

Attendees: Beth Johnson, Barb Haddad, Cecile Haworth, Don Clarke, Frank Gosar, Sue Siwinski, Ken Standhardt, Kris Anderson, Linda Williams, Maryanne Smith, Merry Newcomer, Robin Russell, Karen Washburn. Trainees attending as observers: Laura Jackson, Roxanne Hunnicutt, John Siwinski, Annie Heron, Ziggy Blum.

Recorder : Kris Anderson

Meeting Began at 6:30 p.m.	
Minutes	Next Steps/ Decisions
§ The Minutes from October, 2013 were approved as sent. (Moved Don Clarke, seconded, Merry Newcomer.)	Minutes approved
Confirmation of 2014 Chairs/trainees	
§ All positions were confirmed as reported (see attachment)	Chair Positions confirmed
Dues	
§ All Chairs Present are Paid members of Local Clay, as required by the Policies	All Chairs must be paid members
Budget	

<p>§ Everyone has a copy of the 2013 Budget numbers in order to prepare for the February meeting</p>	<p>Review the Budget for February meeting, and come prepared</p>
<p>“Square App” for applications accepted by “Credit Card”</p>	
<p>§ The concept for being able to take the Credit Card for the application fee for Clay Fest.</p> <p>§ There was a worry about holding the credit information</p> <p>§ Others felt it was a barrier to entering the show</p> <p>§ Possibilities were floated, including giving a check, and give the option to exchange for a credit card at the meeting.</p> <p>§ Some felt it was easier to give people the option</p> <p>§ To keep information safe, perhaps create a separate page with the application, and keep that information separate, and shred at the time of space selection after being selection</p> <p>§ Robin will look into the options</p>	<p>Robin Russell will look into Credit options for applications</p>
<p>Job Descriptions</p>	<p>Next Steps/ Decisions</p>

<p>§ Karen requested that we call them “Steering Committee Positions”, rather than Volunteer positions</p> <p>§ Also would like Consistency between all of them</p> <p>§ There are several parts: the Brief Description (for the face page of the web site), the actual Job Description (which will be stored deeper in the web site), and the in-depth Timeline and information (shared with the trainee, and stored with the notebook)</p> <p>§ Titles have also changed, and the Job Descriptions need to reflect this</p> <p>§ Kris presented a blank template, and it was moved by Sue Siwinski, seconded by Ken Standardt, and passed, to use the template</p> <p>§ Karen passed out packets of what is currently on the website to everyone present. The Plan is to update it for consistency</p>	<p>Kris to send via email a copy of the template for job description (done)</p>
<p>Set Calendar for 2014</p>	
<ul style="list-style-type: none"> · February 4th Committee meeting at Market of Choice · March 4 – Committee meeting - place tbd · May 16th – application deadline · June 3 – Committee Meeting – and Booth Selection · September 9 – Committee Meeting – place tbd · October 10, 11, 12 – Clay Fest 2014 · October 21 – Committee Meeting – Wrap up place tbd 	<p>Calendar is set</p>

Booth Selection Changes Discussion	
<ul style="list-style-type: none"> § Discussion – wanted to push the deadline to happen post Showcase in order to possibly get others to join Clay Fest § Discussion – the actual Booth Selection time – lots of activity from Spring to Fall with folks changing minds, and withdrawing, etc. § Should we announce “you’re in”, and have the booth selection in September? § Signage felt it was too much work § Others wanted to announce on their web site where they would be in the show § Decision for now: Leave as is 	<p>No changes in Booth Selection</p>
Sales Transactions in the Booth Discussion	Next Steps/ Decisions
<ul style="list-style-type: none"> § Discussion about being able to do “sales” in the booth as well as at the door. § Those with very small items felt that the theft from booth to door was “a lot” § Wanted to have consistency from one booth to the other § This would be the Honor System § Another thought: Bagging it yourself, and sending it to the front § Decision: leave as is for now 	
Policies Regarding Broken Pots	

<p>§ Broken Pots were reimbursed in 2013 outside the actual policies</p> <p>§ Do we change the policies?</p> <p>§ Motion by Frank Gosar: To Confirm the onsite decision to make the Broken Pots payment at the 2013 Clay Fest as an exception to the standing policies. Seconded by Sue Siwinski. Motion Passed.</p>	<p>No change to the Broken Pots Policies</p>
<p>Discussion of the Corner Booth Space</p>	
<p>§ In order to keep the show fresh, it was proposed by Ken that we rotate the Corner Booth Space, and keep changing who has it to a different person each year (not more than every other year). Ken made the motion, Maryanne Seconded. The motion passed.</p>	<p>Corner Booth will rotate year to year</p>
<p>Raffle Tickets Discussion</p>	
<p>§ Raffle tickets were hoped to increase in sales.</p> <p>§ Maryanne thought perhaps we could sell these at the checkout and add to the sales</p> <p>§ Perhaps the Greeter could bring up Raffle tickets at the entry</p> <p>§ Clayfolk puts the raffle on the postcard</p> <p>§ What about a pre-set bag of raffle tickets at checkout, pre-tagged and labeled with a sign while waiting – perhaps in \$5 increments. They could fill them out and put them in the box after checking out and paying</p>	

Other Ideas Discussions	
§ Have wrapper also attend the training to make checkout go easier	
§ Include the Raffle on the map	
§ Add More Workshifts, to include Raffle	
Adjourn	
§ Motion to Adjourn by Don Clarke § Seconded by Beth Johnson § The meeting was adjourned at 8:17 p.m.	Meeting Adjourned