

# CLAYFEST STEERING COMMITTEE

## MINUTES: FEBRUARY 11, 2003

In attendance: Don Clarke, Barb Ward, Susan Fishel, Dan Schmitt, Kay Irish, Mary Hindman, Jeani Holder, Michael Baines, Kathryn Finnerty, Linda Williams, Robert Wolchock, Cheryl Kempner, Joe Davis, Merry Newcomer

Topics:

1. Insurance overview: regarding theft/loss of funds issues. Present coverage is for third party liability, does not cover participants. Don C explored a broken pot/ physical damage policy. Would cover cost of materials and has \$250.00 deductible, not a reasonable option. He will continue to obtain information re:theft/loss of funds policy and bring back to the group. There is a need to develop a policy in the event of a significant loss shortage of monies at the show, recommended to be discussed at next meeting.

2. Change of policy re:charging less commission for committee chair persons. After much discussion, the group passed the motion to charge chairs 5% less commission than participants in ClayFest.

3> Broken pots fund: discussed was issue of developing a fund to cover breakage caused by customers and/or workers at show. A motion by Dan Schmitt to designate \$100.00 in start up fees and raise booth fee \$5.00 was passed.

4. Committee chair openings: positions filled: Show chair:Robert Wolchock; Registrar: Don Clarke; Building: Mary Hindman; Secretary: Merry Newcomer. Still vacant: Signage and Sponsorship. Note: at 2/20 Local Clay meeting, Michael Fromme accepted the Signage Chair position. Trainee position openings were filled as follows: Bookkeeper: Jeani Holder-Baines; Sales: Sue Huckaby; Gallery Checkin: Paula McCullen; Show set up: Michael Baines; Poster: Kay Irish. Victoria Littlejohn, who expressed interest in 2 trainee positions, will be contacted re: Sponsorship opening.

5. Treasurer's report: per Susan, the show has been breaking even with no real profit. Goal is to make a profit to be able to give more to Local Clay, have a contingency funds, etc.

Motions re: treasury:

Give \$300.00 to Local Clay: passed

Set commission rate 2003 show: participants 15%/chairs 10%: passed

Add \$5.00 to booth fees for broken pots fund: passed

\*note: for discussion next meeting: "the dark corner" booth: change to a larger booth with a higher fee?

6: Projected budgets by committee:

chair: \$1632	registrar: 102	building: 1156	visa: 80
cash:	sales:	publicity: 4440	mail dist: 1865
poster/grap:765	sec/info:	gallery:	signage: 274
workshift:	sponsorship:	bookkeeper: 75	demos: 222
kids clay:54	secretary: 20	treasurer: 216	show set up 150

Items on agenda not handled:

Review any changes to floor plan that would effect number of booths, etc.  
options to better utilize 19/20 corner booth

Establish timelines/deadlines: applications out-show-gallery-cancellation

New items from this meeting:

Policy on theft/loss of funds issue, possible insurance coverage