

## CCM Board Meeting

March 22, 1026

Meeting was started at 2:01PM

### **In attendance**

Brett Beasley  
Ella Stafford  
Lauren Cantor  
Kathy Graydon  
Suzanne Beckman  
Lisa Schmidt  
Dan Hebert  
Kim Marcadis by phone

### **Absent**

Taylor Stone

- **Brett B.-President**

- Brett will amend the guidelines, bylaws and policies to point out any discrepancies and have a list of suggested amendments in advance of our June board meeting for input.
  - We all should change our passwords on the Guild/Board members email accounts; (Note: not all Board members have a Guild email account - Kim can elaborate)
  - Kim -John Ferraris controls domain email passwords and Kim needs to have any changed passwords as well as web page password
- Who has access to the guild Facebook page?
  - Kim – sent her input as follows:
  - *I don't know who has the password to the page. Im not sure if Valerie Hawkins set this page up or if someone else did. I do have admin capabilities and can accept new members who request it, invite members and remove members. Lea Register and Steph Bercht also admins on the page. Either of them may know when the page was started and by whom. I went through it today and removed all non guild members and accepted those who had requested to join so it is current as of now.*
- Are we going to have student art show at the festival this year?
  - Yes. Organized by Pam Dolin
- Getting more people to volunteer for Board and VIP positions
  - Board members should update their respective job descriptions for easy transitions
  - We should update job descriptions of all VIP positions.
  - Need to talk up the benefits of being on Board/volunteering/community

### **Kait-Festival Chair- Lauren filling in for Kait**

#### **Festival Financials**

- Lauren moved and Lisa seconded that Dan will establish corporate accounts going forward for festival vendors, so expenses don't have to be covered by a member's personal credit card
  - Anticipate 3-4 vendors;
  - The guild cannot make deposits or retainers to our vendors.
  - Discussion: Amendment that tracking method/invoice be required.
  - passed
- Our Guild debit card can be used most of the time, so Dan does not want a Guild credit card

- Dan has arranged with Becka on payment; He needs a contract from her with scope of work
  - She will pick up a check at CCC because of issues with post office deliveries

## **Festival updates**

- We hit our Max Capacity for 10x10s we still have availability in 6-ft tables
  - if we see a continuous growth for future festivals we are going to have to enact a split quota model
  - Dan is okay with sending invoices for booth space to accepted potters instead of them paying when they register for the festival when using split quota
  - - Dan and Kait need to work out a schedule for registration and payment due dates so they fall within Dan's monthly accounting reporting.
  - Kait will contact those who have not paid
- With the festival maxing out at its capacity we don't have enough tasks for everybody who's participating to volunteer for.
  - so instead we are not going to find random small jobs for everyone and have a moving company pick up
  - We are going to need a small number of volunteers for onsite volunteer needs. For anyone who signs up and does them - - for the next Festival they participate in they get an extra point on their score sheet which will help them get into the next Festival.
  - The Sign Up Genius for tasks will be created soon and the email will be sent out for anybody who wants to sign up
- Kait met with Jaleta From Camp North End and did the walk through and it went fine. Nothing's really changing.
  - With Camp North End being under new ownership she did mention that there is a potential that we might have to resign a new contract with a new owner's name on it.
  - Dan needs dates and amount for final payment and will coordinate with Kait.
  - Payments cannot be in check form. They have to be a bank transfer or put on a card; Dan said that they accept the Guild debit card as payment
- Our new social media person Becka seems to be doing well and the Instagram post seem to be doing well.
  - We will need to find a VIP/ volunteer position to work with Becka during non-festival months. Ella will find one.
  - Need contract with her scope of work. Kait and Dan will connect so Becca provides what he needs.
- **Ella A.-Vice President**
  - Ella confirmed she sent the VIP list to the people who needed it
- **Dan H.-Treasurer**
  - Dan reiterated importance of formal invoices given scam emails he has received requesting money
  - Current P&L – attached
    - 95 people have paid for festival
    - General membership Dan estimated 30 people would pay in 1<sup>st</sup> Q 2026 but 53 have paid including new members and late payment fees. Now \$1100 over budget.
  - Zoom – need to correct Zoom invoicing which should be \$16.99 a month
  - Extraordinary expenses
    - Payment to Jinny/CCC for holiday pop up expenses
    - \$50 donation for Leon Nichols

- Current cash position
  - CD: \$6400
  - Checking/Paypal: \$32606
  - Checking \$16059
  - Total \$48,665
- Dan discussed his approach to the by-law requirement of having 100%-150% of expenses maintained as a reserve to cover unanticipated expenses.
  - Outstanding question of whether “expenses” apply to operating, festival or both
  - Operating expenses are \$14,770
  - We currently have a CD for \$6000 to cover this reserve
  - He proposed purchasing another CD for \$6000 to bring total reserve to \$12000. Having 2 CDs would allow rotation.
  - Lauren moved and Suzanne seconded that we purchase another \$6000.
  - Discussion
    - Lisa questioned why not additional \$8000 (instead of \$6000) if by laws say 100%
      - Could change by laws
      - \$2000 additional could be put in a checking account for liquidity
      - Dan explained some members have complained we hold too much in reserve and monies should be spent on membership such as raffles, workshops etc. Issue arose during COVID
    - Brett amended motion from additional \$6000 to \$8000; Ella seconded
    - Continued discussion – Brett withdrew motion to increase to \$8000
    - It was decided to withdraw all motions to amend the reserve and table the discussion for our next meeting.
- **Kim M.-Co-Treasurer**
  - No updates
- **Lauren C.- Secretary**
  - No updates
- **Taylor S.-Communications**
  - No updates
- **Programs**
  - Workshops and Demos – Suzanne
    - Need for April and September
  - Raffle and Party – Kathy
    - Doing raffle today
    - Haven’t planned party yet.
- **Lisa S.-Membership:**
  - Lisa gave everyone a list of members areas of interest (e.g....those interested in programs went to Suzanne etc)
  - Need to reach out to new members about their interests as a follow up to this registration question.
  - 76% renewal rate
  - 6 new members since Feb meeting
  - 51 total new members in 2026

Bret moved that meeting be adjourned. Lauren seconded.  
Meeting was adjourned at 3PM