

Date: Monday May 16th	Time: 6:30pm
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Meeting objective: Prep for the AGM. Prep for Summer.

Preparation for meeting: Read last months minutes - on website. Send 2-5 photos of your own ceramic work to events.albertapotters@gmail.com for marketing. Nominate a potter for the feature section of our newsletter- email this to events.albertapotters@gmail.com

Action Items: resolve bylaw issues, vote on spending money for summer markets, send in content for newsletter

Agenda Items:

1. Call to order 6:32pm By: Gillian Second: Erin B
2. Roll Call

Gillian Boon	x	Bob Acton		Erin Freed		Claire Becq	x	Cara Carter	x
Erin Baer	x	Bob Barclay	x	Louise Cormier		Monika Smith		Trish Denholm	
Susan Thorpe									

3. Approval of April Minutes prepared by Bob A.
By: Gillian Second: Erin B

4. Welcome & President's Report by Gillian Boon

5. Treasurer's Report – Claire Becq – will follow in an email

April numbers :

Balance forward \$14,184.71

\$614.95 in 19 memberships, workshop fees

\$299.10 expenses Payments workshops and fees for stripe account

Annual numbers:

April 1 2021- March 31 2022 Fiscal Year:

Total Revenue 5,180.57

Total Expenses 5781.84

Total Loss \$601.27

(will attach Claire's report when receive)

- We have been claiming booth furniture as an asset however that has since been discovered to be broken and disposed of.
- Moving forward, any new furniture assets depreciate by 20% from the original cost every year.

Motion by Claire to approve report with official net loss of \$601.27 Gillian second, all approve.

- Do we want to keep charitable organization status ? Put on AGM agenda

6. Open Issues/additions to agenda

- Please send 2-5 images of your work to events.albertapotters@gmail.com to help with social media and also so newsletter can have info on board members
- Bob Barclay, chat about bylaws –
 - He has a proposed alteration to the motion for the AGM.

Motion by Monika Smith and seconded by Gillian Boon. *The Board shall manage historical assets, such as publications and ceramics collected by the APA, through a historical committee and distribute or sell as approved. Items will be donated, distributed, sold, exchanged, or retained as the Board sees fit and in accordance to The Societies Act and its Bylaws. Provided in each instance that no member of the Association is, in his or her individual capacity, liable for a debt or liability of the Association.*

Historical committee will continue 2022-2023 regardless of motion.

- To add to the to-do list for 2022-2023: Bylaws do need a review. Some are no longer applicable to this day and age such as maximum spending amounts.
- Update from historical committee – See Addendum on these minutes.
- Newsletter. Content needed– requires content before last week of month. AGM info will go out next week.
 - Lots of people visit website from the newsletter, lots of people open the newsletter to read it. Great job Bob!
- Membership. Member year restarts April 1. 49 current members, 1 business member, 2 student members (free), 1 associate member (outside AB). Many returning members and so many new people from Calgary.
 - Guilds would fall under business
 - Welcome email has all our current events

- Inglewood night market - we need to vote on spending some money for a new banner, and other costs that might arise in preparation. Borrowing a tent for this year. Tables & chairs? Display is in.
 - Spots are filling up but still space available. ½ table each artist.
 - Borrowing Erin's tent, tent weights, tables.
 - Gillian has black tablecloths.
 - Gillian has ordered a banner for June 10 8x2 banner.
 - Staples \$142, Vistaprint \$120, BannerBuzz.ca \$48
 - Each member handles their own sales and packaging, and must be there to setup and take down.

- Stein Show update - No update at this time. Needs a social media push for registration.
 - Can we send an email to members just about this?

- Social media - see prep for meeting
 - Thank you Erin!
 - Send content to Erin, send pictures of studios, progress photos, videos, anything. ☺
 - Guilds, local groups, other local potters.

- AGM – 8 presenters – Saturday June 11
 - 9am – 5pm
 - Jenna Turner, Renu Mathew, APA AGM, Bronwyn Arundel, Ken Wilkinson, Leslie Pierson, Adam Lefebvre, Monika Smith, Noriko Masuda
 - AGM – Positions that will need to be filled: Secretary, Historical Committee Chair, any others?
 - 25 free advertising sites being employed

- Coffee & Ceramics – in person, virtually
 - Tuesday May 31 7pm – Erin Baer hosting
 - June 29 – Erin in Spruce Grove TBA
 - July -

7. Adjournment 7:52pm May 16, 2022

Next Meeting: June 11 AGM 9am

Notes:

Addendum: APA Historical Committee Report

May 10, 2022

APA Historical Committee Recommendations

By Monika Smith
Interim Chair, Historical Committee

Work is ongoing, further to report of April 7.

