

May 16, 2007 - Clayfest Steering Committee meeting

In attendance : Susan Roden, Susan Fishel, Paula MacCullen, Don Clarke, Mary Hindman, Merry Newcomer, Michael Fromme, Rhoda Fleischman, Robin Russell, Susie Young, Linna Muschlitz, Jerry & Shirley Huft, Faith Rahill, Karen Washburn, Avi Harriman, Frank Gosar, Linda Williams, Tracie Manso

Paula began the meeting by announcing the **new committee chairs :**

- Karen Washburn is the new Registrar. Grace Sheese's husband got a job in Illinois.
- Lynne Ledbetter is the new Charge/Debit Chair. Rosa Nogues is planning a move to San Diego.

Chair Updates :

>> Mary H - **Building** - ok

>> Merry N - **Cash** - ok

>> Rhoda F - **Demo** - ok

>> Frank G - **Graphics** - Brought a cd of last years award winners and show photos for Publicity Chairs

* Deadline for postcard photos is June 1, for the postcard is early August. First choice is to mail him a cd with high-res photos, or drop at Club Mud. Email is slow, as he has dial-up service.

>> Elise C - **Kids Clay** - has been meeting w/ Ken S, all is ok.

* Would like aprons for workshift persons during the show. Michael F will ask Jeanne Henry if OPA could donate 4. Or Linna has 2 new red aprons

>> Susie Y - **Publicity** - She & Elaine met w/ Dan S.

* Elaine met w/ Jerry Williams: ¼ page ad is \$100 for Sep/Oct issue, deadline is June or July. * Also contacted DAC (Downtown Athletic Club) for an ad in their newsletter.

>> Karen W - **Registrar** - reviewed Move-In Packet - Karen did a great job.

* **ERROR** in CLAYFEST APPLICATION: Gallery-Only application deadline is August 15, not September 15

* Please note: If your booth set-up is not sturdy, you will not be compensated for broken work!

* Don C gave Karen many tips on the computer/copy aspects of the move-in packet

* Move-In Packet will be posted on the Clayfest web site. A postcard or an email (to all those who checked to receive Clayfest information electronically), to notify when the move-in packet is available. Postcard recipients can request a paper Move-In Packet, everyone else finds it on-line.

>> Faith R - **Sales** - ok

>> Robin R - **Sales Tags** - ok

>> Susan R - **Sec'y** - ok

>> Michael F - **Signage** - ok

>> Alissa - **Sponsorship** - Is still trying for cash instead of "stuff".

* Georgie's, Stash Tea and Skutt are on board. Also: Ceramics Monthly and Pottery Making Illustrated. She is open to any other suggestions.

>> Linda W - **Security** - ok

>> Avi H - **Set-Up** - Making more gallery pedestals is his summer project.

* He'll put out a word for help, when he's ready to start.

* Will do more research on pipe&drape. Last year's company really wants the job.

>> Susan F - **Treasurer** - We got our tax return back: We were able to reassign last year's (06) prepaid taxes to 07, since our income was such that we paid no tax.

>> Linna - **Clay-In-Ed** - If she wants to buy anything for the Clayfest booth, it has to come from her Local Clay budget.

>> Lynne L - **Credit/Debit** - Paula talked to Rosa & Lynne at Showcase.

* Rosa says workshifts interrupt her Committee Work.

>> Faith R - **Sales** - Said she can do a Sales Workshift during a slower time during the show, i.e. the last shift each day

>> Rhoda F - **Demo** - Workshifts which change every 3 hours can be hard to coordinate with Committee work during the show, changing every 2 hours.

* Back Door Security could work for her, though.

>> Don C - **Webmaster** - All ok

>> Tracie M - **Workshifts** - Karen will give the Show Artist list to Tracie

* Tracie made notes of Committee Chairs requests for workshifts that coordinate with their committee work during time the show is open.

NEXT MEETING : Tuesday, September 25 -- Last meeting before the show.

* Will set date for the Wrap-Up meeting at September meeting.

BOOTH SELECTION - Karen read the rules of booth selection order.

- * Grace assisted Karen in the selection of names.

- * Avi kept the names on a floor map of the show room, after each booth was selected.

- * Booth persons not at the meeting, could either let the committee draw a booth number at random, or send a proxy to select for them.

- * This show roster will come out in the Move-In Packet