**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*