

ST. ALBERT POTTERS GUILD GENERAL MEETING

September 11, 2019

Meeting Called to order at 7:03 p.m.

Morley call for additions to the agenda

- New Business
 - o Caroline offered will do a quick update to the workshop she took at Medalta
 - o Julie has the new Pot Identification list to discuss
 - o Heather will report on bursary

Morley asked for Approval of June meeting minutes

- Jill moved to accept as read
- Nancy seconded
- Passed unanimous

Reports from Board Members

- **President**
 - o nothing to report
- **Vice President**
 - o Welcome to the seven new members and asked each to stand up and introduce themselves and provide insight into past potting experience.
 - New Members who were present introduced themselves
- **Secretary**
 - o New attendance sheets have been printed up and are at the front of room
 - Please remember to sign in
 - o Please remember if you can not attend a meeting send an email to the guild mailbox or call one of the board members.
 - o Volunteer Sheets for the Volunteer binder are also available
- **Treasurer**
 - o Our accounts contain \$53K
 - This amount is for all accounts
 - All members have paid for the year
 - o \$1000 donation received from SAPVAC for a new slab roller. We would like to thank SAPVAC for the generous donation.
- **Program Coordinator**
 - o Dawn Candy Workshop update
 - maximum recommended size of the workshop is 24.
 - There are currently 23 registered
 - Information on requirements for the Dawn Candy workshop were distributed in email
 - *Supplies*
 - Fine tipped bottles will be provided
 - o Teresa Milton is assisting with testing the bottles and the 3 ½ oz work best

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- Julie is helping with the slip
 - Glazes and under glazes will be provided
 - Additional \$7 will be required on the day of the workshop to cover the cost of the supplies
 - P300 or 370 is the recommended clay – medium fire
 - 6” square tiles are recommended format.
 - Deborah is not providing clay as part of the workshop
 - She recommended people get together and share a box of P300clay so they can make the required tiles
 - Maureen suggested perhaps the rest of the people should get together to buy a box of P300 clay and then come in one day to make the tiles needed for the workshop
 - Several people are interested in doing this. Deborah said we could coordinate this through her as we will need to use the classroom.
 - Morley said they will be picking up ten boxes of P300 clay
 - Suggested we also do a potluck lunch the day of the seminar
 - Let Deborah know if this works for you
- **Communications**
- Lara Introduced herself and explained she is the one who sends out all the emails
 - ***Lara said she will send out the instructions on accessing and logging in to the Guild web site***

Tips

- Julie
 - Julie described how she uses the Tassimo K cup packaging as a slip applicator
- Marnie
 - When pulling the trimming booths off the top of the drying cabinets, it is easy to get a face full of dust and leftover dried clay.
 - Recommend that after use, remove as much of the trimmings as possible, then at the sink, spray it down then wipe it down, leave it drain for a few minutes to be sure all the water drains. This will ensure the next person doesn't get a shower when they pull it down. It will also ensure the booth is clear of dust and debris
- Cheryl
 - When using the skiff and grips for trimming, it is easy to put them on the wheel wrong. When they are on wrong, they are uneven, and this will throw off trimming
 - This is usually caused by the bolts on the wheel not being lined up properly with the base of the skiff and grip
 - A quick easy way to tell if the skiff is on correctly is to place your finger on the skiff and see if it appears\feels like it is going up and down.
 - If it is, adjust the skiff until it is even, and your finger doesn't appear to be going up and down.
- **Clay Draw**
 - Morley let everyone know that we will be doing a draw every meeting for a box of clay.
 - There will be a draw for two names of people who attend the meeting, each person will receive ½ box of clay

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- We don't want to get rid of the tips part of the meeting as this is a valuable way to share information. Moving forward if you provide a tip your name will be entered a second time for the draw for the clay

Committee reports

- SAPVAC

For new members to our pottery guild, here is a brief summary of SAPVAC:

The St. Albert Place Visual Arts Council (SAPVAC) is a registered not-for-profit charitable organization who, together with the community, advocates, promotes, supports and strengthens the visual arts and craft experience in St. Albert and region.

