

**WSP COMMITTEE Meeting Agenda & Minutes Wednesday, 15 March at 6 pm.**

Item	Notes
<b>Present</b>	<b>Teresa G, Bronwyn W, Sarah W, Tess M, Sara L, Roger G, Yasmin</b>
<b>Apologies</b>	None
<b>Conflicts of interest</b>	Yasmin regarding any vote on the Diploma tutors pay offer
<b>Minutes from previous Hui</b>	<u>Accepted by:</u> Tess May <u>Seconded by:</u> Roger Griffiths
<b>Matters arising</b>	None
<b>Financial reports (sent by email)</b>	<u>Accepted by:</u> Tess May <u>Seconded by:</u> Roger Griffiths
<b>Matters arising</b>	<p>Term deposits on lower interest than is currently being offered. Sarah L to discuss with WestPac about reinvesting some of that money into higher interest investments. Also, to ask if the Society can have another savings account for holding funds that are more immediately available for emergency purchases and repairs. Discussion also around tagging money in reserve for specific purposes when funds are intended for issues that it potentially faces at any given time, e.g. 1) Expensive loss or need of replacement/repairs of equipment such as any of the kilns. 2) Risk of the Hamilton City Council reassessing the building and site that WSP occupies and determining that the society may need to move to other premises, thus funds needed to cover move costs and any lease implications. 3) Purchasing, when available, replacement kiln shelves which are very expensive and difficult to procure.</p> <p>Sarah Lee suggested: \$50k in the longer term investment as an emergency buffer, locked in for 12 to 6 months in a term investment. Emergency replacement fund for kiln around \$15,000 in a shorter term investment (3 months). Accessible savings</p>

	<p>account for other emergency needs for equipment, facilities repairs, maintenance and replacement.</p> <p>There was an extra payment made that came after the financials were circulated for about \$120 for a nice set of tools and banding wheel offered to the society. They also came with some books that were donated to the society.</p>
<b>Manager's Report (sent by email)</b>	<p><u>Accepted by:</u> Roger Griffiths</p> <p><u>Seconded by:</u> Sarah Lee</p>
<b>Matters arising</b>	<p>Concerns persist around the poor numbers attending the supported week day play with clay sessions. Numbers are overall down and have not really recovered since the COVID-19 outbreak and subsequent lockdowns since 2020. It was suggested that fliers could be placed at the hospitals enticing potential shift working staff to come and give pottery a go for de-stressing and focusing on something other than work.</p> <p>Tess wished it to be recorded that the societies committee wanted to express its appreciation to Amit from Unit Networks for the desktop computer he donated to the society.</p>
<b>Diploma Report</b>	<p>The committee agreed to offer a new rate of \$42.50 to the Diploma Coordinator and tutors across the board with no separation or differing rate between admin and teaching time. However, they will require that the tutors submit a timesheet that clearly shows the admin to teaching hours. Also, any extra hours needed must be discussed and approved by the society's manager. Sarah W. is to approve the time sheets and then pass them to Sarah Lee to process payment. The committee would like to implement the timesheets to a) get a measure of what the admin to teaching hours ratio is so that they can b) be realistic in expectations should they need to employ a tutor for the diploma role at a later time.</p>
<b>Raffle Idea (April)</b>	<p>Tess has some unwanted tools and paper clay that Sarah W. has in her possession. Sarah will take photos and send to Teresa who will prepare the marketing media for the next raffle run. It was advised that the raffles will be every other month so as not to over burden those supporting the fundraising raffles.</p>

<b>Open day (25th March)</b>	It was agreed that the open day will be moved to April 15th. It will be scaled back and less adventurous this time around. Attendees will need to pay for clay and firing. Options will be fired playing card tiles for decoration, wheel throwing with 300-400g clay, hand building will be to make a pinch pot animal (bird) - looking at a cost of about \$5 for clay per item. Raffle on the day to be offered. Tess will modify the “stuff” from last year and put in the ideas suggested.
<b>Poppy making project idea for ANZAC Day</b>	Not discussed, as the discussion on the diploma issues went way over time.
<b>Silent auction for Taradale potters</b>	There has been support through Give a Little fundraising so we would not proceed at this time. The society will promote sharing help pages, especially the mayoral fund.
<b>A.O.B.</b>	<p>Roger G acknowledged for tech contribution to the society’s media equipment.</p> <p>Council announcement on possible decision on site and buildings future intended use that the society partially occupies 14th April</p> <p>Wood firing on 22nd April</p> <p>Teapot workshop 29th April</p> <p>It was suggested that the risk register be shared at the AGM. The committee to dwell on this and decide.</p> <p>Meeting ended 7:30pm</p>
<b>Board Only</b>	