

WSP COMMITTEE Meeting Agenda Tuesday, 16 August at 7pm.

Item	Notes
Present	Tess, Roger, Susan, Sarah L, Teresa, Sarah W
Apologies	Yasmin, Emma
Conflicts of interest	None
Minutes from previous Hui	<u>Accepted by:</u> Tess <u>Seconded by:</u> Sarah
Matters arising	First Aid - Tess is getting certification through her employer. Cleaner search is ongoing as quotes so far have been really high. Help with kilns etc. during team absences: Susan away 7-20 September. After that she can help a little more in terms of kilns etc. Financial audit requirement in the constitution - can the details be changed? Who can look into this?
Financial reports (sent by email)	<u>Accepted by:</u> Tess <u>Seconded by:</u> Roger
Matters arising	
Manager's Report (sent by email)	<u>Accepted by:</u> Tess <u>Seconded by:</u> Sarah L
Matters arising	<ul style="list-style-type: none"> - PD for tutors - agreed it is a valuable investment in our tutors. - ASP did a similar exercise with their collection and so we could talk to Hayley about what they decided.
Diploma Report	Yasmin did not attend the meeting
Risk Register	Nothing to add to the register.
Great Pottery Throwdown	PREPARATION - <ul style="list-style-type: none"> - Tile challenge - needs pre-rolled leather hard tiles (Teresa on Friday morning) - Throwing challenges - Tess to come in and ball up

	<ul style="list-style-type: none"> - Handle pulling - how much??? Balled clay for them. - Handbuilding challenge - Susan to feedback about amounts.cutting up - Egg and spoon race - 250g balls <p>PRIZES -</p> <ul style="list-style-type: none"> - Who is making medals? YASMIN? - Get some chocolate for winners <p>ARRIVAL TIME</p> <ul style="list-style-type: none"> - Helpers be there for 1pm
Approve AGM minutes	Draft minutes to be prepared for the website
A.O.B.	<ul style="list-style-type: none"> - Emma has resigned from the committee. Emma was also secretary so we will need to find a new secretary. - Susan has resigned from the committee. - Suggestions for how to gain committee members. Teresa has created a Googledoc document for ideas.
Board Only	