We are a liaison group made up of the users of the Visual Arts wing in St. Albert Place. Our members include:

- [Art Gallery of St Albert](#)
- [Floral Art Society of St. Albert](#)
- [St. Albert Painter's Guild](#)
- [St. Albert Paper Arts Guild](#)
- [St. Albert Potters Guild](#)
- [St. Albert Quilters' Guild](#)
- [City of St. Albert Cultural Services](#)

SAPVAC also runs the WARES store, and the annual Country Craft Fair...as well as all the studios.

This year the Country Craft Fair is November 16 & 17. Rosters for volunteers and inventory sheets will be available next month.

Since reopening after the renovation, WARES has seen an increase in sales. A new proposal is for the store to be open on Thursdays and manned by guild volunteers. At the June meeting I asked for volunteers to man the shop on the months that the Pottery Guild is responsible for - September, January and May. I have 7 names on my sign-up sheet...**thank you!** If anyone else is interested, please contact me - the hours are from noon to 3:30 pm.

Coming up very soon is Culture Days. This year it's September 28 (Saturday) from 10 am to 3 pm. We need 1 or 2 volunteers to demonstrate wheel-throwing in the lobby...everything is set up for you.

- ***Jill said she would volunteer to do the wheel-throwing demo – she will do the full shift***

Supply

- Since retiring Dianne is not at the guild often enough to do the ordering any longer – Heidi, from the City, will be doing this now
 - Heidi says if we need anything, we need to let her know.
 - The recommendation from the Guild is to create a new role for an inventory coordinator for the chemical supplies so we can ensure the supplies are maintained
 - Morley said the new Clay team will be able to pick up the chemicals when they pick up clay

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- *Dianne informed us that the City needs to be informed of all clay and chemicals purchases. This information is used for the reconciliation of expenses the guild incurred. The city needs to be aware of anything that is shared with the students, then the city shares the costs with the guild to help reduce costs. (City pays 70%; Guild pays 30% of expenses).*
- Dianne will be doing up a list of all the things she use to do for the guild. She will then ensure there is proper documentation developed so the guild doesn't lose the knowledge she acquired over the years, especially relating to procedures and guidelines regarding working with the City.
- Dianne said she would review the information she has and then put it on the flash drive so it can be included with guild documentation

Capital Equipment

- The new slab roller needs to be ordered and the old slab roller needs to be sold
 - Old Slab Roller
 - There was a request from a few members regarding purchasing the old slab roller
 - Dianne said the old slab rolled can't be sold to a guild member directly because the city contributes to the purchase of the equipment.
 - Equipment the City contributes to the acquisition of must be sold on the city auction site, which Dianne or Heidi can provide information on.
 - If a guild member wants to bid on the roller once it is on the site, they can do so
 - New Slab Roller
 - Margaret said we can get the new roller through Plainsman
 - Margaret has done some investigating into the replacement, the recommended Model is a Frema. The size would be the same as the current slab roller
 - Nice feature of the Frema is the calibration is on the top which makes it easy to adjust. Margaret went to Red Deer and saw the Baily Slab Roller; she doesn't recommend this model.
 - Margaret will send the Frema information to Dianne
 - Dianne said if the students are going to use the Slab Roller then the city should assist with purchasing to help reduce the costs of purchase
 - Annalisa wanted to know if we have a joint list of assets – Dianne said that Heidi should be able to provide this information

Clay

- Morley, Annalisa and Maureen K will be taking over managing clay purchases for the short term
- All board members and Willie will be added to the list of people Security allows to access the clay supply closet.
- The guild will be reducing the amount of clay kept in stock, but we will keep a wider variety of clay
- Guild members need to let Annalisa and Morley know what clay they prefer to use and how much they think they will need so we can ensure there is enough stock maintained
- New inventory Process
 - You can now buy clay from any board member and Willie
 - Annalisa is only 5 minutes and Maureen is about 10 minutes away if you need clay in the evening or when nobody else is around
 - New stickers have been applied to all the boxes of clay

