



POTTERS GUILD OF BRITISH COLUMBIA 2023 ANNUAL GENERAL MEETING

The Potters Guild of BC invites you to attend the Annual General Meeting of members on ***Tuesday March 26th at 7 pm***

The AGM this year will take place online via the Zoom meeting platform.

Topic: Potters Guild of BC Annual General Meeting
Time: Mar 26, 2024 07:00 PM Vancouver

Join Zoom Meeting
<https://us06web.zoom.us/j/88606129539>

Meeting ID: 886 0612 9539

PLEASE RSVP to us at pottersguildofbc@gmail.com or complete a proxy form using this link:

<https://form.jotform.com/240747484647266>

You will need a computer, smartphone or tablet with internet access or a telephone in order to attend the meeting.

If you cannot attend the AGM, please complete and return the ballot proxy form attached, indicating your support or non-support of motions, resolution and elections.

Contents of this AGM Package

Agenda
Proxy Form
2022 AGM Draft Minutes
2023 Financial Report
2024-2025 Proposed Board of Directors

2023 AGM AGENDA

1. Welcome and call to order, attendance
2. Approval of minutes of the 2022 Annual General Meeting
3. Annual Report 2023
4. 2023 Financial Statements
5. Declaration of 2023-2024 Board of Directors
6. Other Business
7. Adjournment

2023 AGM PROXY FORM

Potters Guild of British Columbia Annual General Meeting
Tuesday March 26th at 7 pm PST.

If you are *unable* to attend the Zoom meeting, we urge you to please complete a proxy form in order for us to have a quorum and hold the meeting.

Please complete the proxy form here:

<https://form.jotform.com/240747484647266>



DRAFT POTTERS GUILD OF BRITISH COLUMBIA 2022 ANNUAL GENERAL MEETING MINUTES

Monday December 19th at 7pm.

2022 AGM AGENDA

1. Welcome and call to order, attendance
Call to order at 7:02 pm

Attendance

Present	Proxy Votes
David Robinson, President	Kane Tam
Heather Lippold, Secretary	Coral Patola
Laura Carey, Treasurer	Phylis Schwartz
Amelia Butcher, Director at Large	Martha Melling
Diane Espiritu, Director at Large	Sue Griese
Dori Braun	Elaine Brewer-White
Gillian McMillan	Larry Cohen
Cheryl Stapleton	Amy Huppler

Ilena Lee Cramer	Sofia Villarreal
Mark Hamilton	Linda Scobie
Jennifer Lim	Eiko Okunuki
Cheryl Stapleton	Glenys Marshall-Inmann
Maria Palotas	Nancy Cramer
Emily Sheppard	Linda Spratley
Soren Isbrand	Pam Horner
	Susan Whitham

2. Approval of minutes of the 2020 Annual General Meeting

Moves: Gillian McMillan

Seconds: Maria Palotas

2020 AGM Meeting Minutes Approved

3. Annual Reports 2021 and 2022

a. Gas Kiln update

Laura Carey successfully secured \$28,000 in funding through grants from the City of Vancouver Cultural Infrastructure program and the BC Gaming Capital Project program.

The project had several steps:

1. Grant writing to secure funding from City of Vancouver and BC Gaming grants
(complete)
2. Acquiring an 80 cubic foot Bailey gas kiln from Emily Carr University (complete)

3. Moving the kiln to the Mergatroid building using industrial movers
(complete)
4. Leveling the concrete pad to house the kiln
(complete)
5. Gas inspection and certification from KG Wardstrom industrial gas fitters
(complete)
6. Gas installation/ hookup by KG Wardstrom industrial gasfitters
(complete)
7. Glazes: select, get materials, make glazes, test fire, store.
8. Provide fee-for-service access to the kiln to PGBC members and ceramic artists in the lower mainland.

Test firing (complete)
pilot project underway
6 firings successfully
Cone 10 reduction
\$25/ cubic foot

Glazes provided and members can use their own glazes
Board is reviewing actual cost data from the pilot project to determine a sustainable fee for access moving forward.

b. Exhibitions

We had also planned a member exhibition to take place at the 2020 Symposium, which was also postponed due to COVID related cancellations. We will hold this exhibition at the rescheduled Symposium in March 2023. We will be hosting a plate show called Sur La Table as a one day show and sale on March 25th 2023.

Members will receive an email directly with the link to the application form here:

<https://form.jotform.com/223507391050044>

The submission guidelines and application will also be provided to members on our website, social media and in our Newsletter.

c. CBC NxNW with Sheryl McKay

From 2021-2022 we completed a project with CBC radio to profile a total of 50 members of the PGBC for the NxNW show with Sheryl McKay. We are working to archive links to these interviews on our website.

d. Studio Directory

A new feature on our website that we launched in 2020 is a member studio directory, with virtual studio tours. We can also link member events like exhibitions and studio sales to our website. Any members that have an online sales channel are encouraged to share those links with us at pottersguildofbc@gmail.com to be included on our website.

e. Newsletter and website

The PGBC will continue to produce the newsletter with our Editor Melany Hallam for the foreseeable future. We commend Melany for her commitment to the PGBC and the quality of her work as newsletter Editor.

We are also working with Melany to keep the website updated with current information about Guild events and the activities of our members.

f. Committees

Reforming the Gas Kiln and Exhibition Committees in 2023. Email pottersguildofbc@gmail.com for more info about the Committee purposes and scope of work.

