

## **2024-01-09 (JANUARY) CLAY FEST STEERING COMMITTEE MEETING MINUTES**

In attendance: Chairs Amy Hess, Cathy McGrath, Chris Polich, Dawn Craig, Faith Rahill, Faye Cates, Frank Gosar, Gwen Childs, Karen Washburn, Lee Dwyer, Laura Wikane, Maria Counts, Mariah Williams, Mark Timmerman, Robin Russell, Tea Duong, Tracie Manso, Ziggy Blum

Also in attendance: Shelly Fredenberg

Meeting called to order at 6:31 pm by Laura

**Motion to approve Minutes** of last meeting (Nov 2023): Moved by Tracie, seconded by Lee. Motion passed.

**Reminder:** Steering Committee members need to join Local Clay for 2024 to have standing to vote on issues.

**Membership, dues, and Local Clay discussion:** A renewal reminder needs to be sent out, via newsletter or other means, but the Local Clay secretary, who did that, has resigned. Robin volunteered to send out a reminder after she does the 1099's, but Local Clay needs to figure out who will be responsible for that. If Local Clay continues in its customary form, it needs a Secretary.

Additionally, Robin has been tracking dues, instead of the Local Clay Secretary doing it. Someone else will have to take that job on.

A larger issue seems to be "who handles what, financially" in both Local Clay and Clay Fest.

Other issues regarding newsletters and communications with patrons include that we don't have a mailing list anymore. All information might as well be on the website where members AND patrons can get it.

If a newsletter is to be posted on the website, who should write the newsletter? For now, that will be part of the Mark's (Bulk Mailing Chair) job, even though newsletter writing is outside the scope of what Bulk Mailing has been (mainly sending postcards to patrons)

There are questions about what form Local Clay will be taking in the future, and whether Local Clay Board Members will continue to do the jobs they have been doing. A thought is brought up that Clay Fest become the main or only focus of what has been Local Clay, and that they be "combined". However, it is pointed out that Clay Fest is a committee of Local Clay, and that we don't have the authority to take over Local Clay's legal standing as an incorporated entity. This discussion should be taken up by Local Clay.

The newsletter, in any form, has always included both Local Clay and Clay Fest news (as well as Clay in Education and any other Local Clay committee information).

### **Issues discussed:**

**This year's show dates:** Should we hold it during the Home Show, as was customary, or during the Health and Wellness Fair, as last year, and/or do we want to avoid a home U of O football game? Factors discussed include: The Home Show is later this year; it's the third week of October, not the

weekend of the first full week of the month, as usual; and a later date is undesirable because many people participate in Clayfolk, which is held in November.

Consensus was for the show to be on the second weekend of October (11, 12, 13)

**Street banner discussion:** Cathy McGrath is now the Show Signage chair. She reports that it costs \$110 to apply for banner permit and get us on city's banner calendar. A liability certificate needs to go with application, which means we need to have proof of paid insurance. We shouldn't vote every year on whether we are going to have a banner, but we can have input on its location.

Consensus was for 11<sup>th</sup> Ave, at Willamette St.

**Gallery Only fee:** Should it continue to be refundable? It's \$25, which is refunded if the participant completes the workshift assignment. Gallery Only people bring in money only if the person sells something, and that doesn't cover what it costs to have them participate. Frank suggests we keep it at \$25 but make it non-refundable.

Consensus was the Gallery Only fee will be non-refundable.

**Gallery only application:** Gallery only people have been able to apply until very close to the show.

Consensus was to have the deadline for application be earlier than previously.

**All applications:** We will have the deadline for show applications remain open until much later than last year's deadline. Last year, we closed applications earlier than usual, and we ended up with no wait list and empty booth.

**P and D color:** Will we vote on the color every year? Now that we use a different Pipe and Drape company, we need to choose one color. We voted for black at our last meeting; in all previous years, black was the more-requested color.

Consensus was for the drape to be black.

**Website building:** Chairs should update their job descriptions and send them to Windy (webmaster) for inclusion on the website. Additionally, Info Packs will be mostly on website.

**We need a bookkeeper for CF:** We seem unsure whose job will cover what financial duties. Sales tags and bookkeeping in particular need to be figured out between the Chairs. Gwen (Cash) will print barcodes this year.

**Square:** Do we stay with Square's system that costs over \$700 and lets us keep our same barcodes from year to year? We decided that is not something we will vote on as an issue; it will be in the Treasurer's (?) budget. There is still interest in coordinating with OPA and Clayfolk so the barcodes will be universal among the three shows.

Consensus was to stay with the current plan, which will be part of the Budget meeting and vote.

**Points discussion:** There was a preliminary discussion about points, and a suggestion that Chairs track their hours, and a suggestion that we form a committee to study points and consider awarding points based on the amount of work chairs do. There were also comments that it isn't necessarily

important which booth a person gets, as long as they get into the show, and that Clay Fest developed the point system to encourage new chairs, new participants, and chairs learning different jobs, among other reasons.

Gwen moved to adjourn, Ziggy seconded, meeting adjourned at 7:35 pm.

Next meeting: February 9, 6:30 pm at the McNail-Riley House

Minutes recorded by: Karen Washburn