Ottawa Guild of Potters

General Meeting in person Hintonburg Community Centre

Record of Decision

DATE : December 9, 2025

MINUTES

Executive Member Attendance / Présence des membres					
President	Liz Fournier	☒	Standards	Jocelyn Jenkins	☐
Vice-President	Stephanie Bailey	☒	**Membership**	Carol Holmes-Kerr	☐
Past President	Natalie Gosselin	☒	**Secretary**	Nicole Jones	☒
Communications	Nancy Riggs	☒	**Exhibition**	Joanna Richardson	☒
Communications	Lisa Butler	☒	**Finance**	Christine Chesser	☒
Programming (Workshops and Presentations	Carmen Gervais	☒			

Item #	Agenda Items	Member accountable	Decision/ Discussion	Due Date
1)	**Welcome, Introduction of new members**	Liz	• Meeting called to order at 6:48pm by Liz Fournier, President and meeting chair • 9 executive members present, 21 members present. • Stephanie Bailey reviewed protocols of recording this session and appropriate permissions were given from attendees. The private recording will be made available to guild members only. Privacy will be upheld for those requesting such. • Introduction of executive made. • Introduction and welcoming of 3 new members for month of November . Susan Gray, Joe Seregelyi, Nelissa Chaudhry. Congratulation on joining the OGP.	•
2)	*Approval of todays agenda, last months minutes*		• _Barb M.__motioned to accept agenda, _Natalie G._2nd, all in favor, carried. • _Tara H. _motioned to approve minutes, _Carmen G._2nd, all in favor, carried.	•
3)	Financial	Christine	• Report given by Liz F. • Christine continues to work with Jenn the bookkeeper to ensure this years books are reconciled and up to date • The bookkeeper is working through the previous 4 years books to fix any anomolies and balance everything out. • We are currently on budget with no anomalies. • If anyone has any specific questions related to the finances, they are welcome to contact Christine directly. chesserchristine@gmail.com	•

4)	Exhibition	Joanna	• Pot talk announcements will be ongoing, stay tuned. 😊 • For the 2025 Annual Juried Exhibition our juror is confirmed to be Matt Karas! Mat Karas is a ceramic artist from Montréal, Québec. You can view more about our juror on his website, www.matkaras.com Our 2026 Annual Exhibition is May 1-3, and the submission window is in mid April. There is an announcement in the December newsletter. • For March 2026 Celebrating Clay: Vases and Flower Arrangements -Our March Celebrating Clay Exhibition is a group show around the theme of Vases and Flower Arrangement Vessels. It has not been confirmed if this will be at a physical location or online. To be confirmed and announced at future meeting. • If you have specific questions please contact Joanna at exhibitions@ottawaguildofpotters.ca	•
5)	Standards and Education	Jocelyn	• Jocelyn J. sends her regrets. Her report given by Liz F. • Ongoing and active, Jocelyn J. has met with and upheld the highest of standards with all new guild members for the Dec 12-14 sale. • If anyone has questions please contact Jocelyn Jenkins at jocelynjenkins1@gmail.com •	•
6)	Communication	Nancy/ Lisa	• Nancy gave communications report. • For the new website, Bernadette has been spending time testing contact emails for executives. Working on online payment system, vwe will be using Square (which we already have), we confirm that we are not switching to Stripe which had been discussed. Google drives and storage is being addressed. • Your communications team have all be working on coordinating advertisements and socials for the Dec 12-14 sale. Glebe report, instagram, facebook. CTV live has been contacted (hope to hear from them soon). Glebe community group will add our adverts to their email list for send outs. • Templates available for you to piggy back for socials. Please reach out to Nancy Riggs and Lisa Butler if you have questions. *future focus work will be for Great Bowls of fire event March 14, 2026	•
7)	Membership	Carol	• Carol H-K sends her regrets. Her report given by Liz F. • 175 active members. 3 new members from November were greeted. • *since April 2025 we are up 32 members !! • In January Carol & Carmen to colaberate on a survey about why you joined the guild, how did you hear about the guild, what would you like get out of being a member, how would you like to participate.	•
8)	Sales	Liz	• 62 Potters are firm for Dec 12-14 Christmas sale. • The floor plan and shift plan are set. Please don't start set up until tapers are completed their task. 9am is estimated "go" button for set up Friday AM.	•

			• 12-2:30pm participants will have to vacate the room for Jocelyn and her standards team to do their inspection of all booths • At 11am-11:30 can we please have everyone for a group photo. • Sale participants have their booth number assignment, labelling requirements, parking and unloading instructions, storage of extra product, where to keep your personal belongings (purses etc.). • Will be the first time staying until 8pm on Saturday to catch the night market customers, will report in January if this will carry into future. • 5th express cash will be new • We will do wrapping first and then cash for improved flow and logistics. • Absolutely no breakdown until 5:15 Sunday when all customers have left. • Snacks for the kitchen are welcome and appreciated. 😊	
9)	Programming	Carman	• Tonight, we will welcome Leta Cormier as guest artist speaker and discussion of mentorship opportunity with her for 2026. • January, Virtual Zoom meeting. Live chat with an influencer, perhaps elevate your socials for your pottery. • February, Virtual Zoom meeting. Studio tour with Marie Drolet • March, back to in person meetings. Artist statement “speed dating” • April. Handbuilding, templates, foam, tar paper *WORKSHOPS* March 3- Sarah Pike. Demonstration. Loam Studio March 28-29- Joan Bruneau 2 day workshop. June- Collette Beardall. Raku workshop	•
10)	Great Bowls of Fire	Jackie Lyons	• Barb Manish reviewed GBF event. Jackie sends her regrets • March 14, 2026, will be the GBF event at the Glebe Community Centre to benefit the Ottawa Food Bank. OGP and local restaurants will host this event. • How can you get involved as a guild member? First: We will be featuring 16 potters who will produce min 25 bowls each. Second: Supplement bowl sales, if you want to support the event with less then the 25 bowls, these will be available to public to purchase. Is a big hit! Third: Show up that day to volunteer, much support is needed to make this great event run smoothly. • Barb Manish will be handelling the bowls from 25 featured potters and Jane Britton will be handelling the bowls for the extra sales bowl tables if any potters wants to donate in the less than 25 bowls category. Bowls to hold minimum of 400ml. • Tickets will go up for sale 1 month before the event. • Jackie will send this information out in the newletter. • *Lisa, Nancy & Jackie to have a meeting about perhaps in future event can be done through our own website now, and not eventbrite.	•

			• This year will mark an event of donating $250,000 since doing this event to benefit the Ottawa Food Bank! Looking for VIP and press coverage to mark this moment.	
11)	*Newsletter*	Bernadette	• If you would like anything in the newletter, all submissions to be into Bernadette first Friday of every month.	•
12)	*Adjourn :*		• _at 7:38 pm Lisa B._motioned to adjourn meeting, Jackie Lyons._2nd, all in favor. Carried.	•
13)	**Program**	Carmen	• Carmen introduced Leta Cormier as our special guest artist speaker. Leta presented her life's pottery journey with slide show to captivate everyone. She spoke about mentorship opportunity with her for 2026. Applications available on the guild forum & website now.	•
14)				•