

## CLAY FEST STEERING COMMITTEE MINUTES (budget and application meeting) – February 3rd, 2015

- Next meeting Tuesday, March, 3rd, 2015 McNail Riley House, 601 W. 13th Ave. Eugene (13th & Jefferson)
- AGENDA To get chairs' input on final changes to application and to other changes for this year's show that need to be finalized now. Chairs confirm their needs for workers for their committees.

**Attendees:** Cecile Haworth, , Faith Rahill, Frank Gosar, Karen Washburn, Ken Standhardt, Linda Williams, , Merry Newcomer,, Robin Russell, John Siwinski, Debbie Christensen, Roxanne Hunnicutt, Cheryl Weese, , Annie Heron, Maryanne Smith,

**Recorder:** Ken Standhardt

<b>Meeting Began at 6:30 p.m. (McNail Riley House)</b>	
<b>Minutes</b>	<b>Next Steps/Decisions</b>
<ul style="list-style-type: none"> <li>• The Minutes from the Jan. 6<sup>th</sup> 2015 meeting were approved as sent. Secretary Report – none</li> </ul>	Minutes approved Moved ,Frank Gosar, Second, Linda Williams)
<b>Budget</b>	
<ul style="list-style-type: none"> <li>• Visa bill from 2014 show has not been received (approx. \$1000.00). We will hold that amount for when the bill comes in. Robin Russell will contact Michael Fromme (credit/debit chair) for details.</li> <li>• -</li> <li>• We added \$75.00 to the 2015 budget to cover the expenses with the folks who provide the flowers and arrangements.</li> <li>• -</li> <li>• The budget overall has remained about the same as last year. We are in pretty good financial shape for 2015.</li> <li>• -</li> </ul>	Budget approved Moved by Frank Gosar, Second, Linda Williams
<b>Publicity</b>	
<ul style="list-style-type: none"> <li>• We all agreed that we would drop advertising with the Bijou Theater and KWAX radio station. Money will be shifted to a Facebook “boost” campaign.</li> </ul>	All verbally approved
<b>Annual donation to Local Clay</b>	
<ul style="list-style-type: none"> <li>• After looking at our budget we decided to proceed with our typical annual donation of \$500.00 to Local Clay.</li> </ul>	All verbally approved
<b>Application</b>	
<ul style="list-style-type: none"> <li>• Calendar dates where adjusted slightly to accommodate the new calendar year. Minor adjustments made else wise.</li> </ul>	We will give a last look at the next meeting.
<b>Calendar</b>	
<ul style="list-style-type: none"> <li>• All meetings held at the McNail Riley House, 601 W. 13th Ave. Eugene (13th &amp; Jefferson) at 6:30 PM</li> <li>•</li> <li>• March 3<sup>rd</sup> -Finalize Application. Get chairs' input on final changes to application and to other changes for this year's show that need to be finalized now. Chairs confirm their needs for workers for their committees.</li> <li>•</li> <li>• June 2<sup>nd</sup> -Reports from all chairs, especially Registrar, Sponsorship, Publicity, Graphics, Info Packs, Work shifts, Clay in Ed, Building. BOOTH SELECTION</li> </ul>	

<p>meeting follows.</p> <ul style="list-style-type: none"> <li>September 2<sup>nd</sup>- Reports from all chairs, especially Mailing, Postering, Graphics, Signage, Building, Credit/Debit, Security/Info, Gallery Set-Up. This is the last meeting before the show.</li> <li>November 3<sup>rd</sup> –Wrap up meeting. Reports from Treasurer (show financials and attendance).</li> <li></li> <li>Note problems with this year's show and suggest changes or improvements for next year.</li> <li></li> <li>Trainees attend part or all of this meeting, to finalize approval of their qualifications as trainees for next year.</li> </ul>	
<b>Booth Fee</b>	
<ul style="list-style-type: none"> <li>We are keeping the drop deadline Aug.1<sup>st</sup>. Discussed the option of a payment plan (only for those in hardship).</li> </ul>	<p>Robin Russell (Treasurer chair) will work on a system and will discuss it once more at the next meeting. Also finalize wording in application.</p>
<b>Booth Layout</b>	
<ul style="list-style-type: none"> <li>Decided to move booth space #26 (against the wall, next to Kids Clay) to give them, the holding table area, and the sales area more breathing room. The #26 booth space will be moved to the back side of the gallery wall (between it and the Demo stage) along with the Clay in Ed booth for greater visibility.</li> </ul>	<p>Moved, Frank Gosar, Second, Merry Newcomer</p>
<b>Announcements</b>	
<ul style="list-style-type: none"> <li>Georgies is offering their front gallery space for solo or small group shows. They will run 4 to 6 weeks at a time. Contact them directly if you would like an opportunity to do so.</li> </ul>	
<b>Adjourn</b>	
<ul style="list-style-type: none"> <li>7:55PM</li> </ul>	<p>Moved, Linda Williams, Second, Annie Heron</p>