

WSP COMMITTEE Meeting Agenda & Minutes Monday, 19th June 2023 at 6pm.

Item	Notes
Present	Tess, Larissa, Bronwyn, Lisa, Molly, Sarah W, Suzy, Sarah L, Caroline, Yasmin
Apologies	
Conflicts of interest	
Minutes from previous Hui	<u>Accepted by:</u> Tess <u>Seconded by:</u> Suzy
Matters arising	Larissa will follow up about \$2 raffle for session with Libby
Financial reports (sent by email)	<u>Accepted by:</u> Tess <u>Seconded by:</u> Bronwyn
Matters arising	None
Manager's Report (sent by email)	<u>Accepted by:</u> Suzy <u>Seconded by:</u> Molly
Matters arising	<p>Thanks to Sarah W for your mahi securing funding.</p> <p>If anyone has ideas about potential new Dip Coordinator, please put forward to Sarah W</p> <p>David doing great mahi with kilns (he is paid to change elements but does over and above)</p> <p>Bruce at Mens Shed will get cupcakes from Yasmin for his help with various things</p> <p>Tess away in Italy 3 July - 5 August. Cover for PWC is pretty much sorted between Larry and others.</p> <p>We wish these changes to be made regarding signatories and beneficial owners, as well as removing Bea.</p> <ul style="list-style-type: none"> • Making changes form to remove signatory Belynda Mossop
Mid winter feast/Medieval theme - June	Response good. Renette Lowe bringing mead and decorations. Tess borrowing tables and chairs from Ngaruawahia.
Matariki - July	Lisa and Molly happy to volunteer for Matariki Whānau Day - bring a friend. Date: possibly Sat 29 July, 3 hours in the afternoon - TBC. 500-700g clay (1/3 recycled sausage) included, firing extra Book on events pronto (free event)
Upcoming Annual exhibition - August	Deco Pots, Hamilton Pottery tools not sponsoring but CCG probably coming on - Sarah W following up. Publicity needed to alert members that it's happening already in August.

Risk Register	<p>Bronwyn working on this. She has also put together a first aid kit for the woodfiring area - thank you very much. Where does this go?</p> <p>Any hazards identified re the wood kiln to be shared with Bronwyn for risk register.</p>
Phoenix co-ordinator role	<p>(Role description in June hui folder)</p> <p>Bronwyn happy to do this, ideally with a helper for backup. Coordinator makes sure task sheets exist (prep, stacking, firing, cleanup) and these as well as contact info for participants are with the fire master.</p>
The WSP collection	<p>17-18 June bisqueware chosen and fired - gas and wood - to be auctioned off, with acknowledgement of glazing by WSP.</p> <p>Yasmin now has collection booklet from Alex and can add info.</p>
Tess overseas - Chairperson for July hui	<p>Wed 19 July - Caroline will chair the meeting</p>
A.O.B.	<p>There was a formal complaint made on Saturday. This raises the need to form a subcommittee to handle complaints. President and two others suggested: agreed it will be Tess, Yasmin and Suzy</p> <p>Clarification needed around how the studio spaces are shared when more than one group needs them</p>
Bank authority	<p>The following to be added as signatories and beneficial owners for all Waikato Society of Potters Westpac bank accounts:</p> <p>Therese May (President) Sarah Lee (Treasurer) Yasmin Davis Sarah Wolf</p> <p>2 signatures are required for transaction authorisations.</p> <p>Belynda Mossop to be removed from signatory list on all bank accounts.</p>
Board Only	

Therese May (President)