

Craft committee Minutes 1/9/2024

Facilitator: Lucy Kingsley

Scribe: Jay Shuster

Other Participants:

Attendance: Lucy Kingsley(facilitator), Arna Shaw, James Nason, Sue Theolass, Jay Shuster, Kim (arrived 80 minutes in),

Staff: Vanessa Roy

Other Participants: Doug Quirke, Paxton Hoag (arrived 39 minutes in), Adam Budd (arrived 70minutes in),

Jay agrees to scribe for January maybe beyond

Introductions: None

Announcements: Vanessa, craft, esoteric, arts, and logo applications are on the website. Would like to make posts about applications being up. Website redesign coming along hoping it will provide opportunity for artisan directory to be improved, may not be done by fair time.

Agenda Approval: 5-0-0

Minutes Approval: minutes of November 8, 2023

\*\*\*Motion: Approve the minutes (sue/James) 4-0-1

Guest Concerns: none

Board Liaison Report: sue reported fairly quiet board meeting, couple people appointed to path planning and another committee, Elections and by-laws getting together to improve elections process first report back will be at the March Board meeting, hopefully new process will be in place for election this fall. Sue is concerned about bylaws change eliminating refunds after June 15 that is up for consideration at next the February board meeting (added to new business for this month. Arna reports that rules committee is working to improve board meetings. Arna added later in the meeting that there will be a form for everyone to sign regarding new database.

Staff Report: Working on budgets. New addition to staff Sunny Arthurs, Assistant events manager. New ticket seller (missed name), ticket purchases will be available in person not just online, dedicated customer service line.

Coordinators 'Reports: Doug (booth Registration) New registration system will likely be ready for this year's fair. Artisan directory, peach pit etc will hopefully all function more smoothly. Elders' application deadline February 1. Will miss refund discussion later in meeting but he is concerned

about late dropouts not getting refund. Packet Letter will be available online, no longer using packets. Are folks on committee interested in helping with extra crafter pass requests. Sue, Lucy, James, Arna will help. Committee suggested that registration write a letter to the board about refund bylaws change. Elimination of late pass purchase price increase is proposed in conjunction with eliminating refunds after June 15. Registration will work with booths who don't want to use the new database.

Old Business: Assigning work tasks:

Scribe: Jay willing to do this month and revisit ongoing scribe next month.

Daily Email check: Sue

Discussion ensued about how email should work. Revisited after Adam arrived. Vanessa will make one box for Craft committee member work and one for anyone to ask questions of Craft Committee, Sue will check the later box.

Work plan for the year:

January: Work Plan, discussion topics, schedule discussions, schedule town hall,

February: Discussion topics, Final packet letter

March: Jury results discussion

April: Booth rep system/ booth rep responsibilities

May: FFN article for June issue

June: Emergency issues if any

July: No meeting

August: Post Fair reports

September: Permanent booth placement preparation

October: Permanent booth placements, guideline changes

November: Guideline Changes/review Craft Guidelines

December: No Meeting

Approved by thumbs

Town Hall schedule: Should meeting happen before or after OCF? Mostly to help folks with prefair questions.

May 14 6:00PM

New Business:

Refund guidelines change. We do not support as written because we worry about last minute dropouts for emergency needs, typically space is filled, fair shouldn't benefit off crafter emergency. Lucy will write letter on behalf of CC supporting emergency refunds but not generic refunds.

Went back to old business task assignments:

Meeting tasks:

- Schedule dates, notify office for calendar listing (second Wed, except June, July and December): Lucy
- Agenda: format, send to committee 2 weeks prior to gather items, send to office 1 week prior for website listing: Lucy
- Minutes: record, transcribe, send to committee before next meeting for corrections, mail to members who don't use email. Get approval at meeting, send approved version to office for website posting: Scribe Jay for January maybe beyond
- Send meeting reminders if necessary: Lucy
- Facilitate meeting: Lucy

#### Committee Records: Lucy

- Member contact list: maintain and keep current
- Work Plan: present in January for approval
- Group Agreements

#### New Members: WE did not cover this

- Organize Letters of Intent to Committee and Board, and Committee Recommendation to Board
- Orient with committee documents when appointed
- Add to member list with date of appointment

#### Reports to Board: Sue, Arna

#### Customer Complaints: Lucy

- Facilitate solutions through contact with customer and artisan when requested
- Schedule closed meeting when necessary

#### Artisan Concerns: Lucy

- Facilitate solutions when possible
- Schedule closed meeting when necessary

#### Committee Email Site [ocfcraftcommittee@live.com](mailto:ocfcraftcommittee@live.com)

- Monitor emails, respond
- Maintain Artisan Involvement Email list, send out agendas and meeting reminders

#### Permanent Placement Process : Craft Committee/Craft Inventory

- Maintain file of applicants
- Ensure applications are complete
- Send to committee, and coordinators
- Schedule closed meeting
- Send follow-up form letters to applicants awarded spaces and not awarded

#### Jury Process: Craft Committee /Craft Inventory

- Assist Craft Inventory in problem solving if needed

- Participate in score-cut-off decision

#### Feedback Process: Craft Committee

- Share feedback responses with committees
- Respond to feedback if necessary

#### Packet Materials: Craft Committee

- Prepare and submit to website

#### Logo Project: Sue

- Facilitate artisan involvement in photo books for commemorative sales booths
- Prepare photo books
- Consider digitizing, do we continue this project?

#### Town Halls: Craft Committee

- Schedule, prepare content, attend and participate

#### Guideline Change Process. Craft Committee /Craft Inventory

- Compose and submit proposed guideline changes to Board via online form

#### Craft Policy Summary Craft Committee/Craft Inventory

- Update as guidelines change
- Is this something we want to maintain?

#### Craft guidelines: Craft Committee/Craft Inventory

Add to November

#### Crew Support: Craft Committee

- Consult and support Craft Inventory and Booth Registration Crews
- Coordinate with Food Committee when appropriate or necessary
- Interact with other crews when appropriate or necessary

Adam arrived, not a formal report but joined into discussion: Moved craft application deadline forward to March 22 but Jury dates will not change. Date changed to make curating huge number of applications easier. Jury process will not be in person this year. Jurors will have a week to complete on their own after a group norming session. Norming session will be early April. Adam will look into sharing applicant pool with Craft Committee in a way that is informative but not problematic.

Next meeting: February 13th

Meeting Evaluation: Sue shared news of the loss of Dennis Todd.

Wonderfull meeting Thank you Jay for being scribe.

Jay says looking forward to feedback on minutes.

