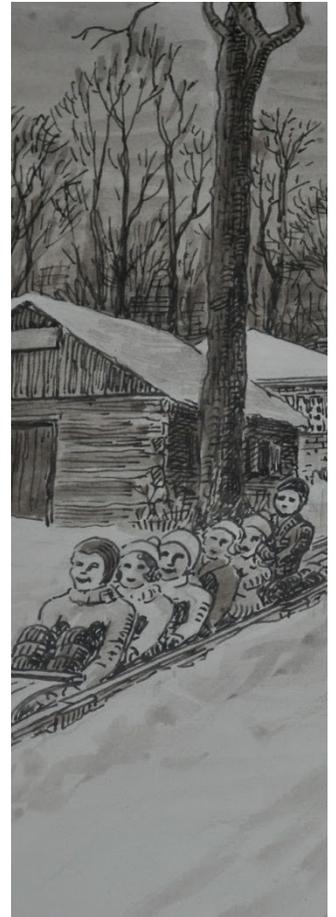




MEMBER HANDBOOK



Waterloo
Potters'
Workshop

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We are a cooperative.

The Waterloo Potters' Workshop is a non-profit co-operative organization situated in the Jacob Eby farmhouse in Waterloo Park in Waterloo, Ontario, Canada.

The workshop allows members an opportunity to join together and share their ideas and energy to run the cooperative.



Supporting
Our
Community's
Children for
over 30 years

A Philosophy of Giving Back to Kitchener-Waterloo Children and Families

Since it's inception in 1969, the Waterloo Potter's Workshop has given charitable proceeds to a variety of community organizations, including but not limited to the following worthy recipients:

- Habitat for Humanity
- Roof
- Canadian Clay and Glass Gallery
- Kids Ability
- Waterloo Regional Food Bank

Empty Bowls Fundraiser for the Waterloo Regional Food Bank

Every year our members donate bowls for a fundraiser for the Food Bank of Waterloo Region. Hosted in collaboration with the Canadian Clay and Glass Gallery, each ticket gets you a pottery bowl you get to keep, and soup and bread donated by local businesses.

Over 600 bowls are made by our members each year and donated for the event. To date, Empty Bowls has raised over \$250,000 for the Region of Waterloo Food Bank.



After a successful Centennial Art Show in the fall of 1967 in Waterloo Park, the Community Services Board offered to rent their Superintendents' home to any Art of Craft group who might be interested. The building is the original Jacob Eby farm house, which became part of the park in November 1981.

Dreaming of a 'Pottery Workshop', nine potters in this area came together to organize a group. These people were Evelyn Buckley, Helen Keeler, Elsa McKellar, Don Middleton, Roma Middleton, Ann Roberts, Thersa Schiel, Winnifred (McLaren) Shantz and Dorethea Tutte. We had no money, nor could we find anyone to give a grant to start such a venture.

Yet there was the house - if we didn't act we would lose it. After much discussion, an executive was formed among the group. A constitution was drawn up and teachers employed.

There was still no money! Five wheels were borrowed from amongst the members; one person loaned the money to purchase a kiln; clay and glaze materials were purchased from Oakville, knowing they would allow thirty days for payment. During the time we hoped the group would have enough income from class fees to meet the cost of materials. As we prepared the house, the Community Services Board advertised and registered the first class with started in January 1968. At this time, we called the group the Potters' Workshop.

1969 - OFFICIAL ESTABLISHMENT

In 1969, we became incorporated as a non-profit organization under the laws of the Province of Ontario. As the government wished the name to be more localized, the organization became known as the Waterloo Potters' Workshop.

In 1970, we had 150 members, 7 classes and an extension 14' x 38' was added to the present building. Plans were made for the gas kiln to be built in the new addition.

By 1973, our membership was over the 200 mark. Our gas kiln was finally a reality. The electric kiln room in the basement was improved and reorganized. Our twice yearly sales continued to expand in size and scope.

In 1974, our house extension was equipped with modular furniture to make full use of the available space. A two week workshop with Tatsuzo Shimaoka, whom we brought from Japan, was highly successful. The Workshop was in almost continual use, with classes, open-house days and workshops occupying the members, who then numbered about 240.

In 1976, we had our first juried show, Earthborn, at the K-W Art Gallery.

In 1977, the house underwent extensive renovations and painting. New additions were a slab roller, a clay mixer, clay sink, a stained glass window upstairs, and a library containing display cabinets for our permanent collection.



