

Clay Fest Steering Committee Meeting

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| Minutes | FEB 7 2012 | 6:30 p.m. | EWEB |
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| Meeting called by | Karen Washburn |
| Type of meeting | Steering committee |
| Note taker | Kris Anderson |
| Attendees | Frank Gosar, Merry Newcomer, Don Clarke, Karen Washburn, Beth Johnson, Tea Duong, Sue Siwinski, Faith Rahill, Michael Fromme, Pat Brooks, Judith Cross, Tracie Manso, Robin Russell, Elise Corin, Nina Fernstrom Duong, Kris Anderson |

2012 Clay Fest Steering Committee Meetings are scheduled: February 7; March 13; May 22; September 11 all at 6:30 p.m. EWEB
Show dates: October 12 – 14, 2012

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| budget requests | The following Budget requests were submitted by their chairperson: |
| 1. Bookkeeper/cash – for paper (cash) 20 | |
| 2. Building committee: Rental of table, chair, fire marshal 1220 | |
| 3. Facilities – electricity, facility rental, food, music (see discussion) 4476 | |

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| 4. Credit/Debit 100 |
| 5. Demonstrations 75 |
| 6. Gallery – permanent ballot box. Printing cheaper 75 |
| 7. Graphics/Posters – 250 posters, 100 8 1/2X11's, 5,000 bookmarks 1130 |
| 8. Kids clay 35 |
| 9. Mailing 2500 |
| 10. Pipe and Drape (Set up Michael) via DWA 3800 |
| 11. Postering (has never used the budget, but would like a line item 20 |
| 12. Publicity 3800 |
| 13. Registrar 38 |
| 14. Sales 150 |
| 15. Secretary - declined -0 |
| 16. Security Information (Barb will be taking over) 100 |
| 17. Signage 600 |
| 18. Sponsorships 0 |
| 19. Treasurer/Bookkeeper 525 |
| 20. Webmaster (1/2 with Local Clay) 70 |
| 21. Workshifts (Beth will be taking over) 0 |
| 22. Local Clay (see discussion below for motions) 500 |
| 23. Broken Pots (see discussion below for motions) 285 |
| 24. Bank Fees 1300 |

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| 25. CPA (previous budget – 350: previous paid – 425) 450 | | |
| 26. Taxes 150 | | |
| 27. Music 300 | | |
| Estimated totals: 21,719 | | |
| Income | Beginning Balance – 14,000 | |
| Booth fees – last year, 7300 (due to dropped entries). Estimated booth fees: 7055 | | |
| Pipe and Drapes – last year, 2100 (due to dropped entries. Estimated P&D fees: 2100 | | |
| Total estimated income and balance: 23,427 | | |
| Budget to be adopted as above: Moved, Don Clarke Seconded: Nina Fernstrom Duong Passed. | | |
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| | topics and discussions | |
| Broken Pots | Per Frank Gosar, historically, we have budgeted 285 per year. We have a “theoretical” ability to pay a top amount for broken pots, and our insurance does not cover broken pots. Currently, we have stated | |
| a top amount of \$500 per member. Based on our current reimbursement, our reserves should be about \$3000?? | | |
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| discussion | Frank is wondering if we should revisit the concept and amount for broken pots. | |
| Don Clarke proposed we figure out what the reserves truly are, and revisit the policy at a future date. That we leave as is for now. | | |
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| Music | Don Clarke moved that we include \$300 for music | |
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| Discussion | A short discussion ensued. It was moved, seconded, and passed that we include \$300 for music. | |
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| Booth fees | Booth fees haven't gone up for many years. | |
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| Discussion | 1. Suggested we raise booth fees \$10 ea | |
| | 2. Suggested we increase the % of sales, since an increase in booth fee might be onerous | |
| | 3. Goal: we want people to be there, so how creative can we be? | |
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| Plan: | approved budget with fees as is. Will look @ booth fees/commissions and do an email proposal. | Approved: Moved, Don Clarke Seconded: Nina Fernstrom Duong Passed. |
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| Application | Don Clarke would like us to change the typos. Also to add the committee chair line. | |

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| Discussion | Agreed. |
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| DWA Pipe and Drape | Cheaper all one color. |

Cheaper for all one color.

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| | Agreed that we would revisit the discussion for clarity. |
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| Motion to adjourn | By Beth johnson |
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| Respectfully submitted | Kris Anderson |