

CLAY FEST STEERING COMMITTEE MINUTES (Budget) Feb. 5th, 2016

Next meeting, Tuesday, March 1st, 2016, McNail Riley House, 601 W. 13th Ave. Eugene (13th & Jefferson)

Attendees: Karen Washburn, , Michael Fromme, Dave Parry, Cecile Haworth, Faith Rahill, John Siwinski, Robin Russell, Merry Newcomer, Jon King, Debbie Christensen, Beth Johnson, Peter Alsen, Linda Williams, Ziggy Blum, 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"> The Minutes from Jan.5th were approved as sent. (Moved, Merry Newcomer, second, Beth Johnson Secretary Report – none 	Minutes approved
Package Pick up	
<ul style="list-style-type: none"> Discussion continued as to the need and location of a package pick up area. Designating the area behind the information table as the holding area was the agreed upon location. Assistance with the actual package pick-ups will be accomplished by participants on hand at the show. 	Voted to approve, .moved, Merry Newcomer, second, Jon King.
Participant non fulfillment issue	
<ul style="list-style-type: none"> Sub committee formed at Jan. meeting met and reported back that a letter was sent requesting payment (\$25.00) due for 2015 show in order to participate in future shows. Participant declined, matter closed. 	None
Security	
<p>The sub-committee formed at Jan. meeting met and created an alternative plan/schedule. It reduces the number of hours the building will be patrolled by Security Committee members. Instead of having committee workers patrol all day during set-up hours on Thursday, we will rely on greater vigilance by all participants, and especially by members of the Steering Committee, <i>(who better understand the situation and needs than do other participants.) There will be patrols on Thursday from 7 pm -- 9 pm; on Friday from 8 am -- 5 pm (when the show begins). Other patrols will run for 2 hours before the show opens, and for 1 hour after it closes.</i> Also, to eliminate confusion with the off-hours Security Patrols, the Workshift door-watching assignments will be called "Door Monitor", instead of "security"..</p>	Generally approved changes but no formal vote taken. We will formalize at the next meeting (application).
Advertising	
<ul style="list-style-type: none"> Considering if we should spend more and where (Eugene Magazine?, KRVM radio?. MOM magazine?) given we have the funds to do so. Facebook boosting by individual participants suggested and will discuss again. 	We will address again at future meetings.
Budget/Treasurer	
<p>We reviewed the past budget and made minor modifications. Overall it looks very good! Replaced existing checking account with one that allows a debit card for ease of transactions.</p>	None
Sales Area	
<ul style="list-style-type: none"> We again had a discussion on a central/single line option to address the congestion and confusion of the sales lines during our busiest times. Decided to create a work shift position of "Sales Host" whose job will include directing customers to the next available open register and keep them happy with their Clay Fest experience. (a smile, good attitude and a 	Voted to approve, moved, Ken Standhardt, second, Jon King. We will refine role at the next meeting.

bowl of candy in hand?) Better signage at eye level will be used to lessen confusion as well.	
2016 Meeting Dates	
March 1 st , Application June 7 th Booth Selection Sept. 6 th , Last meeting prior to show, Loose ends Nov. 1 st Wrap Up	None
Adjourn	
<ul style="list-style-type: none"> 7:45 (moved, Michael Fromme, second Linda Williams) 	