4. 2021 Financial Statements



**Potters Guild of British Columbia
Financial Statements**

December 31, 2021

Potters Guild of British Columbia

Balance Sheet

As at December 31	2021	2020
Assets		
Current		
Cash	\$ 2,086	\$ 20,256
Term Deposit	2,200	2,180
Accounts Receivable	1,518	1,253
	\$ 5,804	\$ 23,689
Liabilities		
Current		
Accounts Payable	\$ 464	\$ 156
GST Payable	(863)	79
Newsletter Ad Deposits	446	446
	47	681
Equity		
Retained Earnings	23,008	27,797
Net Income for the Year	(17,251)	(4,789)
	5,757	23,008
	\$ 5,804	\$ 23,689



Potters Guild of British Columbia
Statement of Revenues and Expenses

For the Years Ended December 31	2021	2020
REVENUE		
Guild Earned Revenue		
Newsletter Advertising	\$ 1,100	\$ 2,296
Membership Fees	5,490	3,187
Special Events	3,809	-
Other Revenue	26	40
	10,425	5,523
EXPENSE		
Cost of Sales		
Newsletter Expense	4,300	4,300
Special Events	1,079	331
Gas Kiln Project	18,454	3,600
	23,833	8,231
General and Administrative Expenses		
Bank Charges and Interest	244	95
Computer & Internet	-	43
Licenses/Fees/Dues	45	40
Accounting	775	955
Website Design and Maintenance	328	465
Rent	1,800	-
Other Guild Expenses	651	483
	3,843	2,081
Guild Cash Profit (Loss)	\$ (17,251)	\$ (4,789)





2022 current EOD bank balance \$3,272.16

6. Nominations and elections of 2023 Board of Directors

2023 Proposed Board of Directors

- David Robinson, continuing as President and Board Chair
- Heather Lippold, continuing as Secretary
- Laura Carey, continuing as Treasurer and Past President
- Diane Espiritu, continuing as Member at Large
- Amelia Butcher, continuing as Member at Large

NEW BOARD MEMBER

- Dori Braun, Member at Large

Moves: Ilena Lee Cramer

Second: Mark Hamilton

7. Other Business

No other business.

8. Adjournment

Moves: Ilena Lee Cramer

Second: Mark Hamilton

Adjourned at 7:39pm

Potters Guild of BC

Balance Sheet

As of December 31, 2023

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Cash on hand	18,677.04
Total Cash and Cash Equivalent	\$18,677.04
Total Current Assets	\$18,677.04
Total Assets	\$18,677.04
Liabilities and Equity	
Liabilities	
Current Liabilities	
6000 Square Sales Tax Payable	2,298.57
Total Current Liabilities	\$2,298.57
Non-current Liabilities	
7000 Kiln Project	4,152.71
Total Non-current Liabilities	\$4,152.71
Total Liabilities	\$6,451.28
Equity	
Opening Balance Equity	-466.40
Retained Earnings	0.00
Profit for the year	12,692.16
Total Equity	\$12,225.76
Total Liabilities and Equity	\$18,677.04

Potters Guild of BC

Profit and Loss

January - December 2023

	TOTAL
INCOME	
3000 Grant Funding	0.00
3002 CIG Grant revenue	2,860.00
Total 3000 Grant Funding	2,860.00
4000 Sales	0.00
4001 Gas Kiln square footage	16,187.83
4002 Exhibition Sales	1,275.00
4003 Newsletter Advertising	929.78
Total 4000 Sales	18,392.61
4640 Membership Fees	7,262.50
Total Income	\$28,515.11
COST OF GOODS SOLD	
5100 Cost of Goods	0.00
5101 Kiln Materials	503.98
5102 Glaze Materials	803.78
5103 Exhibition Artist Consignment	957.39
5104 Exhibition Costs	150.00
Total 5100 Cost of Goods	2,415.15
5800 Square Fees	147.97
Total Cost of Goods Sold	\$2,563.12
GROSS PROFIT	\$25,951.99
EXPENSES	
5000 Other general and administrative expenses	438.90
5001 Bookkeeping	771.75
5490 Rent or lease payments	4,095.00
5491 Storage	1,223.92
5500 Fortis BC	1,386.93
5810 Bank charges	252.70
5870 Zoom	268.80
5875 Website hosting	301.83
5985 Newsletter Editor	4,520.00
Total Expenses	\$13,259.83
PROFIT	\$12,692.16

2023-2024 Board of Directors

- Laura Carey, Interim President & Treasurer
- Heather Lippold, Secretary
- Diane Espiritu, Member at Large
- Dori Braun, Member at Large

We would like to affectionately acknowledge the departure of our colleagues from the Board of Directors

David Robinson, PGBC President (2018-2023) and Member at Large (2017-2018)

Amelia Butcher, Member at Large (2018-2023)

David and Amelia have both been integral parts of the small but mighty Board team that managed the Guild's transition from closing the Gallery of BC Ceramics to owning and operating the only publicly accessible gas kiln in the city of Vancouver.

We could not be more grateful for the time we have spent together as a team. In the last 6 years we accomplished so much for the Guild - all while balancing Board weddings, babies, families, applying for masters programs, doing artist residencies, and moving in and out of town.

The term 'blood, sweat and tears' is truly applicable to the work we have done together to create a revenue-generating asset that serves the needs of Guild members. We are so proud of our work and what we have accomplished as a team.

Thank you David, thank you Amelia, for your years of service to the Guild.