1978 - 10TH ANNIVERSARY

Our 10th anniversary was in 1978. We had Lidia Zavadsky from Israel here for a workshop. Bus trips to various places of interest and many other special activities, including an anniversary dinner coinciding with the opening of the third annual Earthborn Show, were organized.

In May 1986, a committed group of potters, under the supervision of Jack Sures of

Regina, constructed "The Wall" of moulded Tiles cemented to a concrete block core. This creates a small courtyard at our entrance.

1988 - 20TH ANNIVERSARY

To celebrate our 20th anniversary in 1988, Earthborn, juried by some of our founding members, and a Retrospective, we held at the K'W Art Gallery, featuring work by present and past members. From April to June, many private galleries in the area featured work of several of that years' current members. The Seagram Museum sponsored a competition entitled "Vessels". In April, a dinner-dance was held, attended by active members, alumni, spouses and friends.



In September, the Workshop and Garden Club of Kitchener-Waterloo presented "Settings by Design" featuring tableware enhanced by floral designs. This enabled both clubs to complete their financial commitment to the Canadian Clay and Glass Gallery. In Celebration of this special year, a video was created by Rogers Cable TV showing various functions and activities of the Workshop.

In April 1993, to celebrate our 25th anniversary, we brought Robin Hopper from Vancouver Island to jury Earthborn which was held at the Canadian Clay and Glass Gallery (CCGG). The CCGG officially opened two months later in June of 1993. We also had a retrospective show with work by past and present members. Many pots were previous Earthborn award winners. We cosponsored (with the CCGG) a two day workshop by Robin while he was in town. It was held at the University of Waterloo and was very successful, with members of several other guilds attending.

OTHER WORKSHOPS

Other large workshops we have hosted include potters such as:

- Jane Hamlyn from Wales
- Kayo O'Young
- Scott Barnim
- Robert Tetu
- Roger Kerlake
- Bruce Cochrane
- Leta Cormier
- Walter Keeler
- Jon Patridge
- Jack Sures

- Lydia Zavadsky
- Sylva Leser
- Michael Collins
- Wayne Cardinelli
- David Leach
- Laurie Roland
- Keith Campbell
- Richard Zakin
- Joseph Panacci
- Tom Turner
- Sarah Link
- Nanouk
- Ron Roy
- Larry Davidson
- Peta Hall
- Vera Vicente

1998 - 30TH ANNIVERSARY

In April 1998, the WPW celebrated its 30th anniversary.

Earthborn '98 was juried by Elin Racine and opened at the CCGG with a Retrospective of 30 years of pots by past and present members. Many group shows were held in individual galleries throughout Kitchener and Waterloo during April, May and June to coincide with this event.

A gala dinner and dance took place in April '98 at the Flamingo room, University of Waterloo. Many present members, alumni, spouses and friends attended. As a special 30th anniversary project Kathryn Forler, a well known local sculptor, was commissioned to do a free standing replica of the Waterloo Potters' Workshop which was unveiled at the gala dinner. This replica has become a treasure in our permanent collection.

To encourage an interest in, and knowledge of, the making of pottery.

To provide for its members a well-equipped studio.

To provide facilities for educational purposes, such as classes and workshops.

To provide an outlet for sales of pottery made by members to help them defray the cost of classes and materials.

Aims and Purposes



Membership

OVERVIEW

To implement its aims, the Workshop operates a well-equipped studio in Waterloo Park, where members in good standing may come to work. It is organized to be a self-supporting co-operative. The Workshop is challenged with the care and maintenance of equipment, the scheduling of classes and workshops, and the availability of workspace. The Executive retains the right to limit the use of studio space and equipment by any individual if the use of studio space and/or equipment by a member interferes with the reasonable use of such equipment and/or space by other members.

The use of the Workshop facilities for the production of ware to be retailed exclusively outside the Workshop sales is not allowed. A proportionate contribution to the two sales is expected.

These terms of reference for membership will apply to membership from January 2016 forward.

