

All About Membership - ClayArt West  
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You have expressed interest in being part of Clay Art West in Monrovia, CA. Monrovia is a convenient location surrounded by Sierra Madre, Arcadia, Duarte, Azusa, and many others. This document tells you everything you need to know about membership so you can decide if it's a good fit for you.

We are a group of about 12 artists and potters that make and fire pottery and sculpture in a safe cooperative setting. Our goal is to have a place to work in an artful clean environment, and one of camaraderie. It is to have a safe, comfortable, well-equipped, organized workspace where we are all welcome and inspired to create our art and pottery. That means that this is not a studio where members will be doing production orders and tight firing schedules. Members usually make art for themselves, for friends and occasionally for sale at community events. We have one yearly sales and event in the fall.

Members can bring friends and family with them to the studio as guests. This is a member benefit.

Our studio space is a 600 sf garage-converted-to-studio in Monrovia. We have wheels, a kiln, slab roller, lots of well-lit studio workspace, clay, glazes and everything you need to do your own ceramic work. We do mid-range cone five/six oxidation firing. Emilie and Douglass Parker have equipped the studio at 315 N. Alta Vista Ave., Monrovia and they oversee the operation.

ClayArt West has a sister-studio, ClayArt in Boulder, Colorado that was started 12 years ago by Emilie and friends.

Benefits of Membership in ClayArt:

1. You have your own shared studio in Monrovia, CA - (600 sq.ft)
2. Great location within 8 miles or less of town centers of these cities: Duarte, Arcadia, SierraMadre, Temple City, Baldwin Park, Azusa, El Monte, Rosemead, San Marino, West Covina, Citrus, San Gabriel, South El Monte, and Covina.
3. Each member has the code to the door and can come and go all hours.
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".
6. Electric pottery wheels, mid-range electric kiln, slab roller, etc.
7. All group firings for members will be covered by the clay fee.
8. A friend or family member may use the studio with you as your guest. Your guest firings are covered by the \$20 guest studio fee and clay fees. Guests pay \$2 per pound for clay to cover clay, glazes and firing.
9. The group work together to put on a group pottery sales in the fall to bring in local neighbors and celebrate our group anniversary. Music, food, pottery, camaraderie, holiday shopping.
10. You need buy your clay from our clay store at \$45 per 25 lb bag or \$2 per pound.
11. We have lots of glazes available for students and guests to try. The bucket glazes are for members, students and guests. Members can use whatever glazes are available to try out and learn about the glazes. If need more than a small amount of a particular studio supplied commercial glaze, please buy your own. We share other members-only glazes with their permission. Member glazes are stored on member shelves. Members help make glazes and use studio made glazes. This means that Members purchase their own additional glazes or when they plan to use more of one glaze. Members are not entitled to use the commercial glazes available in the studio for their own work — only for testing and experimenting. Replenishing the studio glazes is at Emilie's discretion.

Responsibilities of Membership:

1. Provide your own tools if needed, your personal glaze needs, brushes, and bats. Keep all your personal tools, glazes, clay on your own shelf.
2. Clean up after yourself. Rinse and put away everything you used. Don't leave any clay around. Clean the tables and wheels. Clean the floors around your work area.
3. 4 volunteer hours per month.
4. Pay monthly fee and attend a monthly meeting.

#### Meetings:

1. Getting together for a potluck and monthly meeting is a characteristic of being a member of ClayArt West studio. It's a time to connect, plan, and appreciate community.
2. Meeting is a short (1 hour), fun potluck or zoom meeting held once per month — scheduled for the first Monday of the month at 6:30pm. Volunteer jobs are often done after the meeting together. At a minimum we clean the air filter and empty the clay trap.
2. Members socialize and share work, review how the studio is operating. Talk about what cleaning and maintenance members can do. Members pay monthly fee at the meeting if they've not done so already.
3. Attending meeting is part of your agreement with the group. If you can't make a meeting let everyone know by email/text/etc and then your absence is excused. If you miss too many meetings you can lose your membership because we have a wait list and others are waiting to participate.

#### Communication:

We have a group email and text group. Each member agrees to check email and texts daily and participate.

#### Hard times, Grace Period and Giving up Membership:

When you become a member, membership continues as long as you pay your monthly fee by the first Monday of the month.

If dues must be late you'll have a one month grace period. A grace period means you have until the beginning of the next month to pay and then both months are due. Otherwise the membership is terminated.

#### Cleaning:

1. Cleaning up after yourself each time you use the studio includes wiping the areas you worked in: wheels, tables, floors, and sink. Clean the floor around your work area is not your volunteer time. It's cleaning up after yourself.
2. Do not leave clay for others to dispose of. Rinse and put away studio tools and bats you used. Cover glazes.
3. Take any "foodie" trash out.
3. Cleaning the whole floor with the mop is a volunteer job to be done whenever necessary toward your one hour a week volunteer time. That's different than personally cleaning up your workspace. If you've used pottery wheels please mop or wipe around your work area.

#### Firing:

1. Firing takes place weekly as needed.
2. Community drying shelves are provided for your work and your guests work.
3. When your work is ready to dry and fire, put it on the greenware shelf by the kiln. We have one rack for greenware which we fire to cone 04 and another for glazed bisque-ware firing to cone 5.
4. Our studio kiln-loaders are Kiln Masters. They are trained and interned member volunteers. From time to time we offer Kiln Master training.

