

CLAY FEST STEERING COMMITTEE – February 4, 2014

- Remaining Meetings: March 4; June 3 (booth selection); September 9; October 10, 11, 12 – Clay Fest Show; October 21 – Wrap Up.

Attendees: Barb Haddad, Beverly Curtis, Cecile Haworth, Cheryl Weese, Dave Parry, Denise Davis, Don Clarke, Faith Rahill, Frank Gosar, Karen Washburn, Ken Standhardt, Kris Anderson, Linda Williams, Merry Newcomer, Michael Fromme, Sue Siwinski, Robin Russell.

Recorder : Kris Anderson

Meeting Began at 6:30 p.m.	
Minutes	Next Steps/ Decisions
<ul style="list-style-type: none">▪ The Minutes from January , 2014 were approved as sent. (Moved Frank Gosar, seconded, Linda Williams.)	Minutes approved
Paypal/Credit Card/Square App Discussion	
<ul style="list-style-type: none">▪ There was a discussion about the pros and cons of having credit cards on the various chair positions and duties. The Decision was that Don, Cecile, Robin and Merry will do a subcommittee to review, and bring back a method. A motion was presented by Cecile, that we accept credit cards, through paypal or other app, contingent that the subcommittee can work out the “nitty gritty”. It was seconded by Barb. The motion carried.	Paypal or other app approved subject to subcommittee creating a method.
Chairs Seeking an “assistant” to the job	

▪ A review of past practices by the various steering committee members resulted in numerous options presented. An issue was that one of the steering committee members couldn't come to the meetings, but shared a booth, and wanted to split the duties. The History is that there is One Point, One % reduction, and One exclusion from other committee duties. If a duet wants to share the above, they could have an assistant. The Decision – Peter Alsen will be a trainee for the next few years. The Publicity job can have a continuous trainee for more assistance, but there is no change in policy otherwise, and the points and % reduction is to the Committee Chair.

Decision: No extra points, % reduction, etc for sharing a Steering Committee Chair job

Budget

▪ All Chairs presented their budget.

Budget Approved

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- Ken moved that we continue to keep the Local Clay donation to \$500 to do whatever they wanted. Beverly seconded, and the motion carried.

- It was decided that Pipe and Drape would change to “whatever it cost” rather than a larger charge to the participant

- The Budget (see below) was moved to accept by Frank Gosar, and seconded by Don. The motion carried.

Needing Photos for Book Mark

- Please send photos for the bookmark to Frank. He prefers via jpeg. He needs them by April 1.

Send photos to Frank by April 1st

Other Ideas for Future Agenda Items

- Email out an electronic postcard to decrease the postage

- One year out of 5 do the higher postage to see how many are “bad” addresses

Adjourn

- Motion to Adjourn by Ken Standhardt
- Seconded by Michael Fromme
- The meeting was adjourned at 8:00 p.m.

Meeting Adjourned

	2013		2014	
	Budget	Actual	Budget	Actual

Assets & income				
Beginning Cash	13106.37	13106.37	17275.05	
Broken pots fund balance	2652.40	2652.40	2287.48	
Booth Fees	7275.00	7492.50	7275.00	
Pipe & Drape	1935.00	1681.00	1700.00	
Sponsorship		725.00		
Total Assets:	24968.77	25657.27	28537.53	
Commissions		10213.00		
Liabilities: Committees				
Sales tags	45.00	0.00	30.00	
Building	250.00	1135.00	1150.00	
Cash	25.00	54.68		
Chair	3350.00	3160.90	3350.00	
Credit/Debit Cards	100.00	150.00	160.00	
Demonstrations	75.00	60.00	60.00	
Gallery display	75.00	0.00	25.00	
Graphics/Poster	1210.00	1217.72	1225.00	
Kids Clay	100.00	35.00	25.00	
Mailing	2530.00	2473.60	2500.00	
Show Furnishings	3330.00	2601.25	2800.00	
Postering	25.00	0.00	25.00	
Publicity	3800.00	4026.38	4030.00	
Registrar	25.00	6.45	10.00	
Info Packet	25.00	0.00	25.00	
Sales	200.00	120.71	200.00	
Secretary	0.00	30.00	30.00	
Security/Info	125.00	0.00		
Set-Up (Gallery)	150.00	218.47	300.00	
Signage	600.00	624.98	675.00	
Sponsorships	0.00	0.00	20.00	
Treasurer (+ Bookkeeper)	550.00	151.15	550.00	
Webmaster	100.00	94.75	71.25	
Workshifts	0.00	0.00		
subtotal	16690.00	16131.04	17261.25	
Other				
Transfer to Local Clay	500.00	500.00	500.00	
Broken Pots		364.92		
Bank Fees	1600.00	1144.26	1600.00	
Taxes	75.00	75.00	75.00	
dba registration	50.00	50.00	50.00	
Accountant	275.00	300.00	300.00	

Total Liabilities	19190.00	18595.22	19786.25	
Net	5778.77	7062.05	8751.28	