

WSP COMMITTEE Meeting Agenda & Minutes Wednesday, 19 th April at 6 pm .

Item	Notes	Time
<b>Present Welcome</b>	Sarah W, Tess M, Sara L, Roger G, Yasmin, Suzy	3 mins
<b>Apologies</b>	Teresa G	1 min
<b>Conflicts of interest</b>	None	1 min
<b>Minutes from previous Hui</b>	<u>Accepted by:</u> Tess <u>Seconded by:</u> Yasmin	1 min
<b>Matters arising</b>	None	2 mins
<b>Financial reports (sent by email)</b>	<u>Accepted by:</u> Tess <u>Seconded by:</u> Roger	1 min
<b>Matters arising</b>	In Profit and Loss, bad debt expense is from \$60 float that got stolen, minus GST  Need paperwork done for online access to Westpac account - <b>Sarah W will get second signature for that</b>  Thank you to Sarah W (?) for securing \$6000 grant from Trust Waikato operating expenses and \$1000 from Creative Communities Scheme for exhibition venue hire and judges fees	10 mins
<b>Manager's Report (sent by email)</b>	<u>Accepted by:</u> Sara Lee <u>Seconded by:</u> Yasmin	1 min
<b>Matters arising</b>	<b>Check which glazes may have tin in them - Sarah W?</b> - adding chrome to pink glaze means chrome may make other tin glazes in the kiln flash pink  New sign looks great - <b>Sarah W will get Margaret and Emma each a \$20-\$30 supermarket or petrol voucher</b>  <b>Yasmin will make muffins for the mens' shed</b>  WSP Sign is screwed into a wall with the wet room on the other side - is it still waterproof? Seal around screws - <b>Yasmin to mention to Bruce at mens shed when delivering muffins.</b>	10 mins

<b>Diploma Report</b>	<p>8 students, 3 full time, 5 part time - all industrious, good group. Rob Cloughley coming on 28 April - has a couple of changes coming through - Yasmin will find out more about these when he's here. Sustainability part of self-directed projects.</p> <p>Sarah W confirming which students we have so she can send invoice to Otago.</p>	5 mins
<b>AGM</b> 23 May Tuesday night at 6 pm at the society.	<p>Google link to hui. (special meeting link - Tess to add)</p> <p>Notification out to members. <b>Sarah W to send reminders</b> (7 days out)</p> <p>We need to set up a video link if people are going to be viewing remotely - Teresa G usually would do this,</p>	10 mins
<b>Raffle Idea for May</b>	<p>Libby has offered a 1 to 1 on the wheel - for future Ginny's pot also needs more ticket sales before drawing - extend into term 2 and promote ticket sales</p> <p>Every two months seems right for raffles</p> <p>\$2 seems a better price than \$5 - people more likely to buy same total value if each one is cheaper - keep Ginny's as is, future raffles \$2/ticket</p>	3 mins
<b>Open day debrief</b>	<p>Roger: Raku - wind caused issues, also wet clay, think pots - comparatively high breakage rate compared to other times. But no one seemed upset or bothered to have another go. Otherwise everything went well. For future: pick pieces where the base and walls are more even thickness (less chance of breakage)</p> <p>Yasmin: Raku - Could have a working bee to make small pots, ornaments so we have some quality control. Signage - put up signs to let people know for example to do raku first if they're doing multiple things</p> <p>Sarah W: The idea is to get rid of unwanted bisque, not spend more money creating - choose more carefully what we put out for people to select from - do this early enough so we're sure we have enough (if not make things)</p> <p>Suzy: name tags for workers</p> <p>Yasmin, Roger - make sure to schedule volunteers for specific times so people get breaks (4 or 5 hours too long). Have one person monitoring wheel timing, cups of tea etc.</p> <p>Need gazebos for protection from sun for raku and demo wheel</p> <p>Yasmin: one really nice thing was that a boy in a wheelchair with mobility issues was able to paint a tile with his dad</p> <p>Sarah W: Have sign at the entry that we may take photos and they should let us know if they don't want their photo to be used for publicity</p> <p>Tess: maybe better location for raku, because of a) smoke and b) alert people that something is going on (publicity on the day)</p>	15 mins

<b>Risk Register</b>	Anything to mention/add to the register?	5 mins
<b>A.O.B.</b>	<p>Collection - <b>Yasmin to check with Janet</b> about any pieces that may be significant (financially or otherwise). Janet may also be able to identify some of the still-unknown works.</p> <p>Tess: break down collection upstairs into smaller chunks - move some downstairs for display, then go through what's upstairs in a logical way. <b>Yasmin to lead this and coordinate helpers.</b></p> <p>Yasmin to share electronic list Sara L has photos of unidentified pieces</p> <p><b>Sarah W to get new brackets for shelves</b> so more things can be displayed, then we can start moving things. Sarah to set date once the brackets are up - ask mens shed for help putting these up.</p>	5 mins