

## Clay Fest Steering Committee – September 18<sup>th</sup>, 2003

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**In attendance** : Don Clarke, Linda Williams, Sue Huckaby, Dan Minard, Paula MacCullen, Frank Gosar, Barbara Ward, Dan Schmitt, Michael Baines, Jeanni Holder, Kathryn Finnerty, Mary Hindman, Mary Briggs, Merry Newcomer, Michael Fromme, Tracie Manso, Robert Wolchock

- (1) Needs from Fairgrounds : the group gave a list of equipment needed from Fairgrounds (tables, etc). Mary Hindman and Robert have the master lists, any additional needs must be given to them ASAP.
- (2) Awards : Robert reported we received gift subscriptions from Ceramics Monthly and Clay Times. Rhoda is making award “ribbons” and Frank has the certificates under control. This reopened the discussion of awards. It was proposed last month to give a gift certificate to the first place winner (of value at the show). After further discussion, it was decided not to do this. The subscriptions will be given to the 1st and 2nd place winners in addition to the ribbons and certificates (3rd gets only those). It was decided to use a weighting of votes as proposed by Dan Schmitt: 5pts for 1st place vote, 3 for 2nd, 1 for 3rd. Piece garnering highest number of points being 1st place, etc.
- (3) Kids Clay : Clay Art Center is not donating clay this year. Georgies will be asked, if they decline, the money to purchase 150# has been authorized. Several people offered to donate clay if needed.
- (4) Posters and large postcard : Now available at Georgies. Kudos to Frank for really beautiful work! Members/participants are encouraged to pitch in by picking up and distributing posters and card (cards being mailed need a stamp applied, the bulk mail stamp only applied to those sent out thru RG list). A quantity of posters and cards will be set aside for next year’s publicity and sponsorship efforts.
- (5) Cash registers : it was decided at April meeting to purchase registers, this did not happen and it was decided not to pursue the purchase now. Tracie was concerned about training issues and difficulties of errors, etc. We will continue to use the cash box system. Adding machines with tapes are being borrowed from several sources.
- (6) Cash Sales : Dan Minard has taken over for Carolyn Fredrickson who had to drop out due to medical/back problems (we wish her a speedy recovery). Dan has been involved in this area at Showcase and we welcome his expertise. Don Clarke proposed that Carolyn be allowed to keep her Chair point, to be carried over to next year and that was approved.
- (7) Cardboard Pedestals : The Fire Marshal is requiring use of fire retardant paint on any cardboard pedestals used in the show, preferably painted inside and outside. If used, proof will be required (the can label or copy of same must be at the booth). Robert has researched availability of such paint, was not found locally. Flamort in the bay area sells the paint or a powder (mixed with water and applied before painting). Contact Robert for more information, the paint reportedly sells for \$50.00 and up per gallon.  
NOTE : It was decided that any booth not passing inspection, if not corrected in timely manner, will be removed/closed. The show will not be stopped because of non-compliance by a participant/booth. Participants may want to be on hand at time of inspection (usually Saturday morning) to be available to make any required changes.
- (8) Gallery Only : cut off date for applications was set as “postmarked” by Tuesday, September 30th
- (9) OPA Equipment (Gallery walls/electrical, pedestals, shopping baskets, etc) from Portland : Tom needs to contact Bruce Finch for information.
- (10) Club Mud : asked for and received approval to use our pedestals for their show in February 2004.
- (11) Drape : is available in white or black, will be white unless specifically requested, contact Tom Rohr 744-0609 or tomkat@efn.org.
- (12) De-briefing Meeting : we still need to schedule a follow-up meeting right after the show to collect everyone’s input on how the show went and what we need to change for 2004.
- (13) Let’s have a great show !!!