

The following is a transcription of my personal notes from the Steering Committee meeting of January 16<sup>th</sup>, 2003. I did not keep a list of those in attendance, but there were approximately 10-12 (more than the minimum for a quorum).

### Review, Discuss and establish as required new Policies

There were five ideas which had been proposed in the post-2002 show meeting and follow-up emails. The following is an overview of the discussion and next-steps :

01. There was general agreement that before the concept of a “maximum loss covered by the show” policy it would be helpful to understand our current insurance coverage and the cost of a rider (assuming our current policy does not cover losses of this type). Don agreed to contact the current insurance company to understand our coverage and work up some ideas/proposals based on what he learns.
02. The discussion was lively on the “broken pots” issue and the end result was that it would be appropriate to start to amass a special fund to cover any possible breakage. Like OPA we would set a minimum (~ \$25) before which we would consider reimbursement; however, there was also a desire to set a maximum amount which the show would cover (in total) and some method of pro-rating the reimbursement (so one expensive pot wouldn’t deplete the fund). The feeling was that we would develop a “broken pot” form which would be filled out immediately at the show and then provide some method of reviewing the forms in a timely manner after the close of the show (but before the follow-up meeting). The review committee would be a minimum of five of the Chairs, but how this would occur was not resolved. The fund would come from booth fees (which could be raised by \$5 to start the fund generating approximately \$300 per year) and would not be spent, but rather would accumulate and become our emergency fund.
03. The proposal to have some consequence for Chairs that do not complete their job (and/or train a replacement) or Trainees that do not take on the Chair position (ala OPA/Showcase) touched off a lengthy give-and-take about the overall issues surrounding Chairs. The end result was that there was currently little incentive to volunteer to be a Chair and not much in the way of consequences available. What the group did have definite positions on was that there should be more incentive to be a Chair. It was pointed out that we currently have nine openings and only three people interested in volunteering.  
There were a number of ideas discussed, but the underlying issue was that any incentive would have to be monetary in order to be meaningful (getting to pick your booth just was not seen as an incentive given the fact that you really get to be one of twenty who pick their booths). The most appealing concept was to have a commission rate for Chairs and another/higher one for participants. It was also noted that the current “3 point maximum” does not help either since it does not incent Chairs to keep doing their jobs when no one else volunteers to take on the work.  
Don agreed to work through some alternatives of commission rater (at a minimum 10% for Chairs and 15% for participants) and have the resulting numbers available at the March ClayFest meeting so that any impacts to the budgets could be reviewed.
04. While it was agreed that it is a benefit to have Chairs attend meetings, it was again pointed out that there isn’t currently much incentive (again see above) to be a Chair

and this idea seemed like another slap on the wrist (disincentive). However; if the proposal to have a variable commission for Chairs/participants moves forward, it would make sense (like the penalty for missing workshifts) to have a Chair that does not attend a minimum of 50% of the meetings lose the 5% commission reduction that they would have been eligible for. It was also pointed out that Trainees should attend meetings in order to learn about the dynamics of running the show (as opposed to just learning the tasks of the committee position they were training for); however, there is currently no real mechanism to accomplish this.

05. The idea of sponsors getting to have a booth, as opposed to a table as currently, was met with much support. There was some concern about the show becoming a “trade booth show” but it was generally felt that there would be few sponsors at the high-end level (currently only Georgies and Skutt would meet the criteria). The concept of adding one more tier to the sponsorship (\$1000) which would then provide the organization with the option to have a booth was discussed but there was no definitive agreement. Further, the idea of having the organization donate a large sum of money and then have to “rent” a booth met with varied acceptance, with the general feeling being that this would not be much of an incentive. In the end (I believe) it was felt that organizations donating at the high-end (\$750+) should be offered a booth (gratis) and allowed to sell products from the booth (as long as they went through central check-out and paid the commission rate like other participants).

It was noted that this concept would have to be presented early to sponsors because we would have to know if any were going to take a booth before the actual booth selection process for participants occurred.

#### Re-evaluate all the current Chair jobs

In an effort to more equitably balance the workload (one of the rationales behind the “one-point for every Chair position” concept was that the Steering Committee would take the responsibility to try to ensure that the various jobs were in some sense equal) the group discussed options. Based in part of the information presented regarding actual tasks and hours spent (ranging from a low of 9 to a high of 50+) the following changes were recommended :

01. Create a new Chair position for Signage. This position would be responsible for all signs used in support of the show (at least the current interior SALES hanging sign, the over-the-street banner, the large wall show map, the individual booth signs, the exterior banner/sign on the building, the sandwich-board sign, etc). The Chair would be responsible for the development of new signs as required, the procurement of new signs (through budgeted fabrication or sponsorship), the installation and removal of signs, the application for permits as required, the printing of booth and map signs, the maintenance and storage of all signs, and other items as required. Don agreed to develop a skeleton position task description so that we could post this as an opening.
02. The combination of Pipe-and-Drape and Gallery Physical Set-Up. It was felt that both positions currently fell in the low end of the amount of time spent and both had the majority of the work occur during the show set-up and tear-down. Tom Rohr magnanimously accepted the additional responsibilities of the combined position.
03. Move some existing word-processing-type tasks to the Secretary Chair. Specifically; in addition to the current responsibilities, the Secretary will now be responsible for

(1) writing and maintaining the Policies, (2) maintaining the Chair position/task descriptions, and (3) maintaining and updating as required the Move-In packet electronic file.

04. While Clay In Education appears to have become an on-going component of the show, it was not felt that there was need for a Chair position to handle the required interface. Since there is a Local Clay position specifically responsible for Clay In Education, it was felt that this person should attend any ClayFest meeting where there was a necessary interface (ie : development of floorplan, Move-In packet, etc).

Cynthia offered to take on some additional computer-type work if it would significantly ease the load on other Chair positions, but at this point it was felt that we should wait and see how things shake out.

Faith offered to take back the Building position for one more year under the condition that she gets a Trainee so this is her last year.

Don offered to continue to build and maintain the webpage if it would aid in some continuity or provide a more orderly transfer of his Chairman position. Don indicated that if someone volunteers (and is accepted) for the Chairman job then he would gladly take over the Registrar from Joe Davis (who is most probably going back to grad school out of state).

The group discussed and selected the time and date for the next ClayFest meeting as Tuesday, March 4<sup>th</sup>, 2003 at a place to be determined.