

**WSP COMMITTEE Meeting Agenda Tuesday, 14/6/22 at 6pm.**

Item	Notes
<b>Present</b>	Therese M, Susan SL, Sarah L, Teresa G, Roger G, Bronwyn W, Yasmin D Guest : Graig Stephen
<b>Apologies</b>	Emma Myers, Sarah Wolf
<b>Conflicts of interest</b>	Nil recorded
<b>Welcome to guest Craig Stephen</b>	Welcome to Craig. Meeting the new committee members and how he can share his expertise
<b>Welcome to new committee members.</b>	Roger Griffiths, Bronwyn Wright and Susan St Lawrence
<b>Minutes from previous Hui</b>	<u>Accepted by:</u> Tess <u>Seconded by:</u> Teresa
<b>Matters arising</b>	Explanation of accounts was sent around by email TeresaG to save the email to the file (New Resources
<b>Financial reports (sent by email)</b>	<u>Accepted by:</u> Yasmin <u>Seconded by:</u> Roger Question about Yasmin being able to accept these accounts with the conflict. Craig says there is no problem as she is a committee member and everyone is aware she is a tutor
<b>Matters arising</b>	Query re payment to Alex being a large figure - we Walkers purchase clay from Alex Discussion surrounding the approval of costs. We have a process where invoices are approved (by manager/secretary) - the committee are provided with a list and can query a large figure (as has happened above) if we wish to. We are added endorsement to the payments being made Accumulated funds - we need to tag some of this so members can understand what we have funds in reserve for
<b>Manager's Report (sent by email)</b>	<u>Accepted by:</u> Susan <u>Seconded by:</u> Jasmin

<p><b>Matters arising</b></p>	<p>Craig: Quick fix things that we need moved on quickly - we should have a budget at the start of the year and if things fall into that budget then the manger can just go ahead (with things shared with the committee) which is kind of what we have</p> <p>Sarah L advises : Sarah W has the authority to do things and anything major we're asked.</p> <p>Eg. Kiln maintenance &amp; Safety gear needed</p> <p>Gas kiln emissions calibration required - supply issues</p>
<p><b>Diploma report by Yasmin</b></p>	<p>Refer report in Drive.</p> <p>No matters arising</p>
<p><b>Risk Register</b></p>	<p>Eye strain from Wood firing added</p> <p>Explanation of Register for new committee members - gaps need filling in when we have time :)</p> <p>Suggest to add this to the bottom of the meeting agenda and take time each month to do a few lines (depending on time)</p>
<p><b>Raising pay rate for manager, studio assistant and cleaner</b></p>	<p>AGM approved the increase of tutor and staff rates. Email from Sarah Lee emailed the potential options to the committee.</p> <p>Proposal made to increase the Manager role to \$33/hour and the Studio Assistant roles to \$26.00 &amp; 23.65 for the Cleaner role Effective from the next pay period. Proposed by: Susan St Lawrence</p> <p>Seconded by: Yasmin D</p> <p>We also provide the manager with the ability to increase the cleaner rate not above that of the studio assistant (due to the complexity of the assistant role) if the above fails to secure a candidate.</p> <p>The above Manger and Studio Assistant rates are referenced against Creative Waikato's advice that this is the general rate for our sector.</p> <p>We note that the minimum wage rate for NZ is \$21.20 and the living wage rate for NZ is \$23.65. The committee feels this fits our ethics and it's important that the society provide at least a living wage rather than a minimum wage to our valued staff.</p>
<p><b>Select a date for Stephen's leaving do.</b></p>	<p>He has suggested one of the following: <del>23 Thursday or 30 June Thursday</del>, or 1 Friday or 2 Saturday July.</p> <p>Early evening during week or late lunch (after 2pm) on a Saturday</p> <p>Roger is happy to make a cake! TG suggests test cakes! :)</p> <p><b>Friday 1st or Saturday 2nd work best for us</b></p>

<p><b>A.O.B.</b></p>	<p>Yasmin - 1/10 - 8/10 Nelson have a plan to do a clay festival.  <a href="https://www.clayweek.nz/">https://www.clayweek.nz/</a></p> <p>Thanks to Craig for coming and contributing.          Thanks to new members and existing members who have decided to stay.</p> <p>Susan - what events are coming up?          Throwdown : we need to start thinking about this <b>(Action for next month)</b></p>
<p><b>Meeting closed</b></p>	<p>7:15pm</p>