

Chair Meeting minutes - January 13, 2019  
Umpqua Valley Arts Center - Roseburg

Dan Minard and Michael Mann called the meeting to order at 1:15 pm.  
(Minutes were taken and typed by Peter Alsen)

**General Information**

Dan and Michael requested that budgets be held to last year's amount as much as possible this year.

Attendance and revenue were down last year due to accident on Friday night and great weather over the weekend.

**Promotions Committee** – Bob Johnsons presented a report.

- Provided handout.
- Requested we return to advertising in the Jacksonville paper.
- Suggested more posters be ordered this year. Last year several posters went to area schools leaving us short.
- Suggested we put ads in the Grants Pass and Ashland Sneak Preview.
- Would like to have committee persons assigned from each of the target areas.

**TV/Radio Committee** – Shirley Huft was not present. Report submitted.

- All is good.

**Social Media** – Sandy Brown presented report.

- All is good.
- Focused on Instagram last year.
- Requested pictures from show participants to use for show advertising.
- May increase use of Facebook this year.

**Advertising Design Committee** – Frank Gosar presented a report.

- Ran out of bookmarks last year, suggested we order more this year.

**Emailing List Committee** – Pat Richey presented report.

- Cards went out in early Nov.
- 80 percent opened their Email.
- 976 people are signed up for E cards.

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

- Mailing list is getting small, most people are going to E-Mail.

**Storage/ Transportation Committee** – Ben Wood presented report.

- Requested committee person for this year.
- Ben will check storage for missing banner.
- Group booth shelves are beginning to break down and require special handling.

**Signage Committee** – Annie Herron presented a report.

- Signage went well this year.

**Building Committee** – Dave Parry presented a report.

- Layout worked well.
- Fire Marshal encouraged the use of LED lighting.
- Cleaning Contract – reimbursement still outstanding.

**Show Map Committee** – Don Clarke was not present.

**Music Committee** – Bill Francis presented a report.

- Tried to have varied music selection.
- Will search for better speakers next year.

**Group Booth Committee** – Karen Rycheck presented report.

- All went well.
- Problem with committee members not supporting Thursday set up. May need to assign shifts.

**Refreshment Committee** – Linda Heisermann not present, Cheryl Kempner submitted a report.

- All went well.
- Need labels on crockpots showing contents.

**Sunday Door Prize Committee** – Nancy Stewart presented report.

- Will pursue the use of numbered raffle tickets next year.

**Demonstration Committee** – John King presented a report.

- Went well.
- Sunday collaborative event didn't work so well.

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

- Went well.
- Good attendance.

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

- Went well.
- Cell phone alarms worked well.
- Having complete information on checks really helped.

**Price Tag Committee** – Linda Williams was not present.

- Some 1<sup>st</sup> year people had price tags with dollar signs.

**Visa Committee** – Tea Duong presented a report.

- Communication from the visa machine company was not good.
- Investigating the use of “the square” and bar coding in the future.
- Requested a committee person for next year.

**Sales Committee**– Debbie R. Thompson not present. Report submitted.

- Needs trainee.
- More than enough boxes.

**Info Packet/Workshifts Committee** – Jenny Harkins presented report.

- Went well.
- Will add block on application to allow Friday work shift choice.
- Will add words about exhibiting courteous behavior at a times, see other business below.

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

- Went well do to experienced good team.

**Other Business.**

It was a complaint from a building person that one of the potters was pounding on the back door to gain entrance and when the building person responded there was some heated language about him not responding promptly. It was reinforced that we are guests in the building and that the armory people do not work for us. Courteous behavior was stressed.