

# CLAY FEST STEERING COMMITTEE MINUTES

Tuesday, January 2, 2018

**Next meeting:** Tuesday, February 6, 2018, McNail Riley House, 601 W.13<sup>th</sup> Ave. Eugene (13<sup>th</sup> & Jefferson)

**Attendees:** , Karen Washburn, Michael Fromme, Frank Gosar, Beth Johnson, Bonnie Stambaugh, Debbie Christensen, Tracie Manso, Ziggy Blum, Faith Rahill, Robin Russell, Merry Newcomer, Laura Jackson, Claire Delffs, Linda Williams

**Recorder:** Cecile Haworth

<b>Meeting Began at 6:30 p.m. (McNail Riley House)</b>	
<b>Minutes</b>	<b>Next Steps/Decisions</b>
The Minutes from November 7, 2017 were approved as sent. (Moved, Frank Gosar; second, Michael Fromme)	Minutes approved
<b>Announcements from Chair</b>	
<p>Confirm Trainees – Sandy Segna (bulk mailing), Ted Ernst (show signage), Linda Williams (banners), Claire Delffs (publicity), Beverly Curtis (cash)</p> <p>Dave Parry is looking for a Trainee for Gallery Set Up. He may still do if someone will take truck back after show.</p> <p>Show Dates: Oct 12-14, 2018</p> <p>This is a housekeeping meeting- will have discussions on issues.</p>	
<b>Chair Reports</b>	
<p><b>TREASURER</b></p> <p>The insurance rates have been raised. Liability insurance for 5 million required; cheapest rate could find is \$800. Could raise fees \$15-16 extra per booth. Haven't raised booth fees in a long time.</p> <p><b>WEBMASTER</b></p> <p>Merry found a local web-building business that will help migration of web content from old website to new: "And Update My Website, LLC." Cecile talked with owner, Jay, who gave a quote of around \$500 to migrate (depending on how much of the work Cecile does). Local clay approved \$250 for their budget. Would like additional \$250 from Clay Fest. Merry and Cecile will work together to make sure not doubling up on hosting, etc.</p>	<p>Will have break down for next meeting and discuss raising rates</p> <p>Motion to approve \$250 for migrating website to new site (Moved Cecile, Tracie second) Unanimously approved.</p>
<b>Policy Issues</b>	
<p><b>DOGS IN BUILDING</b></p> <p>Lane Events Center has a "No Animals" policy (unless service dogs). We have a sign board we can adapt to indicate Convention Center policy. Will state policy so we know and can see it. Dogs haven't been a big problem yet; this will safeguard us—knowing and enforcing fairgrounds policy.</p> <p><b>GIVING OUT PERSONAL INFO AT CLAY FEST</b></p> <p>Discussion on whether or not info desk should provide information about show participants. It is artist's responsibility to provide contact info in their booths (business cards, etc.). Clay Fest will not provide artist contact info to customers.</p>	<p>Sign board stating Lane Events CTR policy "No Animals"</p> <p>Karen will note this policy in her pre-show email</p>

<p>Discussion on whether or not info desk should provide information about non-show participants who are Local Clay Members. Can refer customers to website; those who want information shared will have info automatically posted on website.</p> <p><b>BEST OF SHOW BENEFITS</b> Discussion about possibility of Best of Show winners being guaranteed to get in show next year or receive some priority in choosing booth. Possibly winners receive one time priority, after trainees?</p> <p><b>POSTING AWARDS ON WEBSITE--TIMING</b> Awards will be posted in real time on social media and Sunday morning on website</p> <p><b>RULES FOR BOOTH SITTERS?</b> Do we have rules for booth sitters and what are they. There is some precedence- there was someone not even being present at show; daughter was there instead. In response to that situation we made a policy requiring potter to be present. Should potters be required or encourage to be there? Agreed on using the following language regarding booth sitters, "There are no rules prohibiting booth sitters. We do ask that booth sitters act in a way consistent with the rest of our show, customers and potters."</p>	<p>Put a sign on front of info desk notebook regarding customers going to website for LC Member contact info</p> <p>Table discussion to next meeting</p>
<p><b>Other Show Details/Issues</b></p>	
<p><b>Book Marks</b> Frank mentioned that we had two boxes of bookmarks and had too much; we should go back to one.</p> <p><b>Sponsorship</b> Brief discussion on sponsorship ideas and goals, where money goes and should go.</p> <p><b>Issue of getting into building after (or before) show hours</b> Discussion of sharing a phone number for people in building after hours: Friday and Saturday nights and Saturday and Sunday mornings. Post a phone number on a door...get a burn phone for show, specifically for that purpose? Need to figure out which door and exactly how that would work.</p>	
<p><b>Any reports or discussions from chairs</b></p>	
<p><b>Publicity discussion will wait until February meeting</b></p> <p><b>Way for applicants to know application was received</b> Should put on application—"You will get email confirmation when application received; if you don't get an email contact the registrar."</p> <p><b>Twenty Year Anniversary</b> We should advertise that it is twenty year anniversary. Also get cake for our potluck. Maybe have a scavenger hunt for public? Candy at every booth? Think about talk about at September meeting.</p>	<p>Table discussion to September meeting</p>

<b>2018 Meeting Dates</b>	
February 6 March 6 June 5 September 4 Show: Oct 12-14 November 6	
<b>Adjourn</b>	
7:34 PM (Moved, Michael Fromme; second, Beth Johnson)	Unanimously approved.