1. **Medieval Binding class.** The group discussed the recently offered class by Gina Cullen. It was a full class (10 participants). The class had lovely materials, and participants made two books each.

2. **Garrett reported on upcoming classes.** Donna Knoel will teach the pocket book structure in February. The Binding Core course will be offered in March, the Printing Core in April. He is waiting for the schedule for the Riccio Artist in Residence schedule before confirming the People’s Paper Pulp Coop, which has been chosen for 2020. Garrett wants to continue a “2nd Saturday” series of classes, which would be one-time classes.

3. **Setting priorities for 2020.** The group agreed its primary charge is to discuss classes and topics related to classroom issues and to suggest classes and/or potential instructors.

4. **Suggestions for classes and/or instructors:**
   a. **Papermaking.** Anna Morgan is a 5th-year fellow in the art department. Lyall thinks she is very capable; Anna told Jane that she would be interested in teaching. She is teaching papermaking at The Bridge.
   b. **BUT** Garrett is attempting to schedule a papermaking class by David Joo to be taught in Ruffin. David graduated last year from UVA; Dean has approved him to teach papermaking, and he has already taught in Ruffin.
   c. **Gelliprinting.** Lyall suggested Mary Holland to teach gelliprinting. There was discussion of the previous offering 5-6 years ago, which was very successful.
   d. Jane will contact Gina Cullen about teaching future classes.
   e. **Typesetting.** Richard Cappuccio has talked about teaching typesetting.
   f. **Block cutting.** Lana talked about offering block cutting classes.
   g. **Typography.** Lucas and Bonnie have talked about doing a three-session typography course.
   h. **Stencil Monoprinting.** Lyall offered to teach “craft foam” stencil monoprinting. The class would have a maximum of three participants because there is only one etching press.
   i. **Jennifer Billingsley** is ready to teach and has some ideas about what to offer.
   j. **Blizzard Book.** Addeane suggested that Donna Knoel be asked about teaching Hedi Kyle’s blizzard book structure.
   k. **Handlettering for signs.** Lucas is trying to bring John Downer in October to offer handlettering for signs/poster painting. The process is to paint letter forms, then put them together in signs (such as grocery, roadside, etc.).
   l. **Photogravure.** Janet and Garrett suggested class with Lizzy Kellinger. [Later, Jane talked with her, and she is interested.]
   m. **Finella Belle would be a good choice for a 1-day or half-dat workshop.** (Note: topic not in notes.)
5. **Garrett’s process.** He needs an approximately two-paragraph proposal from a member, then he can talk about the possible class/course with the instructor, discuss schedule, then proceed with the usual process for offering classes. --A formal procedure is needed for letting an instructor know what is expected. Garrett already has a template for giving background information to participants; it can be altered as needed for specific classes.—About payment, the instructor gets approximately half of the fees collected; for example, for a class that costs $100 members/$125 nonmembers for 6-8 students, the instructor gets roughly $300-400.

6. **Bookbinding supplies.** Jane noted that the shop is down to only 3 bonefolders. Garrett said that he can order supplies once someone tells him what is needed.

7. **Circuit cutter.** One will be ordered, which could be used to cut craft foam for graphics.

8. **Class/course evaluation.** When Jane took a recent class, she received a class evaluation by email and was surprised by the first questions. She thought they were not best suited for a community-based class. After discussing those questions, the group agreed that something was wrong with this version; a later version had been created after suggestions from the group. [Garrett later checked this and found that the early version had been uploaded into the system by mistake. The problem was fixed.]

The next meeting is scheduled for 5:30 pm, Wednesday, February 12, 2020.