#### Financial:

1. \$200 dues need to be paid on the first of the month. Auto deposit is welcomed.
2. Clay is \$45 for a 25 lb bag.
3. Guest fee is \$20 each guest each day. You may bring one or two guests with you to the studio whenever you like. Guest's pay an additional \$2 per pound for clay they use or your may have them use member's clay. Reclaim Clay or clay not purchased from the ClayArt store is \$1.00 per pound.

4. Dues don't stop if you are gone for a while. If you must be late with dues you have a 30 day grace period before membership is terminated.
5. Close family can become a member and share a shelf for 1/2 price. The second family member to join is \$100 per month. Family members that qualify are spouse, parent, sibling or child.

#### Governance:

ClayArt West is a business. Emilie Parker is Owner/President. It's also a co-op and all members help create and maintain the studio.

#### Maintaining a Safe and Functioning Studio Environment

- To ensure a safe working environment, when entering the studio, we customarily greet, refresh and share our names and introduce each person that is there.
- We keep our space "loveable" and socially comfortable for everyone who uses it. That means, that if there ever is a situation where anyone is contributing to an unsafe or uncomfortable physical, interpersonal, or social environment for you, mention to the person first about what is making you uncomfortable and if it's not resolved, talk with Emilie about it. Since a comfortable and safe environment is important we try to work it out right away.

#### New Members:

1. Each new member is given a sponsor from one of the existing members.
2. New members are always "sponsored" by an existing member. The sponsor will orient the new member on all the equipment, safety and rules, answer questions, provide the codes to the doors or keys, a shelf, and mentor them for a while. New members can call or email their sponsor with questions.
2. New Members also get help from any member, either when they see them in the studio or by phone call, text or email.
3. New members can learn studio volunteer studio maintenance tasks at meetings and from their sponsor.

Members volunteer to teach each other how clean filters, kiln shelves and other stuff.

Teaching new pottery making skills, however, is not included in membership. That's a perk you have to seek out. Don't worry though, everyone has skills to share and we all like to share skills, and tips if convenient.

4. Teen members must be over 16. Since wine may be available from time to time in the studio teen members agree not to drink alcohol until they reach legal age.

#### Pets

Please do not bring in pets — only in an emergency.

#### Equipment

Equipment belongs to the person who brings it to the studio. Any tools and equipment not on a member shelf is to be considered to be available for everyone to use. If you put your name on materials or equipment and leave it out it's considered available for everyone to use.

#### Volunteer Time

About an hour a week. Volunteer time is on the honor system. Members do what needs to be done. Sometimes we will discuss what needs to be done and coordinate who does what for their volunteer time at the monthly meetings. But basically everyone tries to notice what they can do and do volunteer tasks they see needs to be done to keep the studio nice. Members should be aware of keeping things clean and organized so when they see something that needs doing, do it right then.

Volunteer Jobs may include: mopping and sweeping the floor, wiping walls and surfaces, organizing the studio, making glazes, emptying the clay trap, recycling clay, replacing the air filter, going to Laguna Clay to pick up clay order, planning events, taking and

distributing meeting notes, errands, decluttering, and fixing things.

Studio Bathroom

The bathroom is in the house. It's right inside the back door of the home. Members and their guests can use the bathroom only from 7am to 9pm.

Member parties & guests:

If you want to bring guests in, you are responsible to sign them in, help them, stay with them in the studio, show them where the bathroom is, provide clay for them, introduce them, clean up and pay \$20 each studio fee plus \$2 per pound for studio clay they used. Reclaim is \$1 per pound.

Parties:

If you would like to hold a small group party in the studio with a wheel or handbuilding lesson by one of our teachers the member pays \$50 per person up to 8 people (minimum \$100). No-charge for the member and they help with the lessons, help clean up and set up and they take responsibility to get party guests items glazed and distributed.

Member Selection Process

1. Potential members that have already taken a class at ClayArt West need to read this document and agree to abide by it. Sign it and submit it with an application.
2. Download the pdf application from the website and fill it out.
3. Give or send the application to Emilie Parker, 315 N. Alta Vista Ave., Monrovia, CA 91016. Email is: emilie.v.parker@gmail.com. If you put in an application and you don't receive an acknowledgement within a few days, please text or call Emilie at 240-350-8533 and check to make sure it was received.
4. New members applications are accepted based on how well the pottery they intend to do can be accommodated by the studio.
5. New members are voted by existing members after meeting everyone.
6. If there is no opening at the time you send this in, we keep your application in our waiting list folder and call or email you when there is an opening. The waiting list is numbered and the opening is offered to each person in order. You will receive a number based on when your application is received.
6. When there is an opening you are invited to attend a meeting to meet everyone.
7. The group votes you in by email after the meeting. A member volunteers to sponsor you.
8. The sponsor calls you and sets up appointment for an orientation program and gives you the code or gets you keys after you pay.
10. If you are accepted mid-month, you can start dues on the 1st of the next month.

So we hope you apply. It's a lot of fun being in the group, doing our art and running the pottery studio together.

Potential New Member please check all the apply:

- I have read this document.
- I can almost always attend Monthly meeting at 6:30 on the first Monday of each month.
- I agree and can comply.

If you disagree with anything in this document, what is it? \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_