The various forms of membership shall be defined as follows:

1. Full Member
2. Probationary Member
3. Associate Member



Member Privileges and Responsibilities

FULL MEMBERS

Priviledges:

- attend Workshop classes
- use Workshop facilities, always within the guidelines established by the Executive
- purchase glaze supplies from the Workshop
- receive the monthly newsletter
- attend workshops
- take part in the Workshop's twice yearly sales after one year of membership
- attend Executive meetings
- receive the door lock combination (after a 6 month probation)
- participate in

Earthborn (our annual juried show)

Responsibilities:

- fulfill a position of responsibility within the Workshop and maintain communications with the committee head of the group to which you belong
- pay fees and register on time
- display a co-operative, sharing attitude towards fellow members and the facilities
- pay for glaze supplies and kiln firings at the time of use
- complete one shift of approximately four hours of work to help with the twice yearly sales
- complete two shifts of approximately eight hours total if you are selling your wales at the sale
- participate in Spring clean-up or Celebrate Summer
- can vote at AGM
- membership may be revoked at any time if a member does not

perform his/her job obligations or adhere to the Workshop policies and philosophy as stated above per Bylaw #3

PROBATIONARY MEMBERS

- have a six month minimum probationary period. Note: this trial period may be extended once to allow the completeion of the Probationary Member's responsibilities to the co-operative.
- after six months, full membership privileges may be given (see Full Membership) for the description
- does not have the door combination for the workshop and can use the facilities only when a staffer or full member is present
- first year members are usually assigned to the cleaning committee for the ENTIRE YEAR

New members that are beginning potters will be accepted upon completion of both beginners courses (Wheel 1 and Handbuilding 1) providing the membership cap of 150 has not been reached in which they will be put on a waiting list. Fully experienced potters may be allowed to join throughout the year at the discretion of the Executive. They must provide four finished pieces of work to demonstrate competence in pinch, coil, wheel and slab. The membership cap and waiting list requirements also apply.

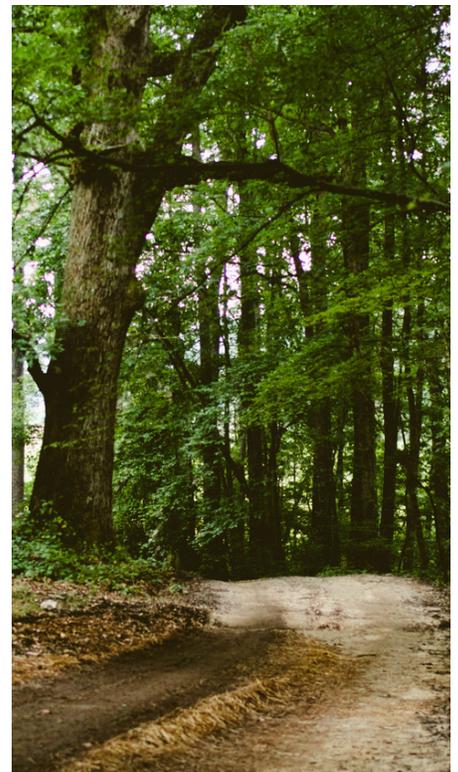
ASSOCIATE MEMBERS

- may attend special workshops at regular price
- receive the newsletter
- attend all social functions of the Workshop
- are not voting members for the purposes of the incorporation and legal business
- do not have the right to use Workshop facilities, buy glaze supplies, take part in the sales of Earthborn or have the combination to the door of the Workshop
- cannot vote at the AGM
- Associate members requesting full membership reinstatement are given priority over new members (probationary and fully experienced)

RESIGNATION

All resignations from positions and memberships are requested in writing and the resigning members may attend the next Executive meeting, if they wish. The Executive has the right to revoke membership pursuant to the bylaws.

Member Privileges and Responsibilities



Policies

Door Lock Policy

The door lock combination is issued only to full members on their new membership card in September. It is also given to new members after six months, provided they fulfill their responsibilities. The combination is changed every October 1.

Activities

Many classes are offered to members during the year. Members may be asked to demonstrate at some centres in the community. Workshops are held regularly with both visiting potters and members acting as resource persons. The bi-annual sale of work done by members draws a large group of interested persons from the Twin Cities and surrounding area. Earthborn is our annual juried show. Each year we participate in Celebrate Summer in June held in Waterloo Park. Requests for group tours and demonstrations in the WPW are often honoured.

Workshop Studio

The Workshop tries to provide the best equipment possible for its members. As we receive no outside aid, the equipment is purchased through fees, sales proceeds and memberships. Therefore, it is up to each member to respect and care for the wheels, kilns, glazes, scales etc., as if they were their own. If, through misuse or theft, these articles have to be replaced, the cost is borne by all.

At all times during your use of the studio facilities, remember that you are but one of many others who share the Workshop. The rights of all members to an equal share of facilities must be respected.

