**Attendance:** Gina Hausmann, Linda Mau, Linda Thompson, Trudi Burney, Miki Shim-Rutter, Susanne Edgerton, Lisa Molaro, Cristina Chan

1. **Call Meeting to Order**

Trudi called the meeting to order at 7:11 pm

 - Cristina motioned that the minutes be accepted

 - Linda Thompson seconded, all in favor

1. **Master Calendar**

- Greenware Deadline Feb 17

 - Clay Carnival will be May 7, 2017 at the Palo Alto Art Center

 - BOD Feb 7, 2017

 - Ikebana International March 18 & 19, 2017

1. **Committee Updates**

 **Chairperson** (Trudi Burney)

 - February 2, 10:00 am Sunnyvale Public Library

 *Action Item: will distribute the website wish list when received*

 **V.C.** (Dave Johanson)

 **Secretary Report** (Lisa Molaro)

 - MUDD revisions

 *Action Item: Move report to Yahoo*

 - Will meet with Linda Mau to go over

 - Set up Traveling Mailboxes

 - updated Yahoo Groups, cancel Slack

 **Financial Report** (Linda Thompson)

 Balance: $16,200

 Reserve: $7,900

 Need W-9’s to complete taxes.

 File Sales Tax status by the end of February.

 ***Action Item****: All submit budgets to Linda ASAP for 2016*

 **Membership** (Cindy Couling)

 **Workshops** (Miki Shim-Rutter)

 - Clay Carnival May 7, Palo Alto Art Center

 - Vendor section for Sponsors in the Sculpture Garden

 *Action Item: Previous Budget to Miki*

 **Presentations** (Lisa Molaro)

 - location for 2017

 - Braly Park, Sunnyvale Parks and Recreation

 - Look into Rec Building

 *Action Item: Presentation Ideas please*

**Sales** (Cristina Chang)

* AIC Report

*Action Item: Cristina to send report*

 - Ikebana International Sale March 18, 19

 - 15 interested participants, juried in

 - table sharing amongst participants

 - one central cashier

 **Exhibits Committee** (Linda Mau)

 - have submitted a proposal to Olive Hyde for “Inspired By Nature”

 **Web Site & Social Media** (Susanne Edgerton)

 - Domain Filing due January 10th

 **Blast** (Susanne Edgerton)

 - Deadlines on Yahoo Groups

 - This deadline is Friday Jan 13.

 **Greenware** (Cindy Couling)

 - Deadline for next issue is February 17

 **Meeting Adjourned**

Trudi adjourned the meeting at 8:52 pm.

**Action Items**

*Action Item: Trudi will distribute the website wish list when received*

*Action Item: Lisa will move MUDD report to Yahoo*

*Action Item: All submit budgets to Linda ASAP for 2016*

*Action Item: Linda Thompson Previous Budget to Miki*

*Action Item: All to Lisa Presentation Ideas please*

*Action Item: Cristina to send AIC report*