Update for May Report:

Notice of Motion regarding assets of the APA been proposed and sent to the membership for the AGM.

Motion by Monika Smith and seconded by Gillian Boon. *The Board shall manage historical assets, such as publications and ceramics collected by the APA, through a historical committee and distribute or sell as approved. Items will be donated, distributed, sold, exchanged, or retained as the Board sees fit and in accordance to The Societies Act and its Bylaws. Provided in each instance that no member of the Association is, in his or her individual capacity, liable for a debt or liability of the Association.*

Trudy Golley, Red Deer Polytechnical, provided a few Contact magazines for digitization.

Note that all the deadlines are subject to change; all projects are ongoing at this point.

APA CERAMICS COLLECTION

Status: Ongoing

Target Date: June 2022.

The APA president to sign the RAM contract.

No motions required at this time.

Action item: Encourage APA members to submit work to the AFA.

APA DOCUMENTATION

Status: Ongoing

Action Item: Collecting as much documentation from 1997 on and providing it to the Provincial Archives. As discussed, the APA has no ability to store anything, so historical documents will be well kept here. They retain copyright of all materials. Monika Smith will follow up. The APA president to sign the PA contract.

Erin Freed has compiled a list of materials that should be sent to the PA.

- Early 2000's to 2017 Mailchimp
- Minutes 2017 to June 2021 Binder which Gillian has
- APA files on Erin's computer



- AGM Zoom event, June 2021, and other documents
- Trudy Golley Workshop Spring 2021

Target Date: June 2022

Motion required to allow the Provincial Archives to archive our documents. President will sign contract.

Action Item: In order to ensure that collections and management strategy is continued, discussion required to create a bylaw, as part of an annual or biannual review, is considered as part of annual planning.

Target Date: June AGM. Bylaw must be circulated at least 21 days before the AGM and voted on by the membership at the AGM.

APA DIGITIZATION

Status: On hold.

Contact magazine is now digitized; however, Bob Barclay, in reviewing the issues discovered that almost all the magazines had been digitized as printers' flats. This is not acceptable. The APA president contacted company regarding this issue and will report to the board. She is creating single-page documents that read correctly to resolve this.

Release of digital copies to various organizations. The following organizations are unable to handle or wish to have digital files: Provincial Archives, AFA. Organizations who do wish to receive the digital files: RAM (with everything else) for target of June; AUoA.

Action Item: No release to agencies until revision to digital copies completed.

Target Date: September 2022

List of Contact magazines that APA has not digitized. Erin Freed has reviewed what documents are missing:

- Newsletters 1 to 14
- 17 and 66
- Spring 1998 to Fall 1999

Action item: Currently, it may be the case that all Contact magazines have been found. No need, at this point to use social media to find these missing items. If owners of magazines wish to have them back, they will be returned.

Target Date: September 2022

Other APA historical publications for digitizing. Susan Thorpe created a list of 7 publications, as below, for possible digitization. Membership may submit publications for consideration to Susan Thorpe.

- **Vessels in Celebration**

44 pages

20.3 x 20.3 cm

- **Clay Creates Culture 2004**

48 pages

21.6 x 17.8 cm

- **Les Manning: Common Opposites**

52 pages

22.8 x 18.8 cm

- **Going for Gold**

Contact magazine

issue number 71

40 pages

27.5 x 21.3 cm

- **Alberta Clay Comes of Age**

127 pages

25.5 x 22.7 cm

- **AnneMarie Schmid Esler Fourteen Years**

44 pages

28 x 25.5 cm

- **Hand spirits**

52 pages

21.5 x 20 cm

CHAIR OF HISTORICAL COMMITTEE

Status:

The interim chair will step down at the AGM

Action Item: Recruit Chair

Target Date: APA AGM

PROMOTION OF APA HISTORY

Status: Ongoing

Members of the committee recognize the importance of APAs history and what it could mean to the ceramics community in Alberta and beyond.

Action Item: Develop a strategy to promote APAs history. For example: discussions with the RAM to hold an Alberta Ceramics exhibition that would include APA historical information. Outreach to other organizations to promote APA history and current status. Discussions with AFA, AUoA, RDC, etc and non-profit ceramics organizations on how this can be accomplished. It would also mean, promotion of current artists. Historical Committee and APA Board to follow up.

Target Date: Ongoing