Staffed Hours

Experienced members acting as "Staffers" keep the Workshop open at certain designated hours for use, without charge, for all members. Staffers are responsible for seeing that members make proper use of the house equipment. They will enforce regulations of the workshop and assist members in unfamiliar procedures.

Every effort is made to keep the Workshop staffed during the hours posted, however, if the weather is bad enough to make driving hazardous, or if you plan to arrive at the Workshop towards the end of the staffed period, you would be wise to telephone ahead to be sure a staffer will be there. (The staffer may not choose to risk driving during a storm).

The staffers oversee the use of the library and assist members in signing out books or videos.

Parking

The roadway to the workshop is a Fire Route. No parking is allowed on this roadway. Please comply with the City on this matter. The large area in front of the WPW holds four cars. Please park accordingly and please do not park on the grass.

Search Committee

The search committee consists of the President, Vice-President, Membership Chairman and two to four other members-at-large, usually made up of old and new members. Any non-Executive members must be approved by the Executive. This committee is appointed in March in order to approach people in time for elections at the annual general meeting (AGM) in September.

Executive Committee

The Executive is elected at the AGM of the Workshop, following recommendations by the search committee and the general membership. It consists of the President, Vice President, Past-President, Secretary, Treasurer, Studio Convener, Education Director, Information Services Convener, and Membership Convener. There are 8 voting positions. The President votes only when there is a tie.

It is recommended that as many members as possible serve some time on the Executive Committee.

All full and probationary members may attend regular Executive meetings.

Membership Committee

Under the leadership of the committee convener, the committee maintains general membership and committee roles, issues membership cards, Workshop handbooks, the door lock combination, assigns locker space and arranges orientation for new members.

It supervises the privileges and responsibilities of Workshop members, keeping the membership informed of any changes in policy approved by the Executive. The Membership Committee oversees the cleaners and the staffers, in regards to the Communications Policy.

General job breakdown and assignment is done by the Membership Committee at registration time in conjunction with the affected committee heads and Executive.

Program Committee

Led by the convener, this committee will organize workshops, seminars, and such programs as are required at any Workshop events. It will arrange all necessary advertising and publicity required for the promotion of attendance at these events.

Program activity should be coordinated with all events at the Workshop,

Catering Committee

This committee is responsible for providing whatever refreshments are required at any Workshop event.

Cleaning Committee

This committee, under its convener, is responsible for the general cleanliness and order of the Workshop premises. This committee is composed of new members under the supervision of a experienced convener. Close liaison between the new members and their convener is expected. For precautionary health reasons, the WPW recommends that members purchase their own dust masks.

Committees

House Supplies

For house supplies, a convenor is responsible for purchasing any equipment required to maintain the house. This is a regular member job (not an Executive position).

Classes

Classes are usually taught by Workshop members deemed qualified by the Classes Convener. They are open to members only, with the exception of adult "beginners' classes" and childrens' classes held during school breaks. Suggestions for courses are welcomed by the Class Convenor. Any changes to the class program or fee schedule must be approved by the Executive before implementation.

Teachers

1. Any class may be canceled if the convenor in question deems the enrolment to be insufficient. Full refunds will be made in this case.
2. There can be no refunds except for the most exceptional reason.
3. Class limits are to be strictly enforced.
4. All class fees are to be received by the classes convenor in advance of the first class.
5. Teachers may sell tools to students.
6. Teaching jobs are preferably given firstly to those teachers who attend the class planning sessions, and secondly, to those who inform the convenor of their proposal to teach. No classes may be organized independently.
7. All teachers are responsible for their own replacement in case of absence and for phoning their students about class changes.
8. The convenor is to have a master list of all students currently enrolled.
9. Attendance at classes is to be checked and recorded.
10. All expenses and pay sheets are to be passed to the convenor, then to the Treasurer at the earliest possible convenience.
11. Classes are to have priority on the workshop space, and other persons are to vacate from the teaching area. Members may be evicted from the teaching area if the teacher deems it necessary.

Members Taking Classes

1. Students are to pay for the class in full one week prior to the first session.
2. Students should consider class choice carefully as no refunds can be made, except in most unusual circumstances.
3. Name, address, and class desired are to be included on the reverse side of the class cheque.
4. Classes may be cancelled on short notice by the Teacher for a valid reason, i.e. ice storm, and other arrangements made, preferably for the same consecutive time slot.
5. People who wish to use the Workshop during class sessions must use a part of the house not required by the class.
6. Cancelled cheques are regarded as legal receipts, but receipts will be given upon request.

