

All About Membership

Revised: 11/01/2013

You have expressed interest in being part of the new Clay Art Pottery Co-op. This document tells you everything you need to know about membership before you decide.

The co-op is group of artists and craftspeople that make and fire pottery and sculpture in a safe communal setting. Our goal is to have a place to work in an environment of camaraderie, consensus and cooperation and to keep a clean, safe, comfortable, well-equipped and organized workspace that works for all of us. The co-op is not set up to work for production potters but our members do make work for sale.

We have wheels, storage, workspace, glazes and a kiln and do cone six oxidation firing.

Co-op members have collaboratively equipped the studio at 917 Front Street B110 in Louisville.

Benefits:

1. A studio for your own use.
2. 24/7 access to the studio at 917 Front St., B110, in Louisville (600 sq.ft)
3. Each member has a key to the building and a key to the door of the studio
4. Ample free, well lit, safe and convenient parking
5. Members have a shelf space for tool storage. Each shelf is 14" x 16" x 48".
Shelves are assigned based on what is available at the time.
6. Firing will be covered by the membership fee. A firing fee may be paid by the member if they use way too much kiln space. A load is \$35.00 for the whole thing.
7. All equipment, materials, tools, supplies, glazes in the studio will be available to everyone to use unless it is stored on a member shelf. No one is supposed to borrow anything from another member's shelf. Everything not on a member's shelf is free for everyone to use, even if it has a name on it.
8. A friend or family member may use the studio with you as your guest under your guidance as long as the studio is not too crowded. Consider bringing guests during less busy times.
9. Group pottery sales several times per year. ClayArt Anniversary party in March and holiday sale. Members are encouraged to plan other sales events too, such as opening to community on first Fridays, etc.

Responsibilities:

10. Supply your own tools, including bats.
11. Clean up the studio. All areas except member shelves will be common areas and will be used, cleaned and maintained by everyone.
12. Every member will contribute at least 4 volunteer hours per month to keeping the studio functioning for the benefit of the entire group. Members need to participate in scheduled work-days and times to build and maintain the studio.

13. Members are expected to attend a short, fun potluck meeting held once per month. Meetings are scheduled for the second Saturday of the month at 9am.

Your attendance at monthly meetings is important, because ClayArt is a community in addition to a ceramic arts studio. The monthly meetings are a time to see everyone, do studio maintenance and make co-op decisions.

If you cannot attend a member meeting, it is your responsibility to read the emailed minutes from the meeting, and to find another time to do maintenance and clean-up at the studio. If you do not intend to participate in the community meeting monthly, please do not join the co-op.

13. Members buy their own cone 6 clay from the co-op at cost or from a local suppliers such as Stone Leaf or Laguna Clay. We stock lots of different kinds. It's around \$10-\$15 for 25 lbs.
14. Everyone recycles his or her own clay.
15. Members need to sign up for the ClayArt Googlegroup and have an email address and check your email daily.

Financial:

1. Dues need to be paid on or before the second Saturday of each month.
2. Each member's dues \$100 per month which is basically their share of the expenses of the co-op. Dues could increase or decrease.
3. A significant-other or immediate family member gets a 50% discount on dues and full membership benefits and responsibilities if they share the full-time member's shelf.
4. Checks may be mailed to the treasurer, brought to the meeting, or left in the cash box. The treasurer brings a list of who hasn't yet paid to each meeting – second Saturday.
5. To pay the co-op for anything (clay or dues usually) fill out a receipt. The receipt book is in the business drawer. Write a receipt anytime you pay money to the co-op, including dues (unless it's an electronic payment). Leave the money in the cash box, write a receipt and leave the yellow and pink receipt copies in the book. Take the top white copy for your records. Please do not write up IOU's in the receipt book.
6. Dues don't stop if you are gone for a while. You must terminate membership and clean off shelf in order to stop dues because expenses of the co-op go on month to month regardless of how much each member uses the studio.
7. Starting membership fee is \$100 for the first month, plus any charges for keys.
8. There are no 'work-exchanges' or equipment exchanges for membership fees unless it's approved by 2/3rds vote of the membership.
9. Hardship: Long-term members who contribute a lot to the co-op may be excused of membership fees for up to 3 months by 2/3rds vote of members – 9 people.

