

WSP COMMITTEE Meeting Agenda & Minutes Wednesday, 21th September at 6pm.

Item	Notes
Present	Therese May (Tess), Georgia Moran, Tim Edwards, Bronwyn Wright, Yasmin Davis, Catherine Vowles, Teresa Gibbison, Roger Griffiths
Apologies	Sarah Wolf, Sarah Lee
Conflicts of interest	None
Minutes from previous Hui	<u>Accepted by:</u> Therese May <u>Seconded by:</u> Bronwyn Wright
Matters arising	None
Financial reports (sent by email)	<u>Accepted by:</u> Therese May <u>Seconded by:</u> Roger Griffiths
Matters arising	None
Manager's Report (sent by email)	<u>Accepted by:</u> Roger Griffiths <u>Seconded by:</u> Bronwyn Wright

<p>Matters arising</p> <p>Cleaners</p>	<p>The issue was raised about the ongoing problem with finding a suitable cleaner for the society's studio. Tess: Recapped that Sarah had approached two commercial cleaners that had given indicative pricing and both turned down the job. One citing the concern with clay impact on their equipment and the other saying they had staff shortage and couldn't do it.</p> <p>Georgia: Does the studio have their own wet vac? Tess: Yes</p> <p>Georgia: Can we set up volunteer cleaning rosters? Tess: No, it requires someone experienced with the wet vac, needs to be done when minimal people around (health & safety). Teresa: It will put people off volunteering. Catherine: How many hours and days a week? What is it paying? Tess: about \$40/hr to commercial interests and job requires 2 to 3 hours once a week (from memory).</p> <p>Roger: And \$26/hr to potential cleaner employee. Not advertised for someone to fill the role because concerned at calibre and honesty/integrity of applicants. People don't want the job because of insufficient hours and income and commercial cleaners don't want it as the job is too small to be worth their while. Teresa: Can't understand why the cleaning company is concerned with clay damage to their equipment when they would be using the studio's gear. Georgia: Can we police check individual applicants?</p> <p>Therese: Possibly, will discuss with Sarah Wolf.</p>
<p>Volunteers</p>	<p>Tess: In the past we've had retired people or people with flexible working hours come in during the week as volunteers but over the course of time many of these have gone for one reason or another. If anyone knows of people in such situations please see if they would be willing to volunteer with the studio during the week.</p> <p>Georgia: I am volunteering Wednesdays and am able to be flexible with work hours.</p> <p><i>(Minutes taker) Discussion on volunteers halted to discuss later in meeting,</i></p>
<p>Eric van der Sluis</p>	<p>Therese: Does Yasmin have an update on Eric? Yasmin: Yes, There have been issues trying to contact Eric to arrange picking up the last things from him that he had been arranging with Stephen before he left. Stephen had picked up some things but I've not</p>

	<p>been able to get any response from contacting Eric for what remains. The elder potters have dementia. I could try a visit to them but unsure what kind of reception I might get from two people with dementia and Eric lives elsewhere. Eric does not answer phone calls. Could reach out to Stephen to see if he has any other way of contacting Eric or any tips on how to resolve this so we can collect the last items. Tess: Are we (WSP) out of pocket? Yasmin: No, we shouldn't be, we got quite a lot of tools from them. Tess: What is left to pick up? Yasmin: Kiln props, stains, materials, plaster moulds etc. Things left don't require a big truck.</p>
Wood firing	<p>Tess: Note to self to get an update on wood firing.</p>
Casabella Lane Pottery	<p>Teresa: Managers report advised that a booking event was lost to the Casabella Lane Pottery. Are we concerned? Anything we can do to prevent it from happening again? Tess: We pay our tutors fairly, have quality facilities so undercutting is questionable in terms of what quality the experience was for the customer. Teresa: Can't cut our costs to be competitive. Yasmin: Had heard a couple of tutors going to Casabella and are qualified but run differently to WSP. Glaze (firing?) done by someone else. For people wanting to learn pottery, we are the ones to come to. They are more for the dabblers wanting aspects of the experience done for them rather than learning and doing themselves. Roger: Is this like Splashy (referring to Casabella Lane Pottery)? Tess: Yes</p>
Departure	<p>Bronwyn dropped out of meeting about 6:30pm</p>
Sick Staff and absenteeism	<p>Tess: Requires volunteers during the week who can be flexible. Georgia on request from Teresa - gave intro on her situation, joining the committee and volunteering on Wednesdays after having talked with Sarah Wolf on how she can help. Catherine: I may be able to help too. Teresa: I can help load the kilns on Saturday depending on how busy it gets. Roger: When is the next kiln licence course? Tess: Not sure any are planned at the</p>

