

CLAY FEST STEERING COMMITTEE MINUTES – September 9, 2014

- Remaining Meetings: October 10, 11, 12 – Clay Fest Show; October 21 – Wrap Up.

Attendees: Beth Johnson, Beverly Curtis, Cecile Haworth, Cheryl Weese, Don Clarke, Faith Rahill, Frank Gosar, Karen Washburn, Ken Standhardt, Kris Anderson, Linda Williams, Maryanne Smith, Merry Newcomer, Michael Fromme, Tara Hanby, Tea duong, Robin Russell, Debbie Christensen

Trainees Present: Ziggy Blum, Nina Fernstrom-Duong, Peter Alsen

Recorder : Kris Anderson

Meeting Began at 6:30 p.m. (Market of Choice)	
Minutes	Next Steps/Decisions
<ul style="list-style-type: none"> ▪ The Minutes from June, 2014 were approved as sent. (Moved Merry Newcomer, seconded Tara Hanby) ▪ Secretary Report – Items changed in 2014 Mandatory Training for Visa/Sales and Mandatory Training for Security 	Minutes approved
New Chair	
<ul style="list-style-type: none"> ▪ Debbie Christensen has stepped in for Gallery. ▪ It was moved (Michael) and seconded (Beth) and passed that she be given attendance credit for her last minute agreeing to do the show ▪ 	
Quick Reports	
<ul style="list-style-type: none"> ▪ Registrar – 2 still on wait list; needs to send building floor labels ▪ Info Packs – all done ▪ Graphics – good to go Please distribute the posters and bookmarks freely ▪ Sponsorship – Will continue to have “Best in Show”, “Best of Booth” and “People’s Choice” Awards ▪ Publicity – Peter presented options for the Radio – but to do all would go \$400 over budget It was moved (Michael) and seconded (Beth) that we go ahead with all radio spots ▪ Work Shifts – Beth is shuffling and reshuffling. There are now 22 chairs, and we need more to do shifts 	
Duties Coming Up Soon	

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<ul style="list-style-type: none"> ▪ Building – all good. Need a check. The Fire Marshall is scheduled and needs a map. They need the wiring diagram for the building, which will be per Karen Washburn ▪ Signage – all ok ▪ Show Furnishings – Pro Sound is an option, Faith will make the decision ▪ Credit/Debit – Michael can contact for the machines and will get them ▪ Postering – Is There a “Sweet Spot” for when to place? Decision was place before Friday, Oct 1st, and then check to see how often they take them down ▪ Bulk Mailing – all ok ▪ Clay in Ed – There are 7 Raffle Prizes this year, with no \$\$ spent 	
Reports of Work Before/During/After the Show	
<ul style="list-style-type: none"> ▪ Gallery Set up – all good ▪ Gallery – Welcome to Debbie, and she has what she needs ▪ Security – not here. We believe she will need 4 (physical) chairs ▪ Sales Area – Linda Williams – all ok. Will check supplies ▪ Cash – all in order. Will have 15 tills with change, and those will have more change on Friday ▪ Kid’s Clay – Denise all ok ▪ Demo’s – Allisa not here ▪ Sales Tags – Robin, but Ziggy is taking over – all good 	
OVERALL	
<ul style="list-style-type: none"> ▪ Webmaster – Merry :Don’t send me things that need editing. I am not an editor. Send them things that are web ready ▪ Show Chair – Karen – just double and triple checking ▪ Trainees for 2015 are to be looked at 	
AJOURN: 7:35 p.m. Moved Frank, Seconded, Don	
Next Meetings	
<ul style="list-style-type: none"> ▪ Next Year’s meetings will be on the 1st Tuesdays – McNeil Riley House 601 W 13th Ave 	

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