

# Bay Potters Association Inc.

Associations Incorporation No: IA09211

ABN: 26 164 986 287

## Organisational Profile

Bay Potters Association Inc. is the only Pottery Club in the Hervey Bay Area, which has a general population of around 53,000. The organisation has contact with and liaises with other like organisations within the Wide Bay Area and is a subscribed member of the Wide Bay / Burnett Potters Association Inc.

The organisation plays an important role within the Hervey Bay Community by providing a developmental role for ceramists in the area, through the provision of ongoing training, workspace and shared resources. The organisation not only provides services for its individual members, but also makes available the use of its facilities and resources to the wider Hervey Bay community. The organisation assists community groups, schools and people working with children, the aged or disabled to facilitate pottery building activities. This can include items such as, providing the base ingredients (clay, tools, underglazes and glazes etc), some instruction where necessary and also arranging for the firing of the items made.

Bay Potters holds general meetings each month and have open workshop access. Members pay an annual membership fee and pay a daily workshop fee for the use of the facilities. Additional charges are made to meet the costs of glazes and kiln firings. The organisation operates out of a workshop building and sheds owned by the association which is built on land leased from the local council. All fees and charges are levied on members and others who use the facilities to ensure the association is able to meet its obligations and liabilities as and when they fall due.

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The workshop / pottery shed is available for use by members at any time, although the club currently sets aside three days a week (Monday, Tuesday & Wednesday) for regular attendance. Other workshop days or weekends are scheduled throughout the year to facilitate specific purpose projects or workshops. The club usually averages around 25 to 35 members per year, and all members have equal rights. Members are requested to assist in regular activities, such as packing and unpacking the kiln, firing the kiln and keeping the workshop areas clean and tidy.

The association and its members participate in and support The Fraser Coast Agriculture Show Society, by providing entries to the Pottery Section of the Show Exhibitions, assisting with the stewardship and providing financial sponsorship to the society for prize winner awards.

The organisation holds an annual general meeting in February each year and looks after its own financial and legislative reporting. General insurance policies are maintained, including public liability insurance. Trades people are employed where necessary. Members supply their own materials for the production of ceramics, although the club assists with the procurement of base supplies for members to purchase. Organisation members' families and friends are asked to assist with heavy maintenance activities, such as rubbish removal, gutter and roof cleaning, tree lopping and general landscape maintenance.

Among our members are several persons who have attended TAFE Colleges and have obtained qualifications in ceramics and pottery. All members share their skills and knowledge with limited number groups by either individual instruction or by group workshops. It is the objective of the club to offer instruction to members and other persons and groups within the community. Members donate their time for these activities and no club member is paid for their services. The club is a registered Not-For-Profit organisation and is registered with and reports annually to The QLD Office of Fair Trading.

## Workshop Location

39 Totness Street, Torquay.

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## Club Information & Operational Processes

**Bay Potters (Inc) owns and is responsible for the building and equipment in the clubhouse. We lease the land from the Fraser Coast Regional Council and are required to pay normal land owner fees and charges. We pay rates, (council and water rates), electricity and insurance charges, plus relevant fees and charges because we are also an Incorporated Not-for- Profit Association.**

**We are required to operate as a business and levy fees and charges to ensure we are able to operate profitably and be able to pay our bills and charges as required. We are required to report to the Qld Office of Fair Trading, providing financial and other statements that declare we are viable and operating efficiently and effectively.**

1. The club works on a calendar year, going from February to December each year.
2. The club's year starts off with the annual clean-up day, the first Tuesday of February. All members are requested to attend where possible & practicable.
3. Club meetings are usually held on a monthly basis, being held in the second week of each Month