**Gathering of the Guilds LLC – Board openings for this year and 2025  
Roger Crooks**

The Gathering of the Guilds is a huge show with over 300 artists in 60,000 sq ft of space at the Oregon Convention Center. This year’s show is April 19-21. It is a high-end show with over 15,000 attendees each year. To date, a small group of people have been running the show, but it is time for new blood. This is a chance to play a key role in managing this impressive show.

**What we need**

1. **Image Manager** – this is for the 5Gs and urgent we find someone quickly.  We have money in the budget for a stipend. Last year’s image manager will explain the job in detail but the main requirement is the ability to edit artists’ photos of their work.
2. **Treasurer** – need for 2025 that ideally, could work with me this year to learn.
3. **Secretary** – I can keep this role this year if needed but again, taking this on for 2024 would help a lot and be a good to start building our 2025 board.
4. **Guild Representatives**– We are good for this year but ideally current representatives would identify someone from their Guild to replace them when the time comes.

***If interested or questions, contact your Guild representative or*** [***Roger Crooks***](mailto:Roger.crooks@guildoforegonwoodworkers.org)

**Background -** The GOTG LLC was established in 2020 to run the show. Prior to that, individual Guilds were the bank for the show which was not a good model. The LLC is made up of a 10-person board, 4 non-voting core members and 6 voting members (one from each Guild). The 4 core members run the LLC and the 6 voting members decide on issues. A core member can also be a Guild representative.

**LLC Board Makeup**

**Core Board – non-voting**

* President
* VP
* Treasurer
* Secretary

**Voting Members**

* Creative Metal Arts Guild
* Guild of Oregon Woodworkers
* Pacific Northwest Glass Guild
* Portland Bead Society
* Oregon Potters Association
* Portland Handweavers Guild

**What is needed**

We have a full board for 2024 but we still could use some help for this year’s show. We also need to identify the board for 2025. As you can see from below, we need some new blood to learn the roles and responsibilities for putting on this huge show.

**President** – Tai Vautier has been the president since the LLC was formed. If anyone is interested in the role, let us know.

**VP** - Dawn Panttaja has been the VP since the LLC was formed. If anyone is interested in the role, let us know.

**Secretary** – Roger Crooks has been the Secretary since the LLC was formed. Would be great if someone would take on this role for 2024 and 2025. The job is fairly easy. The secretary’s job is to publish the agenda for board meetings, conduct the meeting and publish the minutes. If anyone is interested in the role, let us know.

**Treasurer** – Roger Crooks will be the treasurer for 2024 but not for 2025. We need this role identified for 2025 and ideally they would work with Roger for 2024 to learn the role. Technically this is the most demanding role.

**Image Manager** – while not a board position, we need someone to manage the images of the artists’ works for use in promotional activities. This is an urgent need for this year. A stipend is available for this position. Ability to edit and manipulate graphic files is required.

**Below are details of the LLC**

**LLC Operations -** The LLC Board meets once a month starting in September of the previous year. Meetings can be called at any time as needed or votes on urgent issues can be done by email. They are conducted under the standard rules of a business. Any member can make a motion but only the Guild representatives can vote on them. If for some reason, a tie occurs, then the President can vote to break the tie. However, we strive extremely hard to end up with a unanimous decision. Since the beginning, we have not had any non-unanimous decisions.

**Oregon Convention Center -** The GOTG show is planned for late April/early May depending on availability of the Oregon Convention Center. This year it is April 19-21, 2024 with two days of setup. We pay a deposit for the next year, one year in advance. The deposit is 25% of the total rental fee which is non-refundable. This cost is divided amongst the 6 groups based on square footage used. Normally we reserve 60,000 sq ft of which OPA takes half and the other half is divided amongst the 5 Guilds (5Gs). Allocation of the charges is done by the treasurer and we have a good model to follow from past years.

**FERN** – Fern is the decorator which lays out the booths and provides all the items for the show. This includes pipe and drapes, tables, chairs, carpet, etc. The LLC will track charges for each Guild separately and invoice them. Again, like OCC, they interface with a specific individual.

**LLC** – the LLC is responsible for things like insurance, security, advertising, promotions, etc. and is the sole contact between OCC and Fern. The LLC signs the contracts and is responsible for payments to Fern, OCC and contractors (i.e. security). It also manages the common areas such as the Gallery and band stage. ***The purpose of the LLC is that it isolates the individual guilds from any legal or financial issues.***

**Joint Agreement -** At the beginning of each year, a Joint Agreement is signed which guarantees each Guild’s responsibility for the payments for the show. The agreement has a best-guess budget for each Guild. This is not a binding budget but a best guess for each guild to budget for the show and to charge for individual booths. The Guilds agree to pay the invoices when received. The Guild representatives are responsible to vote on any unplanned expenses not in the budget or if they are higher than expected. They should update their Guild’s treasurer of the fact. Upon signing the agreement, the first payment is due.