

CLAY FEST STEERING COMMITTEE MINUTES

Tuesday, September 4, 2018

Next meeting: Tuesday, November 6, 2018, McNail Riley House, 601 W.13th Ave. Eugene (13th & Jefferson)

Attendees: Karen Washburn, Michael Fromme, Dave Parry, Hal Mathew, Frank Gosar, Beth Johnson, Tracie Manso, Ziggy Blum, Faith Rahill, Robin Russell, Merry Newcomer, Laura Jackson

Recorder: Cecile Haworth

| Meeting Began at 6:30 p.m. (McNail Riley House) | |
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| Minutes | Next Steps/Decisions |
| <p>The Minutes from June 5, 2018 were approved (Moved, Merry Newcomer; second, Beth Johnson).</p> | <p>Minutes approved</p> |
| Chair Reports | |
| <p>CHAIR</p> <ul style="list-style-type: none"> • Finishing payment for building, pipe and drape, PA, etc.; going to Fairgrounds September 10. <p>TREASURER</p> <ul style="list-style-type: none"> • Will have insurance by Sept 10 (half is already in, giving second half). <p>REGISTRAR (Not present, submitted update)</p> <ul style="list-style-type: none"> • Registration pretty quiet past couple months. • Had two drops and filled both spots. Have many still on wait list (thirteen initially). • There are six on wait list who indicated would take Gallery only if don't get booth; will contact them and confirm. <p>BUILDING (Not present)</p> <ul style="list-style-type: none"> • Should be able to get clearance for closing north door. <p>GRAPHICS</p> <ul style="list-style-type: none"> • Post cards are printed, waiting to go to mail. • Posters coming soon (passed proofs around for committee to see.) • Working with Peter (Publicity) on Ads—sizes and dimensions. • Will send email to group when posters are available at Georgies. • There are still some bookmarks remaining at Georgies. <p>PUBLICITY (Not present, report from chair)</p> <ul style="list-style-type: none"> • Happy with where we are at. • All ads paid and in place, except Cottage Grove. • Press release to go out in next week or two. <p>POSTERING (Not present)</p> <ul style="list-style-type: none"> • Annie is ready to go when posters are ready. | |

MAILING

- Beth has been working with Sandy and everything is on track.

SIGNAGE (Not present)

- Last of banners printed (and teaching fledglings).

SHOW FURNISHINGS

- All good- submitting order for show furnishings.

DEBIT/CREDIT

- Machines came on today—all is good.
- Need total of three phone lines.

SECURITY/INFO (Not present, report from chair)

- Sandy reported all is good.

DEMOS (Not present)

- Needs gift certificates for Flower Ladies—Frank will take care.

SPONSORSHIP (Not present)

- Received \$500 from Skutt.
- Georgies will continue to give gift certificates for show participants for prizes.
- Clay Space may give \$100 gift certificate. (\$100 was given as a Door Prize in 2017, because they were unhappy that a potter got it the year before.) There was a brief discussion on donors and donations. Most donors don't express wishes about how their prizes are used, but when they do we try to honor their wishes.
- The Clay in Ed raffle is still being worked on—we don't know yet how many prizes we can get, but we already have a few. Would still welcome gift certificates from potters who have other businesses or friends who own businesses and might be willing to give.

GALLERY SET-UP

- Should be great with new setup. Everything ready to go.

GALLERY DISPLAY (Not present)

- Good.

SALES AREA

- Good, only buying paper this time.
- Coordinating with Gallery set-up for lights.

Kid's Clay (Not present)

- Not sure?

WORKSHIFTS

- Finished; will make minor adjustments as needed to respond to any changes.
- Committees all short because there are so many trainees this year.

We need to think about the best way to manage our collection of gift certificates

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| <p>INFO PACKS</p> <ul style="list-style-type: none"> • Have all gone out. <p>SALES TAGS</p> <ul style="list-style-type: none"> • Good, buying a couple more ten-keys. <p>WEBMASTER</p> <ul style="list-style-type: none"> • Working on new sitemap, need to know if group feels it is important to have a password to the member-only information; consensus is “no, as long as there isn’t a membership directory (with contact info) on the site.” | |
| 2018 Meeting Dates | |
| <p>Show: Oct 12-14 November 6</p> | |
| Adjourn | |
| <p>7:20 PM (Moved, Frank Gosar; second, Ziggy Blum)</p> | <p>Unanimously approved.</p> |