

**Orchard Valley Ceramics Guild  
Board of Directors Meeting  
Minutes  
Tuesday February 9, 2021 7:00 pm  
Zoom**

**Attendance:** Cristina Chang, Crystal Martinez, Gina Hausmann, Lisa Molaro

**Meeting called to order:** Crystal called the meeting to order at 7:18 pm

**Approve minutes:** Cristina moved to approve the minutes as amended ,  
Crystal Seconded, approved

**Master Calendar**

- BOD, March 2, 2021 7:00 pm via Zoom
- BOD, April 6, 2021 7:00 pm via Zoom

**Committee Updates**

**Chairperson** (Shawn Felts)

**-Action Item** - BOD will work up profiles and pictures for Social Media

**Vice Chair** (Crystal Martinez)

**Secretary Report** (Lisa Molaro)

- Please reply to the google invitation so we know who will be in attendance and are able to begin the meeting on time
- Cristina uploaded the documents to Google Drive
  - log in **\*\*REDACTED\*\***
  - password is **\*\*REDACTED\*\***

**Financial Report** (Cristina Chang)

-Paid Hostway \$21.95, cancelled web hosting service, now have \$22.94 credit. Only use email service. 2 mail boxes: [board@ovcag.org](mailto:board@ovcag.org), [committees@ovcag.org](mailto:committees@ovcag.org) , 2GB, \$0.99/month each, \$1.98/month total. Also have 10 email alias w/ forwarding, no cost, no limit.

-Updated email forwarding on Hostway

-Updated system email on WildApricot

-Found old files in Hostway website backup: docs, photos, Greenware issues. Entire backup has been forwarded to Crystal.

-Reactivated Google Voice phone number 408-479-2529 linked to [voicemail.ovcag@gmail.com](mailto:voicemail.ovcag@gmail.com). Also set up OVCAGBOD Google Groups w/ shared Calendar and Folder for meeting reminders and files.

-Paid 2016 CA State Tax + penalty \$71.97

-Seller's Permit: address changed from Trudi's to Cristina's. Should apply for temporary permit for any sale event outside of Santa Clara County.

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-Account balances:

Checking: [\\$11499.83 as of 1/31/2021. Fiscal year Profit and Loss report attached at end of agenda](#)

- **Action Item** - All BOD and Committee heads, Budgets for next fiscal year's deadline in March 2, 2021 ([next meeting](#))
- **Action Item** - [add events to google calendar for update reminders](#)
- [Review/renew insurance](#)

**Membership** (Crystal Martinez)

- total membership is 72 active members and 47 up for pending
- 1 corporate members (Higher Fire)
- Action Item** - Crystal to send info to lapsed members reminding them to renew.

**Workshops** (open)

**Clay Dates** (Lisa Molaro)

- **Action Item** - Lisa to work with Shawn on filming and hosting a "general meeting" offering 2-3 drinking vessel options and recipe that goes with it.

**Sales** (Gina Hausmann, Lisa Molaro)

- look into downsizing AIC for 2021

**Exhibits Committee** (Marilyn Host)

**Muddy Hands, Web Site & Social Media** (Susanne Edgerton)

- **Action Item** - Ask Susanne about the feasibility of moving the OVCAG videos on YouTube to the OVCAG account - Crystal and Susanne to coordinate on.
- **Action Item** - Crystal to get YouTube log in information
- **Action Item** - put out a call in Muddy Hands for Susanne's position
  - Susanne to write a description of for posting
- **Action Item** - Crystal to get external storage devices to Susanne
- **Action Item** - include in Muddy Hands a request for an email from members to let Membership know if they are seniors so that we can update their account.

**Meeting Adjourned**

Crystal adjourned the meeting at 8:25 pm.

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Current Profit and Loss Statement

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**OVCAG**

**PROFIT AND LOSS BY CLASS**

April 1, 2020 - February 1, 2021

	AIC	FILOLI	MEMBERS	WORKSHOPS	TOTAL
<b>Income</b>					
4000 Membership					\$0.00
4010 Membership Dues			1,265.00		\$1,265.00
<b>Total 4000 Membership</b>			<b>1,265.00</b>		<b>\$1,265.00</b>
<b>4100 Event Income</b>					
4150 Commissions - Net Event Sales					\$0.00
4155 Sales Event Income - Gross		12,509.08			\$12,509.08
4156 - Credit Card Charges		-354.84			\$ -354.84
4160 Paid to Artists	-200.00	-11,258.10			\$ -11,458.10
4165 Event Commission		-1,097.34			\$ -1,097.34
<b>Total 4150 Commissions - Net Event Sales</b>	<b>-200.00</b>	<b>-201.20</b>			<b>\$ -401.20</b>
<b>Total 4100 Event Income</b>	<b>-200.00</b>	<b>-201.20</b>			<b>\$ -401.20</b>
4151 Table fee		720.00			\$720.00
4950 Donations Received			53.94		\$53.94
<b>Total Income</b>	<b>\$ -200.00</b>	<b>\$518.80</b>	<b>\$1,318.94</b>	<b>\$0.00</b>	<b>\$1,637.74</b>
<b>GROSS PROFIT</b>	<b>\$ -200.00</b>	<b>\$518.80</b>	<b>\$1,318.94</b>	<b>\$0.00</b>	<b>\$1,637.74</b>
<b>Expenses</b>					
Bank and Credit Card Fees			24.79		\$24.79
Event Supplies		213.64			\$213.64
Expensed Equipment	173.69	59.00		173.69	\$406.38
Memberships, Dues, Subscription			-45.00		\$ -45.00
Over/Short		42.27			\$42.27
PO Box Rental			190.00		\$190.00
Postage			12.20		\$12.20
Software			209.92		\$209.92
Storage Rental	913.50		913.50		\$1,827.00
Supplies - General & Office			96.00		\$96.00
Tax & Licenses			106.97		\$106.97
Website & Email hosts			1,293.35		\$1,293.35
<b>Total Expenses</b>	<b>\$1,087.19</b>	<b>\$314.91</b>	<b>\$2,801.73</b>	<b>\$173.69</b>	<b>\$4,377.52</b>
<b>NET OPERATING INCOME</b>	<b>\$ -1,287.19</b>	<b>\$203.89</b>	<b>\$ -1,482.79</b>	<b>\$ -173.69</b>	<b>\$ -2,739.78</b>
<b>NET INCOME</b>	<b>\$ -1,287.19</b>	<b>\$203.89</b>	<b>\$ -1,482.79</b>	<b>\$ -173.69</b>	<b>\$ -2,739.78</b>