

Chair Meeting minutes - October 21, 2018
Art Museum Grants Pass

Dan Minard and Michael Mann called the meeting to order at 12:00 p.m.
(Minutes were taken and typed by Peter Alsen)

Dan and Michael made general comments and opened the meeting.

Promotions Committee – Bob Johnson and Nancy Leever presented report.

- Promotions provided a handout detailing progress.
- On Schedule.
- Bob will work closely with Social Media.
- Have stories in Medford and Grants Pass papers, added Medford Sneak Preview this year.
- Media calendars are updated. Posters, bookmarks, signs and print ads ready.
- Mailing packet sent to local high schools.

TV/Radio Committee – Shirley Huft presented report.

- FYI ad to go out next week.
- PSA to go out 1st week of November.

Social Media – Sandy Brown presented report.

- Trying to promote nationally.
- Posting an artist per day, will increase to 2 per day.
- Send images to: potteronthemountaintop@yahoo.com
- Instagram images can be hashtagged to clayfolk.

Advertising Design Committee – Frank Gosar presented report.

- All print ads are done and submitted,
- Posters/bookmarks are ready and were distributed at the meeting.

E-Mail List Chair – Pat Richie presented report.

- Flyer designed approved by promotions committee and ready to send.
- Will be sent to chairs now and general distribution around November 1st.

Mailing Chair – Karen Rycheck presented report.

- List complete, to be mailed out next week.

Storage/Transportation Chair – Michael McKinney presented report.

- Ready to go.
- Will try to purge storage of old junk.

Signage – Annie Heron presented report.

- Signs to go to printers next week.

Building Committee Dave Parry presented report.

- Ready to go.

Show Map Chair – Carole Hayne presented report.

- Map is ready.
- 1500 programs to be ordered. Extras can be printed as needed
- Carole will select pieces of pottery for the entrance display. This will be done each year as part of the map committee.

Music Chair–Bill Francis presented report.

- Music in place for Friday night.
- Will use Pandora through a small amp for Saturday.

Group Booth Committee – Karen Rycheck presented report.

- Everything OK, learning job.
- Dan Minard will bring drape to cover wiring in the group booth.

Refreshment Committee – Cheryl Kempner presented report.

- Will have same type of food as in previous years. 10 soups this year.
- Passed out sign up list for crock pots and soup. Point will be awarded for bringing soup.

Sunday Door Prize Committee – Nancy Stewart presented report.

- 5 drawings total, 1 each hour.
- Prize is \$50.

Demonstration Committee – Jon King sent a report.

- 4 demos Saturday and 3 Sunday.
- End of Sunday will be a potter's collaboration event.

Children's Area – Claire Delffts presented report.

- Will start with last year's layout and try to improve.
- Will try to create good separation between kid's area and show.
- Michael will check to ensure Nichole Hummel can work kid's area.

Cash/Check Committee – Teri Nelson presented report.

- New room was great.
- Side door must be locked for the entire show.
- Ensure address and phone numbers are on all checks.

Price Tag Committee – Linda Williams presented report.

- Will inventory storage area Thursday morning when it opens and purchase what is needed.

Visa Committee –Nina Fernstrom Duong presented report.

- Same number of machines as last year.
- Had discussion about QR codes for use in the future.

Sales Committee Debbie R. Thompson presented report.

- All Good.
- Attendance at mandatory preshow training meeting is imperative.
- Will send out written instructions in advance.

Workshift/Info Packet Chair - Jenny Harkins presented report

- Welcome packet to go out 1st week of Nov.
- Jenny needs updates to welcome packet.

Bookkeeping Committee – Debbie R. Thompson presented report for Ray Foster.

- Orange sheets for reimbursement available.
- Needs hard copies of receipts.
- Lots of mistakes last year, working to reduce.