London Polymer Clay Group

# Meeting notes - Steering group 18 October 2017

## Regular group meetings

#### Corrected dates for 2018

28 January, 25 March, 27 May, 22 July (bike London on 29 July), 30 September, 25 November.

#### Organisation

Agreed that ‘standard’ duties be defined, and allocated ahead of each meeting – with an opening shift and clear up one. Identified duties are:

* Signing in with venue duty manager
* Room set up, comprising:
  + Setting out tables only according to standard layout map - delegates to get out their own chairs
  + Set up Show and tell table with white tablecloth
  + Bringing milk, tea, etc – delegates to bring own mugs and lunch
  + Unloading ovens and library and setting up
* Chairing meeting and maintaining timing
* Oven monitor controlling bakes and refusing items after 15.45
* Newbie assistance
* Writing up demo description
* Room clearance, comprising:
  + Monitoring delegates returning chairs to stacks of seven and returning stacks to cupboard
  + Breaking down tables
  + Clearing/cleaning kitchen
  + Repacking ovens and library and loading
  + Emptying rubbish
  + Signing out with venue duty manager

An information poster or table notes to be produced outlining procedure for delegates. Timetable:

9.30 Set up facilities

10.00 Delegates arrive

10.30 Prompt – demo starts

12.30 Show and tell

13.00 Lunch

14.30 Library closes

15.45 Last bake

**RW** to draft, **AC** to print/laminate

#### November demo

Agreed multiple mini-demos on theme of ‘useful and acceptable gifts’ (*pace* Joyce Grenfell). To be included, materials to be charged to group:

* Wine glass badges by JP. **AP** to supply eyelets and **RW** to obtain wire links
* Cork based coasters by AC. **AC** to supply bases
* Baubles from covered balls by AC. **AP** to supply large paper balls

#### January demo

Extruder designs by Jane Cox. **AP** to contact Jane and secure her agreement.

#### Special birthday workshop

Try to get special ‘surprise’ demo. **AP** to contact Cara for ideas of who to invite. Budget up to £1,500, but standard daily fee paid by delegates. Canvass idea of Lucy Clay sponsoring raffle prize(s).

## Workshops

#### Contract with tutor

Outline from BD agreed fro outline content. Needs more ‘meat’ on the skeleton, of our preferred approach. Items to be covered:

* Travel – LPCG will meet London travel expenses, more distant and international travel to be agreed case by case..
* Refreshements – LPCG will pay for tutor refreshments (but not any of their personal guests) immediately before and during course
* Accommodation – Provided free on at-home basis for tutor for night before and during course. Additional nights/persons payable by agreement with host
* Payment basis – On a per-person rate
* LPCG to provide one tutor assistant who will not do any clay work
* Free places – Minimum one free place for member of organisaing team (see below)
* Tools – Tutor to provide specific and minimum list of tools required
* Materials – Tutor to arrange sponsorship pf clay supplies
* BD has drafted outline. Any additional areas to address? Any preferred requirements to include in first draft to tutor for discussion?
* Invoicing – Will be paid promptly in arrears through PayPal on receipt of a Paypal invoice.

**BD** to revise draft agreement for review at next meeting

#### Allocation of ‘rewards’

Agreed that many people contribute to a successful workshop, and this should be recognized by a discount on fee. Overall value of discount to be Course fee x No of free places agreed. Discount to be allocated to attendees in proportion to roles:

* Finance 10%
* Host 20%
* Website/social media promotion 20%
* Administration and tutor liaison 50%

Example:

Course fee £200, One free place = reward value £200. Reduced fees as follows:

* Finance £180
* Host £160
* Website/social media promotion £160
* Administration and tutor liaison £100

#### Arrangements for Maggie Maggio

Venue booking confirmed. In future, venue booking is part of Admin and liaison role.

Course fee to be £190 per person, maximum 26 delegates, 4 places reserved for steering group.

**JP** to act as tutor assistant.

Advance notice that booking is open to be sent to ‘frequent flyers’. **AP** to review past meeting attendance and propose mailing list. **RW** to draft invitation email and dispatch one week ahead of other publicity.

## Treasurer’s report

Positive blance of £50 out of Melanie West workshop.

Actual balance £3400, but £400 advance payment made for Maggie workshop and £160 for xxx.

## Website report

Agreed all steering group members should understand how to administer website. Training session to be held at Alison’s 11.00 on Sunday 14 January 2018, travel details at <http://www.editionuniques.co.uk/travel-by-public-transport.html>, free parking on Sundays. Light lunch served.

## Any other business

No other business

## Date of next meeting

Tuesday 5 December, 18.30 at Café Rouge Victoria.