



LSGA Monthly Meeting
February 22nd, 2014

In Attendance: Erik Niemonen, Kathy Schwarz, William LeFeuvre, Loretta Golby, Lewis Davies, Megan Groves, Bill Hampton, Shirley & Jake Braat, Rosalie Case, Hazel Dewar, Pat McNeill, Faye Cox

Meeting minutes recorded by Megan Groves

1- LSGA Executive Reports:

Treasurer: Sandy unable to attend, so Loretta Golby gave accounting report based on her current (ongoing) audit of last two years of financials in preparation for grant submission. Loretta's audit shows that, in our current position, we are currently looking at a \$1800 deficit as expenses higher than our current budget. Loretta reports that we are currently waiting on deposit of credit/debit amount from potters from winter sale so this may be partly why the deficit is so large. At our current rate it appears that we will have an \$800 deficit at the end of the year (not including any grant money, future sales, etc).

VP Report (William): William reports that he has not yet had a chance to talk to insurance people re: a quote for liability insurance, but he did speak with Robert at Glass Place Online (www.glassplace.com) in Montreal who is willing to give the society wholesale prices for group orders. William has volunteered to liaise with Robert there for our group orders. The society will be looking to put in an order on March 2nd, 2014. Kathy recommends using a Google Doc with a tab for each member so that each member can be responsible for their items, changes, etc. and then when the deadline of the order arrives, the document is shut down (no further changes able to be made) and the order is submitted. William will pay the order fee initially and members will reimburse him when the order comes in. Kathy will set up the document today and email the link out to members. William will also look into raffle information for upcoming spring sale.

VP Report (Kathy): Kathy currently has 10 students in fusing and many of these students are becoming members as well. We have gone from 17 members to 29 members in the last year, mainly because students are joining the society.

President report: No new information not covered in above executive reports.

2- Spring Sale with Potters:

Loretta and Kathy met with the potters on Feb 2nd and report having had a good meeting. What came out of the meeting:

- we are going to share the kitchen again: three people in the kitchen (two potters, one LSGA member)
 - we are going to share a credit/debit machine again, brought and run by the potters. If they need a hand to run the credit/debit machine, Loretta or Kathy will support this.
 - we will still do coffee, cookies as a fundraiser
 - we and the potters are looking into purchasing standard bags (rather than reusing grocery bags) and will go to the Lethbridge Herald for roll ends of paper (rather than newspaper) for wrapping at the upcoming sale.
- At our upcoming meetings we will continue to firm up details around the spring sale and have a sign-up sheet for shifts. We will stay with our 2-hour shift length (the potters do 4-hour shifts).
- Credit/Debit procedure changes: We will have a receipt book for credit/debit sales and we will make a receipt for each credit/debit purchase and give it to the potters for them to then ring the transaction through and staple the receipt to, in order to increase accountability on both sides for transactions
- William will be out of town for the sale and so will be unable to transport displays, etc. Kathy has a truck we may be able to use.
- Anybody who is putting items in the sale will need to donate a piece of their work to the silent auction (Members, this may be a good time to go through items you have had sitting at home for awhile, please feel free to clean them up for donation to the silent auction!)
- Kathy has purchased table cloths for our sales; she got 8x tablecloths that cover and skirt a 6' table for \$57. Thank you to Shirley for finding the website!
- Lewis has photography experience and is volunteering to put in some display lighting, etc. for the sale and is also willing to build some risers, etc for our displays. Lewis will consult with other members re: what would be specifically desired.

Will revisit sale info at next meeting to firm up details, etc. Also will get a Sales Committee together to facilitate this at next meeting. Also to be discussed: do we want another demo table (had one at last Spring Sale)?

3- Update on Financial Audit & Grant:

Loretta and Kathy have been working on the grant together. Loretta reports that the executive has met twice to put the information together.

Loretta met with the Executive Assistant (EA) to Bridget Pastoor (MLA) who suggested that our current request was conservative in terms of what we are asking for. Loretta has increased the grant proposal and has added that we are requesting funds for operation as well as for additional tools because of the number of students that we currently have. We are asking for: larger kiln, flat lap, sandblaster, bead-making torches, tile saw, large grinder, glass saw, lathe.

Loretta's conversation with the EA also yielded that there are local businesses that will often donate items to silent auctions (e.g. CASA, Galt, etc.) and that we may wish to consider approaching them prior to our next sale.

4- Summer BBQ:

Laraine emailed the group to say that she & Doug can host the BBQ at their community room again as long as it is in the last two weeks of June. Kathy proposed Saturday, June 21st as the date. This motion was seconded by Lewis, all in favour. Motion carried. Megan to email Laraine re: proposed date to see whether this is feasible.

5- Changes in Society Accounting Procedures:

Recommendations from current audit suggest:

- Improved cash payment record system (to show deposit amount, reason(s) for deposit, person(s) paid)

- All membership forms, receipts, etc stapled to the monthly bank statements to which they pertain for ease of reference later

- Two people to work as treasurer (Co-Treasurers): Loretta Golby nominated by Kathy Schwarz to be Co-Treasurer with Sandy Wilson; Seconded by William LeFeuvre, all in favour, motion carried. As usual, all positions will be re-elected at our September meeting.

- Three signatures for cheques (any two to sign): Propose that co-treasurers Sandy Wilson and Loretta Golby, as well as Society President (Erik Niemonen) be the three people able to sign cheques.

6- New Meeting Location:

Do we want or need one? Member concerns re: current location for meetings are space (with increased membership), heat. Megan will look into Lethbridge Police Station, North side Save On Foods, Superstore, Public Library, and Westside bank (not TD) as

possibilities. Loretta and Lewis also have offered their house for the next meeting. Update re: future meeting location to be emailed to members once finalized.

7- Other Items:

a. Future Grant Proposals:

- Members asked to please take photos, clip documentation, newspaper ads, etc when we see them or take part in community activities to be used as material for future grant proposals.
- Next year, would like to form a committee specifically for grant proposals.
- Need to look at ways to increase our visibility in the community (e.g. classes, etc.) as well as figure out a way to monitor peoples' volunteer hours
- Please sign in and out when using the club space so that we can keep track of these

b. Makers Space (from last meeting):

Kathy revisited this as an event where we could showcase LSGA craft as well as build community relationships. See January minutes for more information. Propose having demos for stained glass with samples of fused, other types of glass art available for people to see. William has a 6x3 board that we could put on top of the table to protect it, if needed. Kathy to contact the group to secure our space at this conference. Bill and Kathy will go to the event, Loretta will try to stop by as well for part of the time.

c. Members list:

List of current members circulated at meeting. Everyone please check your info for accuracy / completeness and add in the year you started with the LSGA (and other members' start years if you know them!)

d. Member Liability when using our Society Space (from last meeting): Rosalie will put a Disclaimer document together (see last mtg minutes); it is suggested that all members sign this prior to using LSGA space. To be discussed and reviewed as able at next meeting.

e. Government Documents: Loretta reported that it is currently unclear of to which address government documents are being forwarded. With our grant proposal, we need to put an official address for where government documents should go. Decided that we will have these sent to the President of the LSGA, currently Erik Niemonen

8- New Members: none present

9- Show & Tell: Kathy brought pieces made by her current students – great work!

10-Next Meeting: Saturday, March 29th at 10am. Location TBD (will be emailed to members once finalized.)