

Chair Meeting minutes - October 18, 2015
Art Museum Grants Pass

Shirley HUFT called the meeting to order at 12:10 p.m.
(Minutes were taken and typed by Peter Alsen)

Shirley presented a briefing detailing the new security requirements at the Medford Armory. All show participants must do a shift monitoring a door at the armory during setup. A sign-up sheet and Security Protocol handout were passed around.

This year during the show we will be highlighting that this is our 40th Anniversary celebration (40 years of Clayfolk Shows). Shirley will provide a cake for the customers on Friday night. Everyone is encouraged to bring cookies or other goodies to help with the celebration.

It has been determined that the drapes that come with the pop ups are fire resistant and are acceptable for use in the show. Tops on the pop ups are not permitted.

There was discussion about ensuring that we provide great customer service. Try to be friendly and helpful to the customers so they will have a positive experience and want to return next year.

Promotions Committee – Bob Johnson and Nancy Leever presented reports.

- All bases have been covered.
- Jefferson Monthly will no longer have the Spotlight Column.
- Press release is on the Clayfolk Website.
- There will be no “official” tours this year. Gwen is organizing an educational tour for a group she belongs to and everyone is encouraged to use this as a model to conduct informal tours for any social groups they belong to.
- Yard signs are being created to be put out all over town.

TV/Radio Committee – Donna Marie presented report.

- Jefferson Public Radio and TV Stations have been contacted.
- TV spot press release has been updated.
- JPR does morning show. Will try to arrange interview.
- Channel 12 will be contacted about doing their report on Friday night

Advertising Committee – Phil Fishwick presented report.

- On Schedule
- Print ads the same as last year.
- Posters/bookmarks are ready and were distributed at the meeting.

Mailing Committee – Karen Rycheck presented report.

- Post Cards have been printed.
- Cards will be mailed on November 4th.

E-Mail List Chair – Pat Richie presented report.

- Post card information has been added to the mail list.
- Creating computer documentation for adding e-mails during show.

Sunday Door Prize Committee – Cheryl Weese presented report.

- Working on signs.
- Requested signage committee create large sign for door prize.

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

- Steven Provence has dropped from the show.
- Linda Heisserman will bring the signs.
- Shirley will provide list.

Sales Committee Cindra Vargas presented report.

- New configuration for sales area in lobby.
- Will have sales area in the back on Friday night and Saturday.
- Did walkdown of armory to verify enough electrical outlets are available.
- 8 checkout stations in front. 4 VISA, 4 Cash
- 3 Checkout stations in back. Friday night and Saturday 11 to 3. 2 VISA, 1 Cash

Visa Committee – Tea Duong & Nina Fernstrom Duong presented report.

- New machines that do not require phone lines.
- Rental period will be one month.
- New machines are compatible with the new credit card chip.

Cash/Check Committee – Carole Hayne presented report.

- 5 tills will have \$200 each. Cash for tills will be made up as we go along.
- Will use copier in bean counting room for check copying.

Price Tag Committee – Linda Williams presented report.

- Shirley will e-mail list of participants' names to Linda on Wed. prior to show.
- It was suggested that old tags be replaced with new ones to ensure they remain sticky.
- Suggested tags are Avery 5408. Avery can supply a template for printing names on tags.

Bookkeeping Committee – Ray Foster presented report.

- Has crew in place.
- Visa machines will be ordered next week.

Building Committee – Jerry Huft presented report.

- Met with Fire Marshall. All forms complete.
- Fire Marshall scheduled to conduct walkthrough 12:00 Friday afternoon.
- Armory ready to go.

Storage Chair – Debbie Raddatz-Thompson presented report.

- All is good
- Needs to get key back from Lanita.
- Storage to be opened by 9am Thursday.

Group Booth Committee – Marylou Schnoes presented report.

- Committee met this summer and assembled new shelves.
- Lighting is reconfigured.
- Room for 3 additional participants in the group booth this year.
- Under budget.

Children's Area Committee – Claire Delffs presented report.

- Bins cleaned and refurbished.
- Southern Oregon Clay and Ashland Art Center will fire children's work for a small charge.
- Georgies is donating the clay.
- Will provide schedule to Cris Usher, Jenny Harkins, and Nancy Leever.

Demonstration Committee – Chris Borg presented report.

- Arranged to borrow large mirror from Clay Fest.
- Purchase of additional lights was approved.
- Needs easels form storage.
- Will provide schedule to Cris Usher, Jenny Harkins, and Nancy Leever.
- Shirley to will provide wheel for Demos.

Workshift/Info Packet Chair - Jenny Harkins presented report

- All set.
- Needs schedules for demos, kids clay, etc.
- Emphasized customer service. We are "Ambassadors"

Refreshment Committee – Ken Standhart presented report.

- All set, most activity happens on Friday.
- Needs punchbowl from Shirley.
- Will purchase small plates and forks for 40th Anniversary Cake.
- Requested everyone bring soups or crock pot dishes if you can.

Music –Art Linnemeyer presented report.

- Music to be on Mezzanine. Performer scheduled for 2 hours Friday night.
- Background music will be provided the rest of the time.

Show Map Chair – Cris Usher presented report.

- Needs Demo Schedule, Music performer's name and performance time, and Kids Clay Schedule.
- 1,200 maps will be printed.
- Will have Friday night voting by customers for favorite artist and booth. Winners will receive \$25 gift certificate for purchase at the show. Part of 40th Anniversary celebration.

WebMaster/Social Media – Vicki Chamberlain presented report.

- Everyone should e-mail Vicki with any information about radio and TV interviews, articles, or schedules for inclusion on the webpage.
- Send her your facebook page name so she can "like" it and link it to our website.