Sales

Twice yearly, sales are organized under the direction of the Sales Convenor. To mount these large and growing undertakings, all members must participate in some capacity.

The use of the Workshop facilities for the production of ware to be retailed exclusively outside the Workshop sales is not allowed. A proportionate contribution to the two sales is expected.

Facility Use

Studio Convenor and Maintenance

All problems relating to house maintenance (including wheels) should be reported to the Studio Convenor. He/She will also arrange for any work to be done by trades people on the building itself.

Glaze Supplies

Supplies must be paid for (including taxes) at the time of purchase. Only members are eligible to purchase supplies from the Workshop, and then only for personal use. Payment is to be made by cheque only. Provincial sales tax is not payable on supplies for pots being taxed at sale time. Shortages should be noted on the list supplied. Urgent shortages should be reported directly to the Glaze Supplies Purchaser. A price list is available in the supply area.

Glaze Committee

Under the direction of the Glaze Convenor, members keep the house glazes replenished and the glaze area in order. The Cone 6 and Cone 10 Glaze Books are also kept up to date, with glaze effects noted. These glazes are for the use of classes and new members that have not taken the Glaze and Firing course.

Information Concerning Purchasing Glaze Ingredients:

For precautionary health reasons, the WPW recommends that members purchase their own dust marks.

The workshop maintains glazes for Cone 6 electric kiln firings and Cone 6 and Cone 10 reduction firings. The cost of house glazes must be paid at the time of firing.

Glaze materials may be bought from the Workshop. Measure the required amounts by weight. Consult the Price List (kept by the cash box), calculate the amount, make out a receipt, and pay by cheque. Put the receipt and cheque in a small brown envelope and deposit it in the blue cash box in the glaze room. On the cheque, clearly print your name, address, phone number, and what the cheque is for (i.e. glaze supplies). Please pay by cheque only. Provincial sales tax must be paid on goods for personal use. GST must be paid on all supplies.

If you cannot pay for the materials then and there (by cheque), then do not take the materials. The Treasurer and Bookkeeper work very hard to keep accurate accounts.

If you notice the House glazes are getting low, please contact the Glaze Convenor.

A large, dark olive-green rectangular sign with the words "Facility Use" written in a bold, white, sans-serif font.

GLAZING INSTRUCTIONS

Stir and scrape the glaze pails thoroughly before using. Sieving is recommended for best results.

If the glaze seems thick, consult an expert person or add water cautiously. Replace covers on the glaze pails when you are finished.

Clean and return all equipment to the proper places. Use separate brushes for wax and clean them with hot water and detergent.

Is you use the scales, always leave them in balance with the weights at zero. Be sure to clean the weigh pan for the next person.

When your pots are glazed, put them in the proper place. Do not leave them in the glaze room.

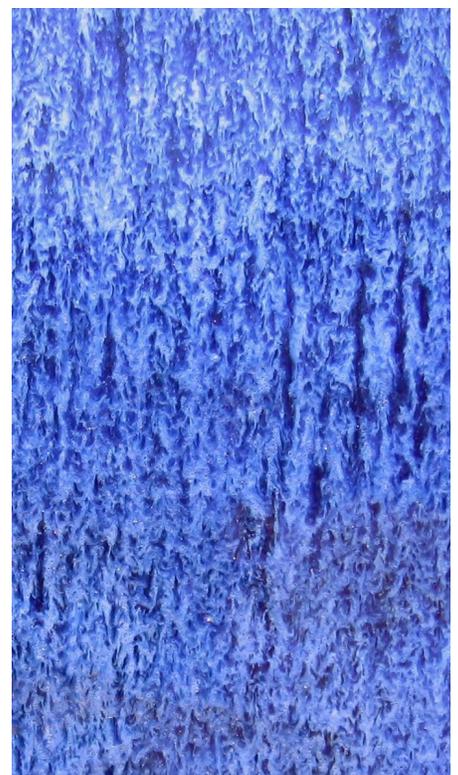
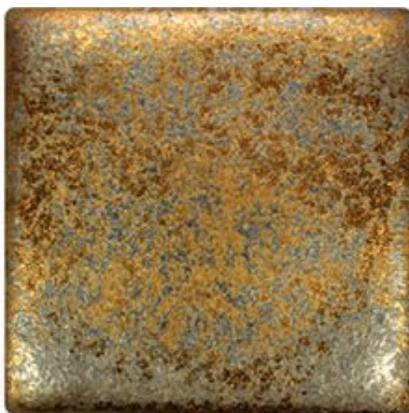
Never pour glazes into another bowl, pail, or dishpan, and then leave it. The next person cannot possibly tell to which pail of glazes it belongs, so it must be discarded.

