

**CLAY FEST STEERING COMMITTEE MINUTES (last before show)**, Tuesday, Sept. 6th , 2016 McNail Riley House, 601 W. 13th Ave. Eugene (13th & Jefferson)

**Attendees:** Cecile Haworth , Frank Gosar, Karen Washburn, Linda Williams, Merry Newcomer, Robin Russell, Dave Parry, John Siwinski, Ziggy Blum, Michael Fromme, Laura Jackson, Maryanne Smith, Tara Hanby Beth Johnson, Peter Alsen, Sandy Brown, Faith Rahill, Dick Graveline, Dan Schmitt, **Recorder:** Ken Standhardt

<b>Meeting Began at 6:30 p.m. (McNail Riley House)</b>	
<b>Minutes</b>	<b>Next Steps/Decisions</b>
<ul style="list-style-type: none"> <li>• The Minutes from June 6<sup>th</sup> 2016 were approved as sent. (Moved Faith Rahill, second, Beth Johnson</li> <li>• Secretary Report – none</li> </ul>	Minutes approved
<b>Pre Show Reports</b>	
<p><b>POSTERING</b> List was passed around the table and folks noted specific locations they would poster to help those on the postering committee.</p> <p><b>PUBLICITY</b> Good to go. Talked the RG about repeat ads.</p> <p><b>MAILING</b> Good to go. Will have slips at show for customers to put their email address on.</p> <p><b>REGISTRAR</b> Two artists dropped and two took their place. We still have a few folks on the waiting list.</p> <p><b>GRAPHICS</b> Posters and postcards are ready for pick up at Georgies. E postcard will be sent to participants shortly for them to forward on to their customers.</p> <p><b>SIGNAGE</b> Good to go. New signs made for front doors to keep customers from entering early.</p> <p><b>BUILDING</b> Work is still being done to further clarify the layout map for the show.</p> <p><b>SHOW FURNISHINGS</b> Good to go.</p> <p><b>CREDIT-DEBIT</b> Good to go.</p> <p><b>SECURITY-INFO&gt;</b> Good to go.</p> <p><b>DEMOS</b> No report, but good to go best we know.</p>	

<p><b>SPONSORSHIP</b> Will have award prizes but none needed for raffle (not having raffle this year)</p> <p><b>CLAY IN EDUCATION</b> Clay in Education booth is good to go. No raffle this year.</p> <p><b>GALLERY</b> Good to go.</p> <p><b>DISPLAY</b> Good to go.</p> <p><b>SALES AREA</b> Good to go.</p> <p><b>KIDS CLAY</b> Good to go.</p> <p><b>WORKSHIFTS.</b> AS always an ever evolving puzzle. It looks like there is enough folks to staff all the positions.</p> <p><b>INFO&gt; PACKS</b> Good to go.</p> <p><b>SALES TAGS</b> Changed the process of each artist going to a common book at info desk to see individual's daily sales to a daily sales report to be picked up.</p> <p><b>CASH</b> Good to go.</p> <p><b>TREASURER</b> Good to go. Reminds everyone that has receipts for the show to turn them in ASAP to get reimbursed ASAP.</p> <p><b>WEBMASTER</b> Recommended paying a skilled photographer grad student from the U of O to take high quality pictures during the show. Recommended paying them \$100.00 from the discretionary budget.</p>	<p>Unanimously approved.</p>
<b>Adjourn</b>	
<ul style="list-style-type: none"> <li>7:32PM (moved, Linda Williams, second Frank Gosar)</li> </ul>	