

Clay Fest Steering Committee - 2013

February 5, 2013

Attendees: Beth Johnson, Barb Haddad, Cecile Haworth, Dave Parry, Faith Rahill, Frank Gosar, Karen Washburn, Karl Smiley, Linda Williams, Maryanne Smith, Merry Newcomer, Pat Brooks, Robin Russell, Sue Siwinski, Elise Corin.

Recording: Frank Gosar

Previous meeting's minutes: Karen notes some changes: 2011 should be 2012. Show Furnishings chair is not responsible for water, Info Booth is. Page 2, section 1 Regarding Chair Positions, insert "may be spent" between "the last year" and "working." Minutes approved as amended.

(Kris: she also asks that we consistently use "Clay Fest," not "Clayfest.")

Publicity chair: Dan Bellas is moving to Portland and unable to be Publicity chair. Karen has solicited a few people to consider the job. Elaine and Susie have created a very thorough notebook of job responsibilities.

Water: Barb Haddad researched the possibility of having a water cooler this year, either for our members or for the public as well. Cost is \$15/day to rent a base that can provide either hot or cold water, \$5.75 per 5-gallon bottle

of water. She estimated \$83 for the weekend. We'd need to pay more for cups for the public; we assume potters can provide their own. It's substantially more than buying packs of bottles, but doesn't leave us all the empties. There's room in her budget for either option, we'll consider it more next meeting.

Budget: See attached budget worksheet.

Frank moves and Linda seconds to maintain our Local Clay donation at \$500. Motion carries.

Linda moves and Karl seconds to approve our budget. Motion carries.

Applications: When Cecile took the Info Packs position, she thought it'd be largely data entry. Her day job is writing and editing for LCC Small Business Development Center, and she thinks it would be good to consider rewriting our applications material. She thinks we should consider the tone of our application, is this the impression we want to give? Thinks it might address the perception that we're unwelcoming. It seems wordy and dogmatic to her. She wants to do a complete edit, then send it out to the steering committee before our March meeting. Those of us who feel comfortable editing could give the entire document a read-through, others should at least check facts in their area.

Graphics: Frank reminds us that the bookmark needs to be

printed before Ceramic Showcase at the end of April. He'd welcome some new images to pick from. They need to be high-resolution, high quality work.

Group booth: Seven people responded to our surveys, expressing an interest. Faith asks if any had booths previously? Karen says some had, many hadn't, at least one said they'd take group booth if they didn't get their own booth. Don't know whether a group booth would affect our ability to fill the show.

Sound system: It turns out that there is a sound system installed in the exhibit hall that we can rent from the fairgrounds. Don't know how well set up it is, but if the distribution of speakers is better, we could use it for announcements instead of renting a system from ProSound. Karen will try to arrange a demo. Karl has also brought in his performing system, 26 speakers arrayed in a compact column for broad sound distribution. We'd need to mount it higher for announcements, to clear the booths, but it would definitely be a good possibility for the demo stage.

Music: If anyone wants to suggest a musician for our Friday night opening, get a tape or CD to Faith to review.

Progress: We have our banner permit, and the building contract with the fairgrounds is signed.

Committees: Beth says we had 57 booths last year, and 22 chairs who aren't required to do committee work. Last year 10 people volunteered for committees in addition to their chair work. Without them, we would have been very short on committee members. Having a group booth might help. In any event, please bring your committee needs for our next meeting.

We take a moment to remember Gil Harrison, who passed away recently.

Linda moves to adjourn. Beth seconds. Meeting adjourned.

Clay Fest 2013 budget worksheet

	2012		2013	
	Budget	Actual	Budget	Actual
Assets & income				
Beginning Cash	14272.34	10197.24	13106.37	
Broken pots fund balance	2422.61	2707.61	2652.40	
Booth Fees	7055.00	7180.00	7275.00	
Pipe & Drape	2100.00	2115.00	1935.00	
Sponsorship		700.00		
Total Assets:	25849.95	22899.85	24968.77	
Commissions		11985.24		
Liabilities: Committees				
Sales tags	20.00	41.42	45.00	
Building	1220.00	225.00	250.00	
Cash	0.00	0.00	25.00	
Chair	4476.00	4771.20	3350.00	
Credit/Debit Cards	100.00	69.98	100.00	
Demonstrations	75.00	75.00	75.00	
Gallery display	75.00	77.11	75.00	
Graphics/Poster	1130.00	1202.58	1210.00	
Kids Clay	35.00	13.97	100.00	

Mailing	2500.00	2427.92	2530.00
Show Furnishings	3800.00	3357.10	3330.00
Postering	20.00	0.00	25.00
Publicity	3800.00	3597.00	3800.00
Registrar	38.00	34.85	25.00
Info Packet			25.00
Sales	150.00	141.74	200.00
Secretary	0.00	0.00	0.00
Security/Info	100.00	11.17	125.00
Set-Up (Gallery)		208.94	150.00
Signage	600.00	610.42	600.00
Sponsorships	0.00	0.00	0.00
Treasurer (+ Bookkeeper)	525.00	360.23	550.00
Webmaster	70.00	69.75	100.00
Workshifts	0.00	0.00	0.00
subtotal			16690.00
Other			
Transfer to Local Clay	500.00	500.00	500.00
Broken Pots	275.00	55.21	
Bank Fees	1300.00	1572.50	1600.00
Taxes	150.00	75.00	75.00
dba registration		100.00	50.00
Accountant	450.00	275.00	275.00
Total Liabilities	21409.00	19873.09	19190.00
Net	1518.34	3026.34	5778.77