

2024.02.06 February 2024 Clay Fest Steering Committee Meeting Minutes

Meeting began at 6:35 pm at the McNail-Riley House

Attendees, Chairs: Amy Hess, Cathy McGrath, Dawn Craig, Faith Rahill, Faye Cates, Gwen Childs, Jon King, Karen Washburn, Laura Wikane, Lee Dwyer, Maria Counts, Matty Maxwell, Nina Duong, Robin Russell, Tea Duong, Ted Ernst, Tracie Manso, Ziggy Blum

Others: Sandy Segna

Presiding: Laura Wikane

Minutes recorded by: Karen Washburn

Approval of minutes from January meeting: motion to approve by Gwen, seconded by Lee. Minutes approved.

Local Clay Newsletter: next newsletter will go out when Clay Fest show application goes out in April

People who want to receive the newsletter need to put their email addresses in the “Never Miss an Update” pop-up on the website.

78% of those who received it opened it, and 48% clicked on the link.

Treasurer’s Report and Budget: Robin brought handouts and a display copy of 2023’s actual expenses/proposed budget worksheets for 2024. A motion to approve the 2024 budget was made by Lee, seconded bysorry but I don’t know WHO SECONDED. I would be happy if someone would let me know! Budget approved.

There is still some question about which items go into which budget (sales tags, bookkeeper, and other financials) but that will be refined as the year goes on.

In the future, we plan to discuss decreasing percentage charged to participants because we have so much in the bank. We raised booth fees two years ago, which some think was unnecessary but others think is still a good value and less expensive than some other shows. Pipe and drape are provided in each booth, at no extra cost.

Show application: application (and move-in) will be entirely online. The move-in packet will be broken down into separate tabs, and Lee says we can add tabs as needed. The map to the fairgrounds/show and the “hosts” option will probably be eliminated. Everything will be constructed in a way that makes them easy to update. There might be a supplement to the actual Move-In tab sections on the website with additional information.

Pipe and drape: Faith mentions that, while it is planned that all drape will be black, it would be possible to have both black and white drape available, but only if 1) an entire block of contiguous booths is white or 2) booth holders are willing to pay extra for an extra set of pipes for hanging white drape. Current plan remains not to complicate things by having both black and white drape offered (especially not as separate blocks of booths)

Building the website: the new website is still in the process of being built. Steering Committee Chairs should update their job descriptions and send the descriptions to both the Webmaster and the

Secretary. The webmaster will post the descriptions and the Secretary keeps them in the Secretary's notebook. Chairs should keep a copy of their job description in their own Chair Notebooks also.

Upcoming Local Clay meeting: February 20 zoom meeting is planned; notice of the meeting was in the latest Newsletter.

Motion to adjourn: moved by Gwen, seconded by Ziggy. Motion to adjourn approved. Meeting adjourned at 7:45 pm