

From: "Kim Peterson" <kimpeterson10@hotmail.com>
Subject: [ACAG general] Minutes 5/2
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To: acag@arvadaceramicarts.org
Reply-To: acag@arvadaceramicarts.org

Minutes 5/2/06

Open house: Set up the gallery on Thursday. Use the clear tags. If your piece has a dark background, use the colored sharpies.

Clay trap: Demo. Dont put clay in the sink. Take care of your own sludge.

Closing: Make sure all the locks are secure. Close the windows. Locks will be changes soon.

The Mad Cow Parade: No!!

Red Rocks wood fired kiln: It can be rented. Someone must be there for the entire 5 day period (day and night). More information to follow.

Kazu is working on a wood fired kiln.

501(3)c: We have asked the lawyer about the costs and benefits. There are some differences with filings, contributions

Survey: We have the property survey from the landlord. 21 feet from the building to the south for parking. Sharing some with the print shop. No striping.. Signs?

Workshops: there was discussion about sending notices with shows and tentative schedules.

Studio Arts Tour: \$100.00, which the guild will cover. Everyone will be in the tour. We will have only one picture in the invitation. Probably the gallery shot. It is highly recommended that people are doing something in the studio during that time. Friday evening will be our opening reception. Discussion about whether we can host a show for them earlier in the month.. Possibly 2nd Friday? Need to make an offer.

Opening: Discussion about using individual price tags in the gallery or a numbered price list in future shows. Amy will set up the gallery on Thursday. Have your pieces on the front table to be displayed. Once pieces are set.. leave them be.. The front table will display additional pieces. Set up the display area in the studio spaces. If a piece sells, replace it and notify Amy. E-mail is ok.

Artists need to set up their portfolios. Amy will help. Business card!! Show them!!

Cleaning: General house keeping should be done as you see the need.

Sales: Use the receipt book. The customer keeps the yellow copy.. The gallery keeps the white. Try to get the customers name and address. Enter the name of the artist, cost, on the white copy. The tags/stickers might fall off.. Follow the directions for the register use. Dept 1, subtotal, (enter this on the receipt), total. Again on the receipt. Make a note on the receipt of how paid.. Check, credit

Workshop: Joyce Mislau will hold her holistic/ergonomic workshop on the 26th, 27th of August. \$550/day. And airfare. There will be a massage therapist on the 26th. Try to include other guilds/co-ops Such as Castle Clay.

Connie will reschedule her teapot/handles workshop.

Kilns: Kazus.. Cris will purchase a new chimney. Cant find an acceptable used one.. Gas lines are done. Darrel has looked for fiberboard, but not in stock at the present time. Once the materials are in, it should take about 3 days to complete.

Spray booth: The box is built, the fan is ordered. Will still need a hole in the wall/cinder block. We have the compressor. Everything else (spray guns) are the responsibility of the user.. Use Respirators!!!

Spin 360: The graphic arts students from Westward College will have their show in Elements, June 8-10. Opening on Friday 6-9.

The wine tasting/show will be in July. Possibly the 8th?

Discussion about juried shows including a strictly functional show for regional ceramic artists. 2nd Fridays will start up again..