

## WSP COMMITTEE Meeting Agenda & Minutes Wednesday, 19/10 at 6pm.

Item	Notes
<b>Present</b>	Tess May, Sarah Lee, Roger Griffiths, Yasmin Davis, Teresa Gibbison, Georgia Morgan, Sarah Wolf Catherine Vowles
<b>Apologies</b>	Bronwyn
<b>Conflicts of interest</b>	
<b>Minutes from previous Hui</b>	<u>Accepted by:</u> Yasmin <u>Seconded by:</u> georgia
<b>Matters arising</b>	<ul style="list-style-type: none"> <li>• Casabella Lane Pottery - last month's discussion committee wasn't too worried. Sarah W missed that meeting and has advised that private bookings from corporate etc generate significant income for us and when they go elsewhere we do lose income. These events have in the passed subsidised low changes for services, staff wages as well as paid support for Wednesday Play with Clay sessions. The significant reduction of private and corporate bookings this year is a worry. We cannot do much about it but it is sad that people associated with WSP are now in direct competition with us. This needs to go on the Risk Register</li> <li>• Cleaner - sorted</li> <li>• Eric van der Sluis - Yasmin catching up at the end of month to collect the last of these things</li> </ul>
<b>Financial reports (sent by email)</b>	<u>Accepted by:</u> Roger <u>Seconded by:</u> Yasmin
<b>Matters arising</b>	Wood firing materials - costs approved in bill payment run in advance. Sarah W to call Janet to organise work
<b>Manager's Report (sent by email)</b>	<u>Accepted by:</u> TeresaG <u>Seconded by:</u> Sarah L
<b>Matters arising</b>	<ul style="list-style-type: none"> <li>• Invitation from HCC today for Art's based corner groups to talk about our space needs. Yasmin &amp; Tess keen to join Sarah W.</li> <li>• Discussion around Larrissa's extra hours - we are all quite happy for this to happen and for Sarah W to continue her hours.</li> </ul>

	<ul style="list-style-type: none"> <li>● Wax pan timer - pins down = 15min, have four down, turn the dial to the start of the pins then it would be on for that time - when it turns to the pins which are not down it goes off. 1 hour max is a good time so it's not overheating.</li> <li>● Extra Plugs now in place.</li> <li>● Thanks from Tess &amp; Sarah W to Sarah W for the extra work, David K, Yasmin the ARs &amp; volunteers who have pulled together to help out test glazes, pug class etc. FB page is a great idea</li> </ul>
<b>Diploma Report</b>	On the home run, one more class on Friday before their final assessment on 4/11 ~ members invitation with date/times to check it out will be circulated in newsletter
<b>AGM minutes</b>	<p>Minutes look ok but we need the list of who was there from Sarah W - then they will go on the website via <a href="https://www.waikatopotter.co.nz/events/">https://www.waikatopotter.co.nz/events/</a></p> <p>Requirement to change the Constitution wording re audit -&gt; review, we do need a special meeting for member to get this changed. Special meeting needs to be circulated via the committee (secretary) with relevant wording. Tess to find wording and get in touch with Sylvia Sinnel who was the treasurer at the time the law changed</p>
<b>Risk Register</b>	<p>Anything to mention/add to the register?</p> <p>&gt;Members in direct competition to us (casabella lane)</p> <p>&gt;Staff absence, volunteers needs to be skilled</p>
<b>A.O.B.</b> <ul style="list-style-type: none"> <li>● Christmas Party date</li> <li>● Holiday closure dates</li> <li>● 2023 Planning meeting</li> <li>● Staff work hours</li> <li>● Clay prices</li> </ul>	<ul style="list-style-type: none"> <li>● Classes/workshops - Intro classes - encourage these more for newbies</li> <li>● Glass problems we're experiencing - we need to get these people to learn rather than just continuing to destroy shelves</li> <li>● Kiln course - Roger and Georgia keen so need to email Lara/Larry via the info email address to register their interest.</li> <li>● Xmas party date - maybe 5:30pm Tues 20th December (Tree, secret santa presents, byo food)</li> <li>● Holiday closure <ul style="list-style-type: none"> <li>○ Last day dropoff - 9th December</li> <li>○ Closed - Fri 23 december</li> <li>○ Open - Mon 16 Jan</li> </ul> </li> <li>● Staff can working over this period where Sarah W has work for them to do</li> <li>● 2023 Planning day - pencilled in Sat 14th January</li> <li>● Clay Prices - Primo going up in price a bit. We are likely not covering our costs properly here. Paul is recommending we charge the same as him so we don't undercut him which would also cover our labour costs of unpacking, admin, repackaging, etc. We could also charge non-members a little more</li> <li>● Linda and Sarah W have passed their WorkSafe First Aid course Larrissa &amp; Lara to book in</li> <li>● Yasmin has been looking into a repeat of the Clay Festival from a couple of years ago. Report of preliminary investigation to come.</li> </ul>

	Budget needed in the next week and marketing in the next fortnight. Potentially Waitangi Weekend.
<b>Board Only</b>	nil
<b>Meeting closed</b>	7:35pm