

Chair Meeting minutes - October 16, 2016  
Art Museum Grants Pass

Shirley HUFT called the meeting to order at 12:05 p.m.  
(Minutes were taken and typed by Peter Alsen)

Shirley presented an overview of the building map and explained the access/egress patterns. She also provided examples of battery powered lighting that could be used at the new venue. Two new work shifts will be established, monitoring the front and back door of the Brammo Building during the Show. A list of items needed for the show was handed out.

**Promotions Committee** – Bob Johnson and Nancy Leever presented reports.

- Promotions will be similar to last year.
- The armory will allow us to put up signs directing people to the new venue.
- Last year's signs will be modified to show the new venue.

**TV/Radio Committee** – Stephanie Friedman presented report.

- Everything in place except Jefferson Public Radio.
- Will pursue a visit by local TV stations for Friday night.
- Suggestion was made to contact OPB and place a PSA on their Events Calendar.
- Will check prices for TV advertising.

**Advertising Committee** – Phil Fishwick presented report.

- Print ads on schedule.
- Posters/bookmarks are ready and were distributed at the meeting.
- Mailers are ready.
- Reminded the chairs to “Like” our Facebook site, set up an event, and share the mailer.

**Mailing Committee** – Karen Rycheck presented report.

- Post Cards are ready to go out on schedule.

**E-Mail List Chair** – Pat Richie presented report.

- Working on E-Card.
- Cards will also go out to members and Facebook site.
- Needs electrical outlet in foyer.
- Needs sign made for E-Mail requests.

**Sunday Door Prize Committee** – Nancy D. Steward presented report.

- Same as last year.
- Requested signage committee create large sign for door prize.

**Signage** – Steven Provence not present. Shirley Huft resented report.

- Tell Steven Provence if you have specific signage needs.
- Suggestion made to create cards with cell phone number to put in your booth when working.

**Sales Committee** Cindra Vargas presented report.

- Going well. Facility walkthrough Complete.
- Will have one sales area.

- Order for supplies (paper, boxes, etc.) has been placed
- Floor hazards have been identified and will be fixed.
- Will have 2 swing stations that can do cash, credit, or check.

**Visa Committee** –Nina Fernstrom Duong presented report.

- Same machines as last year.
- Contracts in place.
- Will need 2 more credit machines (7 total) for swing stations.
- Swing stations will be shut down during slack times.
- Shirley will call the facility to ensure there is good cell service.

**Cash/Check Committee** – Teri Nelson presented report.

- Tills will have \$150 each. Lock Box will have extra cash to be used as needed.
- Lock box should have sign out sheet so control of cash in and out can be maintained
- Requires a copy machine.
- Carole Hayne to verify what supplies are left over from last year.

**Price Tag Committee** – Linda Williams presented report.

- Needs copy machine, power for the adding machines, and 2 extension cords..

**Bookkeeping Committee** – Ray Foster presented report.

- Orange sheets will be available in Ray's and Penelope's booths for people needing reimbursement during the show.
- Ray will have a check for the entertainment at the show.

**Building Committee** – Jerry Huft presented report.

- No electrical outlets will be available for lighting this year..
- Will have people stocking and maintaining the restrooms.
- 2 doors will be available for Load in and Load out

**Storage Chair** – Debbie Raddatz-Thompson presented report.

- All is good

**Group Booth Committee** – Amy Segovia presented report.

- List updated for participants.
- The regular amount of electrical will be available for the group booth.

**Children's Area Committee** – Claire Delffs presented report.

- Good to go. Clay and Equipment is in place.
- Will contact Southern Oregon Clay to see if they will fire children's work for a small charge.
- Water will be supplied from the bathroom. No dumping clay slurry down the toilets or drains. Slurry can be dumped in the parking lot islands.

**Demonstration Committee** – Chris Borg presented report.

- Arranged to borrow large mirror and light from Clay Fest.
- Georgie's will supply clay.
- Shirley will contact Ken about borrowing extra baskets from Clayfest.

**Workshift/Info Packet Chair** - Jenny Harkins presented report

- 12 people (5 cash and 7 credit) for Friday night and Saturday first shift.
- Hard copies of shift work schedule will be mailed out only to the people that have work shifts.
- 2 security people, 3 aisle hosts, and 1 checkout host to be added per shift.

**Refreshment Committee** – Cheryl Kempner presented report.

- Will have food this year, but no access to oven or refrigerator.
- Hot soup Friday. Passed out sign up list for crock pots and soup.
- Potters need to bring cookies for customers Friday night.

**Music** – Art Linnemeyer presented report.

- Music to be near demo area Friday night.
- PA system will be near music on Friday and be moved to location between booths 52 and 53 for the rest of the show.
- Requested chairs around the music area for Friday Night.

**Show Map Chair** – Carole Hayne presented report.

- Needs Demo Schedule, Music performer's name and performance time, and Kids Clay Schedule.

**WebMaster/Social Media** – Vicki Chamberlain not present.

- Shirley will make sure Facebook additions are made.