

## CLAY FEST STEERING COMMITTEE MINUTES (Booth Selection) June 7th, 2016

Next meeting, Tuesday, Sept. 6th 2016, McNail Riley House, 601 W. 13th Ave. Eugene (13th & Jefferson)

**Attendees:** Karen Washburn, Dave Parry, Cecile Haworth, Faith Rahill, John Siwinski, Robin Russell, Merry Newcomer, Debbie Christensen, Beth Johnson, Peter Alsen, Sandy Brown, Faith Rahill, Ziggy Blum, Dan Schmitt, Maryanne Smith, Dan Minard, Frank Gosar, Denise Davis, Annie Heron, Dick Graveline, Dan Schmitt, Tracie Manso

**Recorder :** Ken Standhardt

Meeting Began at 6:30 p.m. (McNail Riley House)	
Minutes	Next Steps/Decisions
<ul style="list-style-type: none"> <li>•</li> <li>• The Minutes from March 1st were approved. (Moved, Frank Gosar, second, Beth Johnson</li> <li>• Secretary Report – none</li> <li>•</li> </ul>	Minutes approved
Show Chair	
Discussion on continuing to rotate artist located in booth #34 so it is different every year.	Motion made to discontinue made by Frank Gosar, second by Cecile Haworth. Passed 8-4
Chair reports	
<ul style="list-style-type: none"> <li>•</li> <li>• * (Unless noted all chairs not listed below are good to go at this point and have nothing to report)</li> <li>•</li> </ul> <p><b>Registrar</b> 68 applications received for full and half booths, 3 for Gallery Only. A healthy number of applications again this year!</p> <p><b>Sponsorship-</b> \$50.00 gift certificate from Clay Art 2 \$50.00 gift certificates from Georgies \$50.00 to \$100.00 award from Pacific Continental Still working on wine donation and will approach other smaller businesses for gift certificates as well.</p> <p><b>Publicity</b> Everything is on schedule and will continue to seek out more community listings.</p> <p><b>Graphics</b> All are encouraged to submit more high resolution images of their work to the graphics chair with a deadline of the June 30th. Bookmarks were distributed at the meeting and the remainder will be available at Georgies .</p>	

<p><b>Building Prep</b>  Changed “Building” chair position title to “Building Prep” for clarification of chairperson’s duties. Chair will work to simplify the layout map to make taping the show easier.</p> <p><b>Sales Area</b>  Changed “Sales” chair person title to “Sales Area” for clarification of chairperson’s duties.</p> <p><b>Webmaster</b>  Chair brought up the concern of sensitive information being available to the public via our website. Will continue to research ways to create a more private and secure portal for such information. Will also explore creating a “chat room” to possibly bring in new volunteers  .</p>	<p>Unanimously agreed to title change.</p> <p>Unanimously agreed to title change.</p>
<b>Move in Packet</b>	
<p>Treasurer will work on updating the breakage reimbursement rules and have them available at the information desk during the show.</p>	
<b>Booth Pick</b>	
<p>Picking of booths commenced at 7:30 pm and went smoothly.</p>	
<b>2016 Meeting Dates</b>	
<p>Tues. Sept. 6<sup>th</sup>, Last meeting prior to show, loose ends  Nov. 1<sup>st</sup> Wrap Up</p>	
<b>Adjourn</b>	
<ul style="list-style-type: none"> <li>•</li> <li>• 7:30PM</li> <li>•</li> </ul>	<p>Moved by all, Second, by all</p>