Do not mix two house glazes together in one pail. You may like the colour, but the rest of the potters may not. If you wish to experiment, please buy and mix your own glazes.

WORK SAFELY! All chemicals in their dust form can be hazardous to your health (and the health of your neighbour) through inhalation, especially free crystalline silica.

Ensure you take the proper precautions when weighing out and mixing glaze ingredients:

1. Weigh chemicals slowly and carefully to create minimum dust.
2. Work in one small area and wet clean it immediately after you are through. (Newspapers are not recommended - wet cleaning is much better).
3. If you notice particles in the air, mist some water into the air with a spray bottle, this will help to pull the chemical dust down to the table top and floor.
4. Wet mop the glaze room floor area after use.



Glazing

GAS KILN COMMITTEE

This group, headed by a Convenor, is composed of all the Kiln Captains, including the Convenor, plus any other members asked by the Convenor, or those interested parties who fire in the gas kiln regularly.

The Convenor takes the responsibility of booking firings, accepting or rejecting requests for apprentice status, and keeping the gas kiln in good repair.

All major decisions and purchased regarding the gas kiln are brought to the Executive.

GAS KILN

Properly used, the gas kiln is quite safe, and with the correct clay and glazes, exciting results can be achieved. However, if improperly handled, the kiln can be dangerous, and with improper clays, glazes, or firing procedures, the whole kiln load could be ruined and the kiln itself damaged.

For these reasons, the Executive feels that procedures for handling gas firings should be clearly stated.

Novice:

Post probationary period: As a Nove firer, a member may, under the supervision of the Kiln Captain, fire in the gas kiln. The member shall be required to participate in some aspect of the firing (at the discretion of the kiln captain): loading, firing, unloading, cleanup, and preparation of kiln material for the next firing.

Apprentice:

Any member in good standing who conscientiously serves their position of responsibility may participate, under the supervision of the Kiln Captain, in a gas firing.

To become an apprentice, a member shall apply to be granted Apprentice status.

An apprentice must fire under the supervision of a Kiln Captain. Each apprentice shall be required to participate in all aspects of the firing. It is recommended that during these apprentice firings he/she fires with a variety of kiln captains. The status of each apprentice shall be periodically reviewed by the head of the gas kiln committee, the kiln committee, and Executive. An apprentice must fire the kiln successfully on their own three times, under the supervision of a Kiln Captain before they apply for the status of Kiln Captain.

Gas Kiln Captain:

The Kiln Captain is the person **totally** responsible for the firing. The Kiln Captain has complete authority and those firing under the Kiln Captain should follow his/her procedures and instructions.

See Job Description Binder for the responsibilities of the Kiln Captain.

Gas Kiln

ELECTRIC KILN

The electric kilns are available to qualified workshop members only.

Glaze technique and firing courses are offered at regular intervals. To book a kiln, call the "Booker" to establish a firing date. If you only have a partial load, tell the Booker and he/she will try to match you with someone in similar circumstances. Fill in the booking on the calendar in the sink room.

In for any reason you cannot fire, telephone the Booker at the earliest possible moment and cancel the firing date. That way others may use the kiln.

Check kiln before and after firing and note any problems and firing irregularities. Report them to the Electric Kiln Convenor.

Keep a record of each firing in the appropriate log book. If you encounter a special problem, ask a more experienced person. Use only standard clay and glazes in our kilns. Unknown clay and glazes may melt, causing damage to the kilns and/or shelves.

Cone 10 firings are not allowed in the electric kilns.

Kilns must be unloaded by 6:00pm on the following day.

Part of the job of firing is to scrape the shelves and shelf supports, clean off glaze if the glaze drips, and apply a fresh coat of kiln wash to the shelves, if necessary. Also vacuum out the kilns.

Electric Kiln

Kiln Wash Recipe #1 - for gas kiln shelves only

Alumina Hydrate - 40%; Kaolin (EPK) - 30%; Kyanite (35 mesh) - 8%; Silica (Flint) - 22%

Kiln Wash Recipe #2 - for electric kiln shelves and stilts and gas kiln stilts

Alumina Hydrate - 50%; Kaolin (EPK) - 50%

Ingredients are located upstairs in the glaze room. Add water to make to a creamy consistency. The vacuum is located in the basement. Replace cone packs with new ones. Put away shelves and stilts in the areas provided.

