use). Committee to

	read and approve. Training firemasters is a significant investment, and we have firemasters +2 in training.
Board Only	Discussion needed. Copy across to agenda May
A.O.B.	