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- Two stickers have been applied to all the boxes
 - One sticker is affixed to the box
 - Second sticker is removable so it can be used in the new logbook
 - Both stickers contain a new code and the price of the box of clay
 - When you purchase a box of clay, put one sticker in the logbook along with the date and how you will pay for the clay
- The date will no longer be used
- Annalisa completed an inventory and all boxes of clay are less than a year old
- Each box comes with a spare sticker for the purchase sheet
- Clay Purchase Binder will be in the clay storage room like before
- Starting immediately the Guild will now be accepting eTransfers –
 - Security Question is 'As Provided'
 - password is **Pottery**
- For short term eTransfer Annalisa
- **NOTE:** Aprons can also be purchased (there are 11 in inventory @ \$25 each)
- Eventually everyone will have access to the clay room so there isn't any waiting.
- Larry from Plainsman said WSO is being discontinued
- Other clays needed are P300, 390, 600 (what Willies uses).
- **Cheryl suggested sending an email to everyone including new members to find out what their requirements for clay are**
- **REMEMBER** - \$10 is the fee for bringing in a box of clay that isn't purchased through the guild. This will pay for chemicals and firings. This can also be done via eTransfer to Annalisa.
- **NOTE:** We shouldn't sell ½ boxes or partial boxes of clay
 - Once the box of clay is opened it starts to change. So, removing one bag causes second bag to change.
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Library

- We have 3 cupboards for guild library – key is stored on hook in the last drying cupboard
- We have a wide range of books, DVD's and VHS – there are also old photo albums with old pictures
- Magazines stocked are – 2019 Ceramics monthly and 2019 Pottery Making Illustrated
 - These are stored on the lower shelf.
 - There is an archive of older magazines on the top shelf
- To borrow the books, DVD's or VHS - there are library cards in the back of the books. Fill it out and put it in the bowl in the cupboard. When you bring the book back find the library card for the item borrowed, fill in the return date and put the care back in the book
- **NOTE: Magazines are only for in studio review. They should not leave the studio**
- We are planning to update the website with the library inventory as soon as we have time
- Denise is looking for a backup for her role – see new business

Glazes

- Marnie gave the update for Edith
- We have been running into issues with chemicals running low and the lead time needed to get in new Chemicals.

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- With Dianne's retirement this inventory is not longer getting done regularly
- ***Should we assign someone to look after managing the chemicals and working with Heidi from the City to ensure Chemicals are ordered in a timely manner?***
- It can take up to ten days to get a delivery of chemicals
- Before mixing glazes be sure you have all the chemicals required for the glaze you are mixing
- NOTE: See Dianne's comments on ordering clay and chemicals (anything shared with students) needs to be purchased through the city to ensure there is a reconciliation done to offset our expenses.
- Edith needs the list of new members and leaving members so she can update the glaze mixing list.
 - Julie is going to assist Edith with the updating of the list
 - Cone 6 list also needs to be updated
 - ***I will send the email with new and old members to Marnie and Julie***
- Cheryl said when Edith sends out an email saying that glazes need to be mixed, she isn't getting responses back which makes it difficult to coordinate mixing.
- The updated list should contain a mix of people who work and who don't, so it is easy to coordinate the glaze mixing.
- *Please be sure to respond to Edith so she can coordinate glazes mixing*

Raku

- We still have not hooked up the new valve system
- ***October 19th is the Guild Raku date @ 10 a.m.***
- Margaret has agreed to come so there are two experienced potters at the firing
 - Morley said he may also be available
- High fire clay is best, something with grog or even Raku clay (bmix and wso work best)
 - Porcelain also works but you get more breakage
- If you need assistance, please reach out to Margaret or Linda
- Before items can be fired, they need to be bisque fired and glazed using the Raku glazes on the shelf just outside the chemical room
- Linda did a very detailed Raku procedure which includes safety procedures for the Raku site. It also includes what to wear, i.e. Close toed shoes, masks, nature fiber clothing, raw hide or rubber gloves, hat or bandana, respirator
- Note from Margaret
 - There was a saggar firing (in a pit) last weekend
 - The email wasn't received by everyone so there wasn't a big response
 - There will be another one done in the spring again
 - Margaret said we can do a tin foiled saggar on the 19th if we are interested
 - Margaret said you can make a pot then polish it using a light bulb. *See Margaret for more details on this if you are interested*

Housekeeping

- Report provided by Marnie for Edith
 - It is amazing how quickly the floors and shelves become dusty and dirty.

