



Board of Trustees Meeting

Date: May 15, 2024

Meeting held in person

## Minutes

**In Attendance:** Carla Dunlap, President; Claudia Salzberg, President-Elect; Nicholas Hawkins, Vice President; Margaret Allen, Treasurer; Hyein Yoo, Secretary; Sarah Prigodich, Tiffany Ford, Wayman Scott, Elizabeth Whitner, Monica Truesdale, Deborah Bedwell, Patrick Bell, Marlene Sokoloski-Sander, Matt Hyleck, Executive Director. Quorum present.

Absent: John Matuszak, Karla Thompson, Volker Schoenfliess, Pam Worthington, Ronni Aronin, Amadeus Guchhait, and Hae Won Sohn.

**Call to Order:** Carla Dunlap welcomed everyone & opened the meeting at 6:35 pm.

### **Approval of Consent Agenda: Claudia Salzberg, President-elect**

Agenda consisted of the last meeting's minutes and most recent financial statement. No changes were requested. Patrick Bell moves, Monica Truesdale seconds. Consent approved unanimously.

### **Governing / Nominating Committee - Nicholas Hawkins, Vice President**

- Introduction to new board member; Tiffany Ford.
- Approval to Add New Directors
  - Matt attended a board connect meeting- business connections assembled a cohort of community businesses looking for board members. Came out of the event with three good potential board members.
  - Normal process is to present candidates to Nic Deb and Ronni before bringing them to the board. This time around executive committee members met with the candidates and conducting interviews
  - Reviewed the new members' resumes as included in the board packet and called to approve Elias Darraj, Daniel P. McCoy, and Alice Yuyue Wu to the board.
  - Margaret moves to accept the new board members, Claudia seconded motion carried unanimously.
  - Rethink member onboarding/orientation for new members, maybe move to an annual or semi-annual onboarding or orientation for new board members

- Things board members should know/want to know for orientation - maybe touching clay (clay class) and the staff meeting with background of what they do was helpful. Maybe record a video/electronic history of clayworks to send to new members. How to be a part of board videos snippets to be included in a package. Contact/email Nick Hawkins with more suggestions
- Approval of Committees
  - Review committee descriptions and current committee assignments
  - Homework assignment by June 29 and mark first and second committee choices. Respond via email to Nick or hand the physical paper.
  - Define a working board versus governing board.
  - Strategic committee is not an ongoing committee\*\* Help further the board vision/strategic planning, brainstorming ideas for staff members.
- Succession planning: Claudia is president-elect this year and president next year. Margaret has agreed to stay on as Treasurer. Nick and Carla will roll off the executive committee next year.
  - Plan to vote on new officers in December
  - Deadline October to voice your intention for the open positions: Secretary and Vice President.
  - Two spots are open for members at large on the executive committee.

### **Strategic Planning; Claudia Salzburg; President-Elect**

Plan to have a joint board meeting and strategic planning session on Saturday, June 29th @ 9 AM. Patrick Bell brought up a concern that the teachers did not receive communications about the strategic planning survey and events. Claudia and Carla will follow up with the consultants. Others expressed the idea that we should lengthen the process and or utilize other forms of communication to solicit more responses. The plan is to hold other sessions to capture summer camp and possibly summer session adult class responses.

### **Food for thought: Carla Dunlap; President**

Want to build transparency and trust in the organization by building it amongst ourselves by having more in person meetings.

### **Executive Director Update: Matt Hylek; Executive Director**

Matt reviewed the Executive Director program updates document. Provided insights on the health of the organization and upcoming events and exhibitions

**Adjourn: Carla Dunlap closed the meeting at 7:48 pm.**

**Next Board Meeting:** June 29, 2024, 9 am.

**Prepared By: Hyein Yoo, Secretary**