

CLAY FEST STEERING COMMITTEE MINUTES

Tuesday, November 7, 2017

Next meeting: Tuesday, January 2, 2018, McNail Riley House, 601w.13th Ave. Eugene (13th & Jefferson)

Attendees: Dick Graveline, Karen Washburn, Debbie Christensen, Alissa Clark, Frank Gosar, Beth Johnson, Dan Schmitt, Ziggy Blum, Sandy Brown, Faith Rahill, John Siwinski, Robin Russell, Merry Newcomer, Sandy Segna, Linda Williams

Recorder: Cecile Haworth

Meeting Began at 6:30 p.m. (McNail Riley House)	
Minutes	Next Steps/Decisions
The Minutes from September 4, 2017 were approved as sent. (Moved, Frank Gosar; second, Ziggy Blum)	Minutes approved
Announcements from Chair	
If anyone has receipts please turn in.	
Chair Reports	
<p>TREASURER More people did better overall; better show for most. "2017 Clay Fest Artist Sales Summary" handout discussed. This year's sales were more evenly divided which is great for the health of the show! Addressed possibility of going to a graduated percentage scale with fees (as they do at Showcase) There is some record keeping to be completed, some stuff to still pay out of pocket.</p> <p>SALES TAGS Discussed information on Daily Tag Totals handout. Were a couple hundred dollars over what we thought we made—pretty close. There were no broken pots. Made some sponsorship money, not sure how much. Some money still coming in. This was the second best year for Clay Fest, second only to 2015. Attendance was up from last year, but down from 2015.</p> <p>REGISTRAR Need to figure out how to post application's received to date, so applicants can double-check and confirm application was received. Two people sent aps to wrong PO box and they ended up at bottom of list. Maybe could put a running tally of applications received (like Clay Folk does) People were confused about language on picking time for work shift Final housekeeping note – Frank found a bunch of old slides and pictures; look through to see if yours are there, getting rid of rest.</p> <p>WEBMASTER Trying to switch site to new platform. Cecile will be taking over website at some point (both have been pretty busy). Merry Contacted a business that will migrate current content to new website. Cecile will follow up with them to get details on cost and timing.</p>	<p>Next year, when look at budget, will talk about possibly raising booth fees.</p> <p>Talk about how to post list of applications received as they are received—maybe communicate somehow through email?</p>

<p>CLAY IN EDUCATION There have been several requests from schools for potters in classrooms (four from the show) A comment from the group -one of customers said they are a retired teacher who likes to support our Clay in Ed program by making purchases from the Clay in Ed booth Another comment from group- need to make change to Clay in Ed tag</p> <p>SECURITY/INFO Sandy Brown has three thoughts and ideas about next year’s show 1. Potters dress code while demoing: we don’t currently have a code, but had a problem this year. Seemed to be consensus for handling on the spot, if it happens again and then don’t invite back if continued violation. 2. Dogs inside the building not verified as service animals. 3. Releasing potters’ personal info at the info booth- needs to know if it’s ok to give out information. Discussion followed. Could create artist page on new website, for those who want contact info given out</p> <p>SALES AREA Tracie thanks committee crew Have extra brown bags, ran out of wrapping paper, out of ink, bad machine/got a new one Things went well with glitches solved.</p> <p>GALLERY SET-UP Dave is looking for a trainee; Karen suggested Jon King</p> <p>CHAIR’S REPORT: LAST-YEAR TRAINEES TAKING OVER Alissa Clark taking over Demos from Jon Debbie Christensen taking Registrar from Frank Who is Credit/Debit chair- Michael or Nina?</p> <p>CHAIR’S REPORT: PEOPLE APPLYING AS TRAINEES Bulk Mailing – Sandy Segna Publicity – Claire Delffs Cash – Beverly Curtis Signage – Discussion on breaking signage up into two parts with two chairs, at one point each. Each will have own budget and training will start this November. Show (Banner) Signage – Linda Williams Participants’ signage – Ted Ernst</p> <p>WEBMASTER Merry still acting webmaster with Cecile training and Merry trying to hand off; a bit off track with Cecile taking over Secretary position, but plan still for Cecile to take over. Merry fine for now with being webmaster.</p>	<p>Discuss making changes to Clay in Education tag</p> <p>Check fairgrounds policy on service dogs—put sign out, service dogs only?</p> <p>Need to discuss giving info out for members who are not at show, as well as members at show</p> <p>Motion to break signage up into two parts- outdoor and indoor. (Moved, Frank Gosar; second, Beth Johnson) Unanimously approved.</p>
Additional Comments	
<p>Sandy- Every year she makes an announcement to bring signs back, this is the first year that everyone did.</p>	

<p>Frank- Next year is 20th Anniversary. Do we want to do anything special? Giant cake maybe?</p> <p>Karen- Thinking next year's show will be 12,13,14- same weekend as home show.</p> <p>Clay Folk would like us to lend shopping baskets and mirror (have done in past). They are very grateful</p>	<p>Everyone agreed to lend Clay Folk baskets and mirror</p>
<p>2018 Meeting Dates</p>	
<p>January 2 February 6 March 6 June 5 September 4 November 6</p>	
<p>Adjourn</p>	
<p>7:25 PM (Moved, Beth Johnson; second, Frank Gosar.)</p>	<p>Unanimously approved.</p>