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- Every time Edith comes into the studio, she wipes down the cone 9/10 glaze shelves, the 'No Name' shelf, the student bisque shelves and the guild and student drying shelves when they were empty.
- *Edith would like to request that everyone help – if you see an empty shelf or two, before filling it, please take a minute and wipe it down with a damp cloth or sponge.*
- Also, please clear your individual bisque shelves of 'stuff' that has been sitting for a long time. This will ensure the kiln team has space to put stuff when they are unloading the kilns and looking for a place to store your pots.
- Please be sure to clean your cubby's as well.
- Edith is also looking for a volunteer to assist on the Housekeeping Committee until Nancy can assist
 - Nancy said she will be able to take over after her surgery and recovery time but until then help is required
 - Julie said she will take this on for the short term

Social Media

- Amelia was not in attendance
- Media Participation Consent Forms need to be completed by all new members
 - New members in attendance signed the forms and gave them to Maureen K.
 - Maureen will pass along to Amelia

Membership

- Lara read off the list of new members and members who left
- There is a new list on the wall which provides
 - Who the cubbies have been assigned to
 - Who the shelves have been assigned to
- **REMEMBER:** Nobody should change shelves or cubbies without letting the Membership committee know. The list needs to be updated before a move, so the Kiln Team knows where to locate pots as they are being unloaded.
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Gas Kiln Coordinator

- *We need to do two class gas firings by September 21st to accommodate classroom pick up.*
 - *If you have anything that needs to be glazed to help fill the kiln it would be very helpful*
- Please be sure to clean your shelf, some shelves are too full for stuff coming out of the kilns. This is a problem for the kiln unloaders.

New Business

Caroline

- Did a quick update on the workshop she took at Medalta
- Workshop was on Slips, underglazes and stains
- She will be offering a workshop to guild members on her learnings
- She will work with Deborah to arrange for classroom time and then schedule workshop

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Heather

- She is now back from Nelson
- She is finishing her ceramics Diploma from the Guild studios
- She is offering a Workshop – introduction to Glaze chemistry focusing on color
 - o October 26 or November 2 are the best dates for her
 - o She will be explaining how to change the color of glaze, do some testing then firing
- Heather will work with Deborah to arrange for classroom time

New Email addresses

- Annalisa suggested we create two @stalbertpotters.ca email addresses for use by the guild:
 - o Info
 - o Treasurer
 - o \$7.99 per month per user
 - o We would no longer have a Hotmail account
 - o This would allow for the role to change without affecting the accounts

Motion by Annalisa

The guild create two new email addresses, One would be info@stalbertpotters.ca and one would be treasurer@stalbertpotters.ca at a cost of \$7.99 per month per account

- ***Heather Shephard seconded***
- ***Motion Carried unanimously***

Supply Role Change

- Dianne asked if it would make more sense to have someone else in the Supply Role now that she has retired
- Morley agrees and wants to talk to Heidi about this first to verify how she wants to proceed

Committee Members

- Morley recommended we assign backups for all committee role
 - o This would provide backup for holidays
 - o It would help new members get involved and help members become more familiar with roles
 - o It might help fill roles in the future
- Julie said sometimes when people are on the board they don't volunteer for committees. she said she is against this proposed idea.
- ***Discussion for this will be carried over to the next meeting***

Orientation meeting

- Three of the new members haven't attended Orientations
- This will need to be scheduled
- Safety orientation also needs to be taken by new members. If current members haven't taken it in the last three years, they will also need to retake it

Lost Item

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- Maxime, one of the members who left this year, said her toolbox was removed from her shelf before she was able to come in to pick it up. She is wondering if anyone has seen it. If you know where it is or have seen it, please let Cheryl know

Pottery Identification List

- Julie said there is a new list that needs to be updated with the 'identifying marks' guild members put on the bottom of their pottery
- This information is used to sort the pottery as it is being unloaded from the kilns.
- Please be sure to update your identifier to help facilitate identifying work so it can end up on the right shelves
- Also, please be sure there is space on your shelf for the pots coming out of the kilns, so loaders don't have to reorganize your shelves

New Clay Trials

- Annalisa suggested we investigate purchasing new and/or different clay bodies from Plainsman for trial
 - o Purchase a new type of clay then setup a mini workshop session for anyone interested to try it out.
 - We will discuss further at next meeting.

Draw for clay

- Dianne drew the names
 - o Mallory and Keith were the winners of ½ box of clay each

Morley asked for Meeting to be adjourned at 8:32

- Julie moved to adjourn meeting
- Caroline seconded
- Motion carried