If a kiln or exhaust system isn't working properly, call the Booking Coordinator **and make a note of the malfunction in the log book.**

A kiln load must be **paid in full**, by the person who booked the kiln, **at the time of firing**. Make out the bill in duplicate, listing the name of the person who booked the kiln, the firing date, the kiln number, cost of firing, cost of house glazes and applicable tax. Put a cheque in a small brown envelope provided (near cash box in glaze room), with a copy of the bill and place in the cash box. The second copy is placed on spike in the kiln room.

Never unload pots until they can be handled with bare hands.

Never place anything on top of the kilns. They are not built to bear weight.

Pots awaiting firing may be stored on the shelves labeled for this purpose. Leave the class shelves empty for class use.

ELECTRIC KILN APPRENTICE

Members interested in learning to fire the electric kilns at the workshop can do so independently once they have completed an apprenticeship and have been approved by the Electric Kiln Convenor and Executive.

An apprenticeship includes shadowing a teaching member for a bisque firing, a glaze firing and a manual kiln firing. These firings may be completed over a minimum of 2 separate firing days. Once these firings are completed the apprentice firer must be in charge of the final firing including booking, loading, firing, completing paperwork, cooling, unloading and subsequent cleanup (such as repair shelf damage).

Responsibilities of Electric Kiln Convenor

- register the members who wish to complete an apprenticeship. That means that a record is kept of their firings and teacher.
- Receive the apprentice's paperwork which is a record of completed firings and checklist of firing procedure.
- Check with the teaching members about any concerns before the convenor approves that the member has completed the required number of firings, and passes the completed paperwork to the executive as notification.
- the paper record of approval is then kept on file by the Electric Kiln Convenor at the workshop.

Responsibilities of Teaching Member

- members are not obliged to mentor others, but they are encouraged to do so in the spirit of cooperative.
- a member who agrees to teach apprentices may work with up to a maximum of 3 apprenticing members during one firing day.
- initial each item on the apprentice's record of firing and firing checklist.
- Ensure they address each of the items on the checklist before, during and after firing.
- Report any safety or comprehension concerns to the Electric Kiln Convenor.
- When supervising the final firing, ensure that the apprentice safely and competently fires the kiln according to the policy of the workshop.

Responsibilities of Apprentice

- Notify the Electric Kiln Convenor of their intention to complete the apprenticeship program.
- Approach members to teach/mentor them. A good resource to identify teachers is the electric kiln booking calendar in the workshop.
- Maintain a Record of Firing for Electric Kiln Apprentice.
- Book their final firing with the Convenor, and they will find a member to supervise the final firing.
- Inform the Electric Kiln Convenor that they have completed their apprenticeship.

Raku and Gas kiln firings will be attended by a qualified captain and a second person throughout the firing. Manuel electric kiln firings will be attended throughout the firing.

Electric Kiln Apprentice

RAKU

1. Any member may become a Raku Kiln Captain after apprenticing. The apprentice must fire three times with a Raku Kiln Captain and then fire 'solo' under the supervision of a captain.
2. The Propane Training Program is available every 3 years as a safety requirement by the City. One person with this training must be present at each Raku Kiln firing. The outside training professional is provided by the Raku Kiln Convenor.
3. The kiln is to be booked with the Raku Kiln Convenor.
4. The firing is conducted under the guidance and supervision of a Kiln Captain.
5. The Kiln must be constantly attended. at least two MEMBERS must be present. Non-members must not be assisting in firing this kiln because if someone is injured, we are responsible.
6. Any person with pots in the firing must be present and participate in setting up or dismantling the kiln and general clean up.
7. The Raku Kiln Captain shall complete the log and collect full fees.

Library:

A small library of books, periodicals and video tapes is housed in the cabinet in the Library. Suggestions for recommended additions to our library are welcomed by the librarian. There are also many good books available at local Public Libraries.

Books may be checked out for a two week period. Reference books and periodicals are to be used by members **only** within the Workshop. Only full members may borrow books. In order to check a book out you must be at the Workshop when a staffer is present. The staffer will open up the Library and assist you in signing out the books or videos you want. Reference books are to be perused at the Workshop only, again when a staffer is present. You can return the books/videos any time by putting them in the box that is located upstairs in the Library.

