

All About Membership - ClayArt West

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You have expressed interest in being part of the new Clay Art Club 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 8 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 heavy production, big orders and tight firing schedules. Members usually make art for themselves, for friends and for sale at community events. We have yearly sales as well.

Members can bring friends and family with them to the studio. Guest fee is \$10.

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 club. Emilie is a member.

ClayArt has a sister-studio, ClayArt in Boulder, Colorado that was started 10 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 membership fee.

8. A friend or family member may use the studio with you as your guest. Your guest firings are covered by the \$10 studio fee..
9. We can have group pottery sales several times per year. Possibly one in the spring to celebrate our club anniversary and one in the fall.
10. You may buy your clay at cost from our clay store.
11. Some glazes and tools provided. Members purchase their own additional glazes or when they plan to use a lot of one glaze.

Responsibilities of Membership:

1. Provide your own tools as needed, your personal glaze needs, and bats. Feel free to use group glazes and tools that may be available. Keep all your personal tools, glazes, clay on your own shelf.
2. Clean up after yourself.
3. 4 volunteer hours per month.
4. Attend a monthly meeting.

Meetings:

1. Meeting is a short (1 hour), fun potluck or zoom meeting held once per month — scheduled for the first Monday of the month at 7pm. Volunteer jobs are often done after the meeting together.
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.
3. If you can't make a meeting let everyone know by email and then it's all good. If you miss too many meetings you can lose your membership.

Communication:

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

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 the fee is still due.

But there is a twist to this "grace period" because If you leave at the end of the grace period you do not owe for that last month.

During this period, if you believe you may have to give up membership, let Emilie and other members know it's your last month and use this time to clean off your shelf and to try to finish everything up.

If you decide to continue, you owe for the month and please propose a payment plan for that grace-period month.

When you want to restart membership you may get on the membership waiting list.

Cleaning:

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. Rinse and put away studio tools and bats you used. Cover glazes. Take any foodie trash out.

Note: Cleaning the whole floor — sweep and mop is a volunteer job to be done whenever necessary. That's different than personally cleaning up your workspace.

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 completely dry, put it on the bisque firing shelf by the kiln. We have one rack for bisque firing to cone 04 and another for glaze firing to cone 5.
4. Our studio kiln-loaders are trained and interned member volunteers. You may learn to load the kiln if you would like to.

Financial:

1. \$200 dues need to be paid on the first of the month. Auto deposit is welcomed.
2. Clay is \$20 for a 25 lb bag.
3. Guest fee is \$10 each guest each day. You may bring one or two guests with you to the studio whenever you like.
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.
5. 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:

1. The officers are President, Vice President, Treasurer, and Minute taker. Members vote on club business at monthly meetings. If members can't agree then officers decide.
2. Emilie Parker is President, all the other positions are open.

Maintaining a Safe and Functioning Studio Environment

- To ensure a safe working environment, when entering the studio, we customarily greet and introduce each person that is there.
- We keep our space loveable. So just know, that if there ever is a situation where anyone is contributing to an unsafe or uncomfortable physical, interpersonal, or social environment for you, we work it out right away.

New Members:

1. 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 email.
3. If desired new members can learn studio volunteer studio maintenance tasks. Members volunteer to teach each other how clean filters, kiln shelves and other stuff. Teaching new pottery skills, however, is not included. Don't worry though, everyone has skills to share and we all like to share.
4. Members must be over 18. If parents are members also, 16 or over.

Pets

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

Equipment

Equipment belongs to the person who brings it to the studio, but it would be considered to be available for everyone to use unless it's kept on the person's own shelf.

Expansion:

There is an outdoor work area in the back yard that can at any time be used for clay work if ever the studio tables are full.

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 to keep the studio nice.

Volunteer Jobs 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, and fixing things.

Studio Bathroom

The bathroom is in the house. It's right inside the back door of the home. The back door is sometimes locked but feel free to enter anyway. The code is 1470 and it's posted in the studio. Use the bathroom only from 7am to 9pm. To find the bathroom, walk up the concrete path to the back of the house and the door is at the corner of the house. Enter. No need to knock. Please don't walk through the home to return to the studio. Arrangements can be made for other open times.

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 the application 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. New members are voted by existing members.
5. We have 8 member openings. 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.
6. When there is an opening you are invited to tour the studio.
7. Attend a meeting to meet everyone.
8. The group votes you in by email after the meeting and selects a sponsor for you.
9. The sponsor calls you and sets up appointments for an orientation program and gives you the code or gets you keys.

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 pottery club, doing our art and running the pottery studio together.

Potential New Member:

I have read and I agree.

Name: _____

Signature: _____ Date: _____