



# MINUTES

## Planning & Evaluation Committee

Thursday, January 11, 2024

1:30pm – 3:00pm MST

West Center Room 2 / Zoom

**Committee:** Kathi Bachelor (Chair), Beth Dingman, Christine Gallegos, Ed Knop, Robert Quast, Lanny Smith, Kathy Zollinger, Marge Garneau (ex officio), Scott Somers (CEO), David Jund (Facilities Director/Liaison)

**Board Attendee:** Marge Garneau

**Members:** 7

### Agenda Topic

1. **Call to Order / Roll Call - Establish Quorum**

Chair Bachelor called the meeting to order at 1:30pm MST. Roll called; quorum established.

2. Approve November 9, 2023, Meeting Minutes

**MOTION: Quast moved / Knop seconded to approve the Minutes of November 9, 2023.**

**Passed: unanimous**

3. **Chair Comments:**

- This meeting is to reconsider the Ceramic Kiln Room upgrade recommended to the Board.

4. **Business**

a. Ceramics Kiln Room Modifications

CEO Somers provided the history of the Ceramics Kiln room and the Ceramics club explained its need for the Kiln room with these highlights:

- The Ceramics Kiln room was ranked three on the list of Capital projects before the Board with the understanding the room was not up to code and could be a health and safety issue.
- Further research of the Kiln room show it is up to code and is not a health and safety issue.
- Ceramics Club could grow from 100 members to 200 members if they could add another kiln to the room with expanded floor space available and rearrange the 3 kilns already in the room to bring them up to manufacturers recommendations for spacing.
- Ceramics Club is requesting to add another Kiln which the Club would buy.
- The Kiln room can get extremely hot so there needs to be better ventilation installed.

- The Scope of Work for this project still needs defined. Bachelor moved to leave the budget at \$90,000 until it needs to come back to the Board for an adjustment and P&E Committee recommends continuing to move forward with the improvements on this project.

**MOTION: Quast moved / Zollinger seconded for GVR to accommodate the improvements of an additional kiln to meet manufacturers standards of spacing and ventilation, and is already provided within the Capital budget, and acknowledging it is not a code issue.**

**Passed: unanimous**

- This recommendation can go before the Board as an Action Item at the February 28 Regular Meeting of the Board.

5. **Member Comments:** 1 member commented regarding upgrading or finding a new home for metal arts. The Metal Arts Club will submit a proposal for an insulated and climate control facility.

6. **Adjournment**

**No objections to adjourn. Meeting adjourned at 2:28pm MST**

**Next Meeting:** Thursday, February 8, 2024, 1:30-3:00pm, WC-Rm 2/Zoom