10. IOU's: If you need clay but you don't have cash or a check with you take the clay and put an IOU in the cash box. There are pink IOU slips in the drawer. Write the IOU amount, name and date on the IOU pink slip and leave it in cash box in money drawer. When you eventually pay off the IOU, destroy it. Don't forget, you must fill out a receipt for paying for the original items you bought with the IOU just like you always do for paying.

11. Purchasing stuff for the co-op: If purchasing any approved stuff for ClayArt (w/o a ClayArt debit card), put store's receipt with your name on it in cash box and tell Heidi, so she knows that you are owed money. If you purchase with the debit card, put the receipt in the cash box, marked "paid by debit card/Your name."

12. Make sure the treasurer approves any purchases you make on behalf of the co-op. So you know there is money in the account so you can be reimbursed – for example purchasing wood to build shelves or clay or glaze ingredients for the studio.

Governance:

1. Voting: A unanimous vote by members present at any monthly meeting is binding. The decision has to be documented by minutes of the meeting, which are distributed to all members. If there is dissent, the vote will be tabled for further discussion or referred to the board for a decision.
2. The board consists of 6 board members: Emilie Parker, Faith Gowan, Heidi Ochis, Larry Cappel, Brianne Berg, Caden Gowan .
3. Anything financial has to have the favorable vote of the treasurer in order to be binding.
4. Approvable expenses include rent, utilities, insurance, glaze ingredients, membership in the Louisville DBA, equipment -- such as kiln shelves, repairing and replacing kilns, additional wheels, group access clay tools, cleaning and maintenance supplies such as trash can liners and soap and other.

Maintaining a Safe and Functioning Co-Op Environment:

1. Board members or membership at large can vote a member out of the co-op for contributing to an unsafe or uncomfortable physical, interpersonal, or social environment.
2. Anyone who gets more than one month behind in dues can be terminated with the Treasurer's approval.
3. If a member decides to terminate membership they are asked to give notice as soon as they know.

New Members:

1. Every member is expected to help with studio repairs, upgrades, cleaning, organizing and maintenance. Ask for training at Saturday meetings.
2. New members need to be sponsored by an existing member. The Sponsor will orient the new member on all the equipment, safety and rules, answer their questions, get them keys, a drawer and a shelf and monitor them for the first 3 months of their membership.

3. New Members are probationary for 3 months at which time member status can be reviewed by the board or membership at large.
4. Members must be over 18. If parents are members also, 16 or over.
5. The board or membership can revoke the membership for any reason.

Our Canine Friends:

Expect to share the studio space with a well-behaved dog or two. You may bring your very well behaved dog with you to the studio from time to time. Dog owners work it out amongst themselves so no more than one or two dogs are in the space at one time. Dogs who fight with other dogs, bite people, challenge people or bark a lot should not be brought to the studio. Members can vote out a dog who misbehaves.

Equipment

1. Donations of equipment and money may at times be needed. Member's vote on accepting donations.
2. Equipment belongs to the person who brings it to the coop, but it is available for everyone to use unless it's kept on the person's own shelf. If equipment is broken due to someone's negligence, the person who accidentally broke it should be responsible to fix it. If equipment breaks just due to normal use, the coop would repair, or to help replace the item. It still would belong to the person who brought it in -- negotiable. The co-op does not pay for normal wear and tear. No trading equipment for membership. All equipment stored on the premises is available for everyone to use, unless it's on the member shelf.

Expansion: A gas cone 10-reduction kiln, is needed and wanted once space permits. The co-op may at some time be open to opportunities for expansion.

Member Selection Process

1. Potential members need to please read this document and agree to abide by it.
2. Download the pdf application from the website and fill it out.
3. Mail or email the application to address on website: 917 Front St B110, Louisville, CO 80027. Email is: clayartpotterygroup@gmail.com.
4. If you put in an application and you don't receive an acknowledgement within a few days, please email and inquire about it.
5. The applications are reviewed and if there is an opening the person is invited to come and talk with a member and visit the studio.
6. If there is no opening we keep the application in our waiting list folder.
7. They then must attend a meeting to meet everyone.
8. The group votes them in if there is space.
9. New members are selected based on how well they fit into the group.

New Member:

I have read and I agree to abide by everything in this document.

Name: _____

Signature: _____ Date: _____