	<p>moment. Georgia: I'm keen to do a kiln licence course too. Tess: I may be able to help load the kilns too.</p>
<h2>Diploma Report</h2>	<p>Tess: Student situation? Yasmin: Distance is an issue. They (students) catch up with each other but evidence of actually doing anything is concerning. They have just 5 to 6 weeks to go till assessments start, Rob is responsible for the Diploma assessment/issuing but is based in Dunedin. When he does his rounds is a bit of an unknown. We think it may be 4th November this year which may put students under pressure to meet the deadline. We do check up with students using Zoom and online "stuff" e.g. emails. We try to keep a finger on the pulse but the students are adults and can't hold their hands all the way, they have to be adults and organise themselves, we can only guide. <i>(On new recruits for the diploma course)</i> People do come through to Yasmin and Rob looking at doing the diploma and there is interest in the next intake. We have two leaving and 4 remaining (hopefully). Alex has tried info evenings but it does not yield good results. Thinking of school exposure, like Hillcrest high which has a good careers advisory system, Katy came to us that way and she is really good. Alex is putting good things together for a campaign drive to pique student interest.</p>
<h2>Secretary duties</h2> <ul style="list-style-type: none"> ● Minute taker roster ● Answers emails 	<p>Tess: Minutes taking - thinking that rather burdening one person to always take the minutes they be rostered so that everyone has a turn with these meetings. Teresa: I am happy to do them. I am comfortable with entering them into Google docs directly during the meeting. Roger: Entering directly for some people will depend on typing speed, some are quicker and more capable than others, Teresa: Yes, agree some will find typing directly quicker/easier than others, again happy to do the minutes. Just feel a bit put upon if spending hours outside of meeting doing volunteer work given I do the Saturday volunteering, emails for the committee and other things but also work full time.</p> <p><i>(Minutes taker) Some discussion, hard to follow but same again regarding emails, as Teresa said she is happy to do email monitoring and responding or escalating if necessary to the chair if</i></p>

	<i>it is not too invasive with own time. Georgia offered to help with email too.</i>
Volunteers	<p>Yasmin: Can probably help with the loading of the kilns on Friday.</p> <p>Teresa: We have a decent register of volunteers and have a handful that rotate on the Saturdays. <i>(Minute taker)</i> Teresa demonstrated the roster calendar and how it works. Does only one month at a time. Uses a calendar to contact people re: availability. Currently organisers of volunteers are: Tess: Tues/Thurs, Sarah Wolf: Wed and Teresa: Saturdays.</p>
Throw down	<p>Yasmin: Just a really busy time and not ready for another one. Not really available to put the time in. Needs to be planned well ahead to build the enthusiasm. Tess: That's ok</p>
Planning Day	<p>Tess: When was the planning day in 2020? Teresa: In January, but don't know the actual date. Tess: Will ask Sarah Wolf. Everyone ok with January? <i>(Minutes taker)</i> No objections to January</p>
Risk Register	<p><i>Anything to mention/add to the register?</i></p> <p>Yasmin: Sarah Wolf is getting really run down with staff and volunteer shortages (esp. Kiln loading during the week), the cleaner issue, Margaret being away. We need to support her more. Tess: Staff burnout already noted in the RR but thank you for bringing this to our attention. The issue is the culture of membership has changed. People are less aware that as a society we aim to help out for the good of the society. Many just want to come, use the facilities for their own projects and leave. Georgia: We maybe should look to people with the time that are artisans, get them interested in pottery and volunteering? What age does a volunteer assistant need to be? Tess: Not sure, will find out. <i>(Minutes taker)</i> Some discussion around who are the keyholders, how that works.</p> <p>Roger: People might not volunteer because they feel they don't have the necessary skill set. Tess: We support by volunteering and enabling others to learn from other members. We used to have a list of what volunteers can do to help. Will follow up with what is expected with PWC volunteers, Yasmin: We tend to only hear, needing help with cleaning, load/unload kilns, when there are probably other things that would help relieve the workload for the paid personnel if done by volunteers. Georgia: We could have a</p>

	<p>tasks list with A, B, C, D designation for tasks. Volunteers can be assigned a letter to do that task, so it is known to be assigned - given a time to do it in. Teresa: We need to be careful here. The committee is about strategic requirements and the paid staff are about the operational duties. It is not for the committee to dictate the role of the paid personnel, that is for the manager to direct.</p> <p>Tess: Can a duties list have things on it that the manager does not mind volunteers doing? Teresa: The list does not necessarily get actioned. Georgia: How do we get volunteers to act on the list of items? Yasmin: Suggest there be a whiteboard that the manager can choose to use when needing assistance on any given day to list volunteer jobs that would help relieve the load for those coming into the studio to see and offer to help with. Tess: Who's coming in? Yasmin: Staff are away on the day, board to have what needs doing and where they need help as detailed by the manager.</p> <p>Teresa: It's not our job to be operational. Georgia: Sarah was on her own today and very tired. Yasmins idea of the whiteboard is a good one. Yasmin: It puts Sarah in a position to ask for help indirectly as and when she needs it. Tess: It's not our role to tell Sarah how to do her job. Will ask about the list idea, defining jobs with Sarah that volunteers can do. Having people who can come in during the working week to help. Will ask about having a cleaning bee (committee members and volunteers) as a stop gap for the cleaning issue.</p>
A.O.B.	<p>WSP Committee Gmail account password reset. Teresa: Protocol says we should change these now some people have resigned from the committee Action point??</p>
Board Only	