

2025.01.07 – January Clay Fest Steering Committee Meeting Minutes

Attendees: Chairs: Abbie Stillie, Amy Hess, Cathy McGrath, Chris Polich, Dawn Craig, Faith Rahill, Faye Cates, Frank Gosar, Joe Geil, Dave Winget, Karen Washburn, Laura Wikane, Lee Dwyer, Mariah Williams, Mark Timmerman, Matty Maxwell, Robin Russell Sanchez, Sienna Thomas, Tracie Manso, Ziggy Blum

Attendees: Trainees: Pam Horn, Donica Beath-Bigongiari

REMINDER: Chairs must attend at least 2 meetings to get the 5% discount on commission

Minutes recorded by: Karen

The meeting was called to order by Laura at 6:30 pm

Motion to approve minutes of last meeting (Oct. 2024) made by Frank, seconded by Dawn

Motion approved

Local Clay Membership renewal: Robin has the link to **pay annual LC dues** ready **on the website**. It can be found at the bottom of the home page/top, at the Local Clay page, and in the Participants' Info section. Most Chairs have not yet paid dues for 2025; dues must be paid for Chairs to be eligible to vote on motions.

Mark will send something out on Wix so people who don't get an email from us routinely can join Local Clay. Sometimes community members and patrons want to be part of the group.

Website: Windy has already changed the dates for this year. If you see anything on the website that needs correcting, contact Windy.

Publicity: LEC wants some photos for their website. They need original photos with high resolution. If you have some, let Laura know.

Graphics: Frank also needs images for our publicity, especially newer images, and images from newer participants. Show Chairs are guaranteed to be in the show, so Chairs are especially encouraged to submit photos; bookmarks need to be ready by April 25, so they can be handed out at OPA Showcase.

Signage: Street banner and insurance: Cathy will apply for the banner when we have the insurance and when she has everything ready to apply. We don't need to vote to approve a street banner, but we did take a straw vote on location and found that people were happy with the 11th Street location that we had last year.

We don't plan to change the wording "at the Lane County Fairgrounds" even though LEC does not use that term anymore. People who see the banner understand that we will be at the "LEC".

Info Packs: Lee will be working on the changes and yearly updates for this year. Laura will be working with her on this due to the many changes that will be made with our relocation to the new building. She passed around a sheet with committee job descriptions and work shift descriptions

for us to review for accuracy, for inclusion in the application. She also wants to remove a lot of descriptive text.

We will talk more about the Move-In Packet and changes to that as we get closer to the show. We may also refine the ‘all online’ aspect of the Move-In Packet.

Mark will be taking participants snail mail address till September 1.

We also discussed whether wrappers need to attend the Cashiers Training before the show. Consensus is “yes”.

Mariah says Gallery Hosts should have a meeting at 4 or 4:30 to train the hosts in making labels for replacement Gallery pieces. This meeting should be added to the Application.

We also discussed some people’s desire for the Info Pack to be all in one place, instead of piecemeal via tabs, or whether we should have links in the text, instead of tabs; these are works in progress and there was no decision on that.

We discussed whether to change the date and/or venue for the Booth Pick. Saturday and Sunday are out because many people have shows on weekends, but Friday is a possibility. We discussed whether that would be preferable to Tuesday (after our June meeting, as usual). A straw vote showed a leaning towards a Friday in June, but time and venue would need to be worked out, and a vote taken to decide if we are going to hold the Booth Pick at a different time and place than usual. For now, the website will list Booth Pick in June with Date & Location TBA.

The application goes out on April 1 and is due on May 25.

Artist opportunity: Faith presented a call for ceramicists who make pottery using Asian techniques. There will be a First Friday Artwalk on February 7 that will be featuring such work, if you or someone you know would be interested in taking part in that.

Food for Lane County/Empty Bowls: The fall banquet will be held the same weekend as Clay Fest, in another part of the LEC. They hope potters will donate pieces for centerpieces for the tables; they will advertise our show if we donate work. A straw vote showed Chairs willing to do that.

Lee suggests we have a table at Clay Fest where potters can leave bowls for the Empty Bowls sale held in May (of the following year). We agree to do that provided someone from Local Clay collects and deals with the donated bowls.

There was a discussion about the price our bowls sell for; Food for Lane County sets the prices so if you are not happy with the possibly low price your bowls will be sold for, you may choose not to donate.

Communications: Local Clay’s newsletter will come out at the end of January. Contact Mark if you have anything you would like included.

Clay Fest emails will be coming out through Clay Fest’s Gmail account with Google Workspace, which will look more official than the personal email addresses we have been using since we lost our “committee chair” addresses when we changed websites.

Treasurer: send your total expenses from last year to Robin soon, if you can. Prepare a budget for this year's show for the next meeting. Estimates will differ from past years in many cases, due to the increased size of the building and show but do your best to estimate this year's budget.

Bring your budget proposals to the February meeting!

Show Assistant: it is possible we will want to create the position of Assistant to the Clay Fest Show Chair. With the increase in the size of the show, the responsibility for managing everything may be too much for one person and it might also be a good idea to have a back-up person in case the Show Chair is unable to be present at times, for any reason.

Other possible new positions: barcode chair, sales tags co-chair

Motion to adjourn made by Frank, seconded by Ziggy,

Motion approved; meeting adjourned at 7:35 pm

Following the meeting we reviewed the map of the new venue and worked on possible layouts for the show. Laura has been working with Don Clarke and others on this.

A version with 57 whole booths and 27 half booths seems likely. Abbie will put a map and some layout versions on computer.

Next meeting: February 4, 2025

Local Clay meetings: Saturday, January 18th @ 2pm. Board Meeting, Zoom

Saturday, January 25th @ 2pm. Annual Members Meeting, Vote for Board that date

Tool swap and potluck...McNail-Riley House

Studio Tours- February 2025 Studio Tour- Wildling Collaborative Arts