

Lost River Valleys Marketing Co-op
Steering Committee Notes

Dear Members,

The LRVMC steering committee met this week on May 22, 2008. Present at the meeting were: Julie Buckwalter, Bridget Higbee, Suzanne Edelman, Paula Davies, Zip Zediker, Tammy Stringham and Diane Gasaway (by phone). A few changes were made to the previous steering committee agreement. These changes are as follows:

Member changes: Bridget Higbee and Kevin Hayes were added as members. Richard Wilke and John Danz were removed from the list.

There were two items added to item #1 values that will guide decisions. Those items are promoting Art and Creativity and Collaborating Art Groups.

There were two changes made to item #2 how decisions will be made and recorded. Those changes are that Members Present Rule and Bridget Higbee or her designee, in the case of her absence, will act as secretary.

No changes were made to item #3.

Item #4 We scheduled tentative meeting times for June and July. I will include them with the notes.

No changes were made to item #5.

We changed #6 completely. In order to manage deadlines and coordinate activities the committee will communicate weekly through e-mail. That report will then be sent to all LRVMC members so we are in contact with everyone.

In #7 to deal with committee members who do not meet their commitments the person will be asked to resign and another volunteer selected if more than two consecutive meetings are missed. The calling tree has been changed to an e-mail tree to help everyone remember meetings. A member will be contacted by phone if their e-mail address comes back undeliverable, otherwise we assume the messages are being received. The persons responsibilities will be reassigned if they are unable to participate. We encourage communication with other steering committee members. There will always be an ongoing soliciting of volunteers.

The criteria the Co-op will use to evaluate progress in #8 has a couple changes. We eliminated #3. We added two more items, they are as follows: Benchmarks and time lines are being addressed, and Consistence of attendance.

All meetings will be broadcast via e-mail. The committee will meet with Dianne once a month and at least twice a month with one another.

We want to get coordinated and start setting policies.

Three ideas being considered. First, to make 12x12 signs to display at our individual booths that say proud supporter of the LRVMC with logo. The second idea is to let patrons know donations are appreciated and they would be tax deductible. 100% of these donations would go toward the formation of the co-op, not as disposable funds. Finally, to ask each member to donate a percentage, ie. 5%, of all proceeds from the next two pilot projects. Those projects are the Atomic Days in Arco and the Black Daisy in Mackay.

This brings us to our work plan and time line:

- *4 months of projected work and meetings-June, July, August, and September

- *Pilot Projects-Atomic Days(July 18th and 19th) and Black Daisy(August 2nd and 3rd)

- *Articles of Incorporation

- *By-laws and Policies

- *Marketing Agreement and Policies

- *Business Plan

- *We are considering a group booth for the Atomic Days in Arco

- *We need to create a co-op brochure with mission statement and list of members

- *We are considering having a membership application available at individual booths at the Black Daisy Craft Event in Mackay

- *How will we deliver information about the co-op to potential members?

- *We are planning on purchasing a craft booth from Ruth to use at the pilot projects

- *Postcards will be sent out to members inviting them to join us at the pilot projects

- *We are considering printing an invitation in the local paper for members to participate in the pilot projects

The Steering Committee Meeting Schedule is as follows:

June 11	9:00 am	Arco	1hour
June 25	9:00 am	Mackay	1hour
July 9	9:00am	Arco	1hour
July 23	9:00 am	Mackay	1hour
August 6	9:00 am	Arco	1hour

We may schedule a couple extra meetings prior to events if the committee feels it is necessary.

Paula Davies is gathering information about Atomic Days for the next meeting.

Diane is gathering notebooks to keep us more organized.

Please keep us updated with your current e-mail and mailing address.