

## **CLAYFEST STEERING COMMITTEE MEETING - FEBRUARY 22, 2007**

Attending : Avi Harriman, Susan Fishel, Frank Gosar, Paula MacCullen, Tom Rohr, Holly Dubrasech, Merry Newcomer, Michael Fromme, Grace Sheese, Susan Roden, Faith Rahill

Sent regrets : Don Clarke, Mary Hindman, Shirley & Jerry Huft

Paula needs Budgets from all committee chairs ASAP. The budget has been constructed very close, and estimated numbers are needed ASAP.

Regarding the budget, there was discussion of where certain items would be listed under. As the committees report that will be decided. Beginning Cash: \$12,641

### **EXPENSES**

REGISTRAR - Grace - In 2005 : \$106 spent, in 2006 : \$277 spent. She talked to some others and submissions of ClayFest applications via email has many difficulties. Email applications would save significant money from this committee budget. As of now, using same amounts as 2006.

BUILDING - Mary H - Submitted a budget of \$1269.85 vs. \$1370 spent in 2006. Includes \$305 : Fire Permit, \$729 : Alert Electric, \$210.85 : Fair Ground Equipment rental (pending same set-up and needs as 2006), \$25 : miscellaneous.

VISA - Rosa - no report. Are there any other expenses besides machine rentals?

SALES - Faith - \$175 - \$213 spent in 2006

PUBLICITY - Paula has taken this on until another Chair can be found - \$3500 - \$3300 spent in 2006

MAILING/DISTRIBUTION - Holly - \$2174 - \$2154 in 2006 - more names/addresses every year from exit polls and checks

GRAPHICS - Frank - \$1638 for 2007 - up \$95 from last year - UPS shipping of postcards has increased, need to laminate last year's poster

SECURITY - Linda W - no report - \$40 spent in 2006

GALLERY - check-in and setting up pots = ?

SIGNAGE - Michael F - spent \$356 in 2006 - want \$400, includes \$150 to put up big banner

WORKSHIFTS - Tracie - no report - no expenditures in 2006

SPONSORSHIP - Alissa - no expenditures submitted in 2006 - postage ?

SHOW BOOKKEEPER/SALES TAGS - Robin - \$115 spent in 2006, estimate \$120 in 2007

DEMO - Rhoda - spent \$110 in 2006 - wants \$60 for food for Tom Rohr's demo, and new canvas. Estimate \$150.

KIDS CLAY - Elise - Spent \$42 in 2006 - estimate \$50 for 2007. Georgie's deducted \$83 from their sponsorship donation for clay used in Demo & Kids in 2006

SECRETARY - Susan R - \$5 postage - spent \$16 in 2006

WEBMASTER - Don - \$150

TREASURER - Susan F - \$125

SET - UP - Avi - talked to Michael Baines re previous years charges. We have a larger storage space for increased number of pedestals - we will not have truck or trailer expenses from Portland as he plans to purchase more lights and build more pedestals - there is plenty of paint left over to use for another year - some of the charge for pipe & drape for the show is recovered from booth persons. Last year (2006) : pipe & drape was charged to the individual committees using it, this year (2007) : all pipe & drape will go under Set-Up committee. Requests: \$4110 which includes: storage ~\$800, new lights: \$625, materials for new pedestals : \$200, pipe & drape \$2450, miscellaneous: \$100

In 2006, Paula paid \$125 to Fairgrounds for marketing. AAA is to be notified, but we were not in their book in 2006. What did we get? She will find out.

OTHER :

TRANSFER TO LOCAL CLAY - Susan F reports in 2005 ClayFest made money and gave \$1000 to Local Clay in 2006. In 2006, ClayFest made \$150. In previous years, when ClayFest did not make much \$, \$300 was given to Local Clay. Per her recommendation, it is decided to give Local Clay \$300.

TO BROKEN POTS - \$5 per booth is budgeted for broken pots - 57 booths = \$285. \$250 spent

VISA - \$1156 paid in 2006 for rental of charge machines and charge fees. This fluctuates as to the percent of sales charged, which increases every year.

TAXES - A minimum of \$50 - since ClayFest only made \$150 in 2006, estimate minimum tax due

ACCOUNTANT - \$250 - \$300 - the Accountant wants more than the \$250 they charged last year - will discuss sponsorship for any increase charge

INSURANCE - \$252

## **INCOME**

Used estimates of : SPONSORSHIP - \$1000. In 2005 : \$1150, In 2006 : \$1067

BOOTH FEES - \$7390. In 2005 @ \$150 full booth, \$85 half booth = \$7120. In 2006 @ \$155 full booth, \$90 half booth = \$7390

COMMISSIONS - \$10,300 is average of last 3 years. In 2005 : \$11,085 from 16% booths, 11% chairs and 30% gallery-only. In 2006 : \$9568 includes \$6905 from booths @ 15%, \$2466 from Chairs @ 10%, \$198 from gallery-only @ 30%

PIPE & DRAPE - \$1760 reimbursed from booths charged for using pipe & drape

TOTAL ESTIMATED EXPENSES - \$19,145

TOTAL ESTIMATED INCOME - \$20,440

Any budget requests that are different from listed above need to be submitted to Paula ASAP. We budgeted very close this year.

Every Committee Chair needs to keep a running total of money spent to help stay on budget.

**CONTINUED BUSINESS** - Paula reread minutes from the January meeting: we are to revisit early applications and on-line applications for ClayFest.

There was a discussion of ways to entice people to assist with putting on the show. Faith suggested Committee Trainees get 1 point towards booth choice.

### **POLICY CHANGE**

Faith proposed - seconded by Frank :

- 1 -The elimination of selection of booths by postmark order.
- 2 - Chairs and Local Clay officers choose booths first
- 3 - Others with points select booths next
- 4 - Applicants with no points will be pooled and names drawn randomly to fill remaining booths
- 5 - All applications must be postmarked by due date to be considered

Unanimously passed.

Points for Trainees will be discussed at the next meeting.

Next Meeting is Thursday, March 22 at EWEB 6:30pm