

**Sun City West Clay Club
Board Meeting
September 2, 2026**

In attendance were Cynthia Hurst, President: Cathy Sherrill 1st VP: Deb Harwell, Treasurer; Laura Nemetz, Secretary.

Also in attendance: Norene Harmon, Donna Hengstler, Joan Beaudry, Rita Ward, Lynn Kellas.

Absent: Heather Sherbern, 2nd VP.

The meeting was called to order at 11:58 am. A quorum was established.

Deb Harwell made a motion to approve the minutes from May 6, 2026

Board Meeting, seconded by Cynthia Hurst. All were in favor. **Motion passed.**

DEB HARWELL-Treasurer

1. September 2026 Treasurer Report

August		Year	2026
Western Bank Checking	\$7,073.02		
Western Bank Savings	\$21,226.16		
CD1-7394 Matures 12/10/2026	\$10,250.33	\$115.89	interest accrued, not deposited as of 9/1/2026
CD2-7395 Matures 4/10/2027	\$25,625.84	\$291.33	interest accrued, not deposited as of 9/1/2026
CD3-7397 Matures 4/10/2027	\$25,625.84	\$291.33	interest accrued, not deposited as of 9/1/2026
TOTAL	\$89,801.19	\$698.55	

2. Social Committee

- Summer Social/Root Beer Floats- August 20-Approximately 40 members in attendance
- Next social- September 23. 1-3 PM in DLS-Ice Cream Bar

3. Western Bank Sponsorship

- Western Bank has donated \$450 to the club for the Holiday Social
- Promo tables will be set up during October and November General meetings
- Club earned \$100 in WB referral program

4. Club Express update

- Expenditure vote passed by electronic vote August 24, 2026. 167 total votes; 145 votes YES, 22 votes NO. 89% approval.
- Transition team has started the "sandbox/trial stage".
- More information to come soon to members.

5. Possible reduction of class fees that currently include a \$2 add-on that used to be earmarked for social committee and credit card fees. It was suggested we table this discussion until Deb gets more information together.

CYNTHIA HURST, President

1. Beardsley Mural -tiles are ready to go up. Workers will begin installation soon.

2. Media-Rita Ward

- Rita will be stepping down from her position as media coordinator for personal reasons
- Rita is recommending a three-member team. The position is extremely important to the club and, from her experience, too much for one person.
- More participation from the membership is needed.
- Betty Cool has agreed to take on Facebook coordination
- Natalie Putnam has come forward to help as reporter/photographer. Need to find someone to work with Natalie.
- Rita highly recommends a "new faces" section in the Mud Times.

3. Cynthia shared that as of August 31, we have 400 members. 176 individual members have checked in over the summer for a total of 2,655 visits from members throughout the summer. This translates to 85/day.

4. The board will be reviewing for amendment the by-law under Article VI-Financial Section B regarding Spending Limits

CATHY SHERRILL-1st Vice President

1. Kiln-Betty Lehman

- Six of the 12 Kiln workers are out for medical reasons.
- Cathy has sent suggestions to Odette in regards to finding more people for the Kiln committee.

2. Purchasing/sales

- Board agreed to put plastic bag clips in clear bucket on Monitor desk to promote selling them each time a bag of clay is sold
- Glazes for sale and wax release will now be packaged and moved to Monitor station. Cathy asked for permission to purchase 8oz plastic jars/with lids to accommodate packaging of the wax resist and glaze. This is for security reasons.

HEATHER SHERBURN- 2nd Vice President (absent)

1. Donna Hengstler- Joan Beaudry will be working with Donna during the Club Express transition in preparation for taking on her position as Locker coordinator.

LAURA NEMETZ-Secretary

1. Raku-

- newly created Alternative Firing/Raku policy will be presented in Norene Harmon's presentation.

2. Test-ins-Linda Oliver

- Linda is stepping down from the Test-in instructor position

3. Director of Education-Norene Harmon
(see section below)

Norene Harmon

1. Presented new flow chart for Education

2. New Policies for Core Classes

- Policies for Coiling, Wheel and Alternative Firing were passed out to the board.
- Deb Harwell asked that an item referencing that the policy statements for coiling do NOT include the pneumatic extruder which will need a separate document.
- Coiling and Wheel policies have been approved by Christine Deal and Barb Flack, respectively.
- Alternative Firing policy, as of today's Board meeting, has not been approved. Daphne Smith has asked for time to have their committee review. Laura Nemetz will contact Daphne to let her know we will need to have approval of submitted policy or new document by September 17.

3. a newly designed purchase order form was presented to the Board.
4. Alternative Firing
 - The program is no longer a stand-alone program, now part of education.
5. Beginning Wheel
 - Laura Mehr is no longer able to teach the Beginning Wheel program. Barb Flack will be taking over for Laura.
 - Barb Flack is requesting 2 TA's for six wheel students. Board approved one TA for 4 students last spring. The board agreed with the reasons given. **Deb Harwell moved to approve the second TA for the Beginning Wheel class. Cynthia Hurst seconded the motion. Motion carried.**
 - Barb requested 1 bag of B Mix every two months (1/2 bag per class) for Beginning Wheel class
Due to legal and financial constraints, Board asked to table this request for further discussion.
6. Coiling
 - Christine Deal has asked for 2 TAs for her 10-student classes. She is asking for 4 hours monitor credit per hour, per assistant. Assistants typically only needed days 2 and 3 of the three-day class.
 - **Laura Nemetz moved the board approve 2 teacher assistants for the coiling classes; assistants to be compensated with 4 service hour credits per quarter per assistant; Christine to be responsible for notifying VP2 (Heather Sherburn) for confirmation. Deb Harwell seconded the motion. Motion carried.**
 - Discussion ensued about the possibility of assistance needed at other times during the coiling class, depending on various factors.
 - **Cynthia Hurst moved revision to motion as follows: two teacher assistants are approved for the coiling classes; compensation will be 1 hour of service credit per 1 hour worked; assistants to sign in under education at the monitor desk and sign out at the completion of their time. Deb Harwell seconded the revision. Motion carried.**
7. Library
 - Christine Deal has asked to discontinue the DVD training video check-out program; sell the DVD's putting proceeds back into the club for future resources.
 - Christine has also requested the Library program be given a budget to be able to purchase UPDATED pottery books for check-out, to replace some very out-of-date resources.
 - **Deb Harwell moved to discontinue the video checkout program, attempting to sell the DVDs we have accumulated; in addition, assign a \$100/year budget to the library so Christine Deal can purchase up-to-date books for check-out. The \$100/year budget would start January 1, 2027. Laura Nemetz seconded the motion. Motion carried.**
8. Norene wants the board to determine what will be considered "proficient in clay", so the test-in process can be updated for the new test-in instructor.
9. Window
 - Norene will be taking over the window display.
 - Norene has requested permission to purchase some display supplies
 - **Laura moved permission for Norene Harmon to purchase display supplies for the windows and that we will reimburse her \$26.55 for the purchases.**

GENERAL COMMENTS

1. Lynn Kellas
 - Commented on how check-in for coiling TA's would be done

- Will the board be updating by-laws?
 - Suggestion for use of the \$2 being discussed for reduction in class fees.
2. Cynthia Hurst
- Vicki Baker commended the board on all of their hard work.
 - Pat Prill will continue GR form classes
3. Norene
- Thanked the board for their help in getting her started in this new position.

Deb Harwell moved we adjourn the meeting. Cathy Sherrill seconded the motion.

Meeting adjourned at 1:52 PM.

Respectfully submitted by Laura Nemetz, Secretary. SCW Clay Club