



Annual General Meeting Minutes

Present Cathi Jefferson, Tanis Humeny, Caroline Griese, Willie Harvie, Sally McConnell, Anna Tibbetts, Bonnie Lupton, Terry Suckert, Judy Friebe, Annette MacGregor, Jennifer Cleough, Lauren Barnes, Else Marie Ostermann, Peter Flanagan, Denise Blade

Commenced 13:05hrs Ended 13.20hrs

Introductions and Welcome Cat Jefferson President

Quorum (10% of Membership 13 members) Denise Blade Secretary
Achieved with 15 members in attendance

Approval of AGM Minutes 2025 First Caroline Griese
Second Tanis Humeny

Financial Report and Budget for the Year Caroline Griese Treasurer

See Attachment 1 for details

Approved by Bonnie Lupton and seconded Sally McConnell

Committee Reports

Classes Tanis Humeny Vice President

There were 53 classes and workshops in 2025. Only 4 were cancelled due to low enrollment. Beginner, intermediate, kids and teens classes were all available.

From hand building to advanced wheel throwing, altered forms and slip decorations, along with Obvara and Raku.

We also had a volunteer members appreciation workshop with Raku.

Studio Sale Willie Harvie Director at Large

The Annual Clay Hub Pottery Sale held on Nov. 8Th, 2025 was successful with a net income of \$1,442.99. Making a few changes like early table payments and pricing Clay Hub items the day before, made it easier for set up on sale day. A big Thank You to an organized sale committee and all the volunteers who stepped up to help. The next sale date is set for Nov. 14Th, 2026.

Monitors Willie Harvie Director at Large



Sunday 22nd March 2026 1pm at the Clay Hub Studio

Willie took over monitor coordinator duties in March of 2025. As Willie was taking on other duties in 2026, Sally McConnell volunteered to take over as monitor coordinator starting in January 2026.

Sally welcomed three new volunteers and is busy training them to be monitors.

Membership Willie Harvie Director at Large

The CHCS Executive made a decision to increase the membership cap from 110 to 120 in 2026.

Willie contacted 30 people from the wait list and almost all registered to become members. The wait list still has over 100 people on it, and most will have to wait at least 2 to 3 years before they can register as a member. At this time, we have reached full capacity for the amount of open studio time and space available at our present location.

As of Feb. 1st, 2026, people that want to sign up on the wait list must have clay experience.

Web Site (CHCS) Tanis Humeny Vice President

WIX is always changing and upgrading. There is more than what we need on this site. Need to look at one that meets our needs better. Still managing okay but change is needed.

Gas Kiln Cathi Jefferson President

Throughout 2025 work continued on construction of the gas kiln studio. The kiln is in situ, following completion of ground works and construction of the studio itself is well under way. Propane tank has been installed and the tank filled. We anticipate the kiln will receive final planning approval and be in use before the year end.

Glaze Committee Cathi Jefferson President

Concerns regards the wide variety of external glaze use led to a review of outside glazes for use by members in the studio. Following an in depth review the Board determined the number of approved glazes would be reduced from 73 to 53, excluding any with health and safety concerns. All members have been advised via e-mail and an 'approved' list will be available in the studio.

Marketing / Advertising Cathi Jefferson President

Waiting list remains very long despite increasing membership numbers. Minimal marketing employed for upcoming classes much as last year in the Valley Voice, South Cowichan Life magazine, posters, and on-line.

Election of Directors:

Standing for re-election: Cathi Jefferson, Tanis Humeny, Willie Harvie, Caroline Griesse, Claire Ourom, Denise Blade, Sally McConnell.

Resigned: Patti Lucas, Nancy Copley – with thanks for their dedication and input during their years of volunteering.

Nomination for new directors Anna Tibbetts and Judy Friebe

Clay Hub Collective Society (CHCS) Annual General Meeting



Sunday 22nd March 2026 1pm at the Clay Hub Studio

Call for new directors made three times. No other nominations received.
Anna Tibbetts and Judy Friebe confirmed. Welcome to the Board.

AGM 2027

Sunday 15th March (placeholder)

Attachment 1 Finance Report and Budget for Year



Clay Hub Budget 2026
Presented at AGM March 22, 2026

Expenses:

Clay, Tools & Glaze	\$21,000.00
Repairs & Maintenance	\$450.00
Studio Supplies	\$1,300.00
Advertising	\$1,600.00
Insurance	\$4,000.00
Administration fees	\$7,500.00
Gas Kiln Expenses	\$9,000.00
Rent	\$18,000.00
Instructor Payments	<u>\$40,000.00</u>
	\$102,850.00

Income:

Classes	\$62,000.00
Clay Sales	\$23,000.00
Membership Dues	\$6,500.00
Tokens	\$9,000.00
Bank Interest & Return Fees	\$600.00
Donations	<u>\$1,500.00</u>
	\$102,600.00

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**Clay Hub Collective Society
2025 Profit & Loss
(January 1, 2025 – December 31, 2025)
Presented at AGM – March 22, 2026**

Income

	2025	2024
Interest Income	\$622.73	\$604.20
Class Fees	\$61,334.00	\$57,366.00
Membership Dues	\$6,125.00	\$6,559.38
Token Sales	\$8,795.23	\$9,988.27
Donations	\$2,069.85	\$1,239.72
Clay Sales	\$22,609.27	\$21,588.28
Cancellation fees	\$62.30	\$49.34
Gross Income:	\$101,618.38	\$97,395.19

Expenses

		2024
Honourarium	\$2,820.00	\$480.33
Bank Fees	\$0	\$38.50
Advertising	\$879.61	\$1,562.95
Square Fees	\$1,450.24	\$2,724.99
Credit Card Fee	128.20	\$60.33
Office Expenses	\$366.05	\$493.95
Office Supplies	\$706.64	\$234.99
Accounting Fees	\$3,790.41	\$2,987.59
Instructor Payments	\$36,304.75	\$29,522.47
Insurance – Liability & Directors	\$1,932.00	\$1,969.00
Insurance Property	\$1,932.00	\$1,956.00
Rent – CSAA	\$17,574.90	\$18,699.38
Clay/Tools/Glaze	\$17,384.56	\$20,881.56
Wix Subscription (2years)	\$0	\$648.84
Shipping (for clay)	\$0	\$1,293.00
Equipment Repairs & Maintenance	\$187.34	\$436.47
Building Materials	\$416.90	\$1,557.13
Studio Supplies	\$1,596.49	\$1,258.29
Gas Kiln Expenses	\$26,289.55	\$218.24
Cafe Rental	\$300.71	
Books, Fees Membership	\$269.44	
Total Expenses:	\$114,329.79	\$86,903.35
Net Income:	(\$12,711.41)	\$10,491.84

Bank Balance Dec 31, 2025	
Chequing	\$37,715.10
Savings	\$25,820.22
Petty Cash	\$150.00
Undeposited Funds	\$0