

**Minutes**  
**Baltimore Clayworks Board of Trustees Meeting**  
**New Classroom in Studio Building**  
**November 13, 2019**

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This meeting was held in accordance with Baltimore Clayworks' bylaws.

In Attendance: Susan Patz, Marcy Emmer, Megan Rich, Larry Sandler, Ronni Aronin, Alan Cooper, Carla Dunlap, Pat Halle, Marlene Sokoloski-Sandler, Leathia West, Carolyn Jelavich, Nick Hawkins, John Gazurian, Nick Hawkins, Margaret Allen on speaker phone for financial and budget reports. Staff: Cyndi Wish, Candace Mitchell.

Absent: Cynthia Kammann, Volker Schoenfliess, Deborah Bedwell, Pam Worthington, Rima Semaan. Christina McCleary is taking a leave of absence.

**Call to Order** at 6:30pm by Susan Patz

**Approval of Minutes from September 11, 2019 Board Meeting**

Pat Halle made a motion to approve the September minutes with the adjustment as listed below. Marcy Emmer seconded. Motion approved.

Add to minutes: "The Executive Committee met on September 9. We are currently running somewhat behind our projected income for the year, but are focusing on a strong finish to bring us to a year ending in the black.

Tentative word on grant applications for 2020 are favorable, and the Board will be updated upon final receipt of these grants. The Maryland State Arts Council grant is confirmed at \$70,000 and second year funding from the **Baltimore Children and Youth Fund (BCYF)** is expected to be about the same as 2019, \$150,000, according to oral confirmation. Both grants speak to the strength and viability of this organization.

The corporate contributions and individual contributions are low. Event revenue is close to the 2019 budget goal but below it at this time."

**President's Report and Executive Committee Meeting Summary - Sue Patz**

The Board is transitioning as expected. Several of our original Board members have fulfilled their service. George Ciscle (as of September 2019) - Mary Ann Mears, John Smith and, Annette Cowenburg (November 2019). Christina McCleary continues on an extended leave of absence. Their service will be recognized at our Annual Meeting.

FireFest was a wonderful event. Thank you to all who accomplished this event. This was also a fundraiser with partnerships and event leadership coming from local universities that have ceramics programs. Utilizing on-line ticketing services was available for this event. We look forward to this ability for all future events.

Sue passed out a list of board members and their committee assignments and asked members to review and add themselves to any committees they would like to join. Each Board member is required to be on at least one committee and attend meetings.

The Executive Committee has concerns about 2019-year end revenue and the proposed 2020 budget. Our Executive director noted that there are no radical changes from last year. Main changes are that Bloomberg grant is complete, addition of EXPO costs at NCECA conference, and Taiwan exhibition.

Sue announced that she would step down as President as of January 1, 2020 due to family obligations. She will remain on the board.

### **Financial Report – Margaret Allen, Candace Mitchell, Cyndi Wish**

The financial report for Jan-September 2019 was reviewed. Moderate losses in second and third quarters are anticipated to be gained by year end. A grant of \$8,300 from Baltimore County is expected, and last year's annual appeal was sent to 2,000 people, this year it will be sent to 17,000 people. We also are beginning earlier than last year's annual appeal campaign. A loss was expected due to \$73,000 in depreciation.

A general discussion regarding the educational programs included ideas to enhance class enrollment and best utilize the classroom spaces. The Board requested an analysis of the expense and revenue to run a class.

New scholarships and management of these opportunities need further development to assure intent and goals of each are clearly defined. Development will include an evaluation matrix.

### **2020 Budget Proposal- Margaret Allen, Cyndi Wish, Sue Patz**

Strategic priorities include an increase in the gallery budget, focus on resident artists, marketing, and human capital which includes staff COLA increases, faculty increases, moving two part-time staff members to full-time, and moving DEAI from a contract position to a staff position. It was agreed that the staff and faculty are high priorities.

There was discussion on developing a process for staff hiring. It was suggested that the Personnel Handbook be reviewed and updated.

It was decided that the Board will review the proposed budget later in the year so the late-year 2019 revenue can be considered and adjustments made according to the 2019 year-end financial situation. Typically, the last 2 months of the year bring in the majority of donations.

### **Executive Director's Report – Cyndi Wish**

A detailed written report was provided by the Cyndi. She highlighted the following:

- Preliminary calculations for FireFest show the income will be close to the goal of \$7,000.
- Winter class enrollment is up, student shelves are full.
- New students were enrolled to the Home School class.
- Annual appeal is underway.
- 600 new pieces are in for the Winterfest

- Shop is now online so buyers can purchase from the website.

### **Nomination Committee Report – Co-Chairs: Leathia West, Nick Hawkins**

The Co-Chairs reported that they had received many nominations and thanked Board members for their nominations. They gave great consideration of all prospective members after reviewing resumes and conducting interviews.

The Committee recommended Melanie Hood-Wilson, Ariel Brown, and Fitsum Sheve to serve as Board members of the class of 2022. Three year terms are renewable.

Nominations are being accepted by the committee.

Pat Halle moved to accept the nominations, Ronnie Aronin seconded. Motion approved unanimously. The president thanked the Co-Chairs and the Committee for their organized and thorough approach.

### **Strategic Planning Update – Cyndi Wish**

Cyndi noted the consensus on the strategic priorities throughout the process. The first draft of the strategic plan had been previously circulated. Board members complimented Cyndi and the Strategic Plan committee for all their work. It was agreed that the layout and writing were excellent. It was asked that more details on the program and community arts sections be added. The implementation plan needs to be completed and is expected to be presented to the Board in February.

Cyndi asked for comments from Board members. She will be working on the second draft. The writing of the implementation plan will continue with staff members.

### **Recognition of Cyndi Wish’s first anniversary as Executive Director – Sue Patz**

Sue presented Cyndi with a certificate of appreciation and flowers to celebrate her first anniversary with Clayworks. Her accomplishments were acknowledged by the Board.

### **Upcoming Events**

- January 11 – Kick-Off for 40<sup>th</sup> Anniversary
- March 25-28 – NCECA, Richmond, VA – Clayworks will host a reception and an exhibition in the EXPO section of the conference. We would appreciate attendance by Board members.
- November 15 – Gala Brunch
- Annual Board Meeting – December 16, 7-8 p.m. public; 5:30–7 p.m. regular board meeting  
Certificates of appreciation for departing board members will be presented at the Annual meeting. New board members will be invited to the Annual meeting.

**Meeting Adjourned** at 8:30pm.

Scribe: *Lynne Molner*

*Carla Dunlap*

Secretary’s Signature

*Susan Patz*

President’s Signature