Archives:

We have a permanent collection of pottery at the Workshop. Represented will be pieces by our own members. Exceptional pots by our own members and (collected) pots by visiting potters are included.

We have also been keeping a pictorial record through the years of Workshop events. Additions, either written or pictured, are always welcome. The Past President is responsible for the Archives.

Raku

Library and Archives

Newsletter

The editor will correlate contributions by any member to the Newsletter. Articles to be considered for inclusion should reach the editor by the second Friday of each month for the following month's mailing. Inquiries regarding content should be directed to the editor.

There are 12 issues per year.

Notices of change of address, failure to receive a newsletter, etc., should be made to the Membership and Newsletter Convenors.

General Information About the Workshop

Furnace:

If the furnace is off, call Union Gas Service and inform studio convenor.

Fuse Box:

The fuse box is located downstairs behind the electric kilns.

Sign in:

Whenever you visit the Workshop, sign in please!

House Use:

The house may be used by full members at any time. Students and probationary members may use the house only when it is staffed or during a class, or with any full members willing to be responsible.

The Workshop facilities are intended for members' use only. This means no friends, relatives, or children are to use it. PETS ARE NOT ALLOWED.

Telephone:

The phone is intended for local calls only. Sign the sheet posted near the phone if long distance is required, for Workshop business only. Members are required to use calling cards for personal long distance.

Executive Messages:

Messages for Executive members may be left in appropriately marked drawers in the kitchen area.

Garbage:

To have the outside garbage bin emptied, call the number on the bin to arrange pick-up.

Sinks:

Clay particles clog drains! Use slurry pails for your clean up.

1. Upstairs washroom sink is for washing hands only.
2. Kitchen sink is for food only.
3. Clay sink in the clean-up area is intended to take clay and glaze waste as it has a clay trap. NO FOOD! In order to have the clay settle out, the water lies in the trap under the sink for several days before being drained to the sewer. If food or other organic material gets in, it will rot and smell.
4. Floor cleaning water must be dumped outside, not down the sink (mop strings clog drains and pipes!)

General Information About the Workshop

Slurry Pails:

The thicker dregs and clay trimmings should be put into the slurry pails provided, according to clay colour. On NO account should they go into the sink.

Lockers:

Lockers in the basement and main floor locker room should be clearly marked **annually** with the potter's name and year of membership (e.g. Mary Smith 15/16). Unmarked or out-of-date lockers are cleaned out during the annual spring cleaning. Tools or clay, etc., found in these lockers become the property of the co-op. If it is intended that shoes, shirts, etc., be stored in the locker if possible, or taken home. Members re-name their locker space on a first come first serve basis following spring cleaning.

Batts:

Boards and batts are available at the Workshop, but they are not to be removed from the Workshop. Supply your own if you intend to carry damp pots home.

Use an appropriately sized board or batt for your pot(s) to conserve space. The round thick particle board batts must not be used when wet in the damp room. Under these conditions, they warp. When a pot on a board is firm enough, transfer it to a board, then place in the damp room. Do not soak batts in water.

Tools:

Repair any Workshop tools you break, (ask staffer how), if at all possible. Supply your own basic tool kit. No tools or equipment supplied by the Workshop are to be taken home. They are for the benefit of ALL members.

Coffee Cupboard:

The Workshop has stocked the coffee cupboard with coffee, tea, etc., for general use. There is a nominal charge as posted. It is recommended that foodstuffs be kept and consumed in the kitchen, and refrigerated items be removed promptly.

Damp Room:

Storage area is temporary. Remove your pots as soon as possible. Move carefully in the damp room at all times so you do not deform or uncover someone else's work. If it is necessary to

move a piece, do so with great care. Move damp ware by holding the board. Support dry greenware with your hands near the base. Do not try to pick it up by grasping one wall, the handle, or the neck. It is preferred that you do not touch other people's work. When placing pieces in the damp room, mark the plastic cover with your name and date, or make a sign, so everyone will know whose work is whose.

Slab Roller and Extruder

Both of these are in the entrance room of the Workshop. These pieces of equipment must be used with care, as breakage is an annoying inconvenience to other members and repairs are costly. If you are unfamiliar with operating procedures for the slab roller, BEFORE YOU TRY IT OUT, enlist the aid of a Staffer, or someone who is familiar with it. Follow instructions carefully. To use the Extruder, you must have it demonstrated to you first by a member experienced in its use. The Studio Appliance Support Person is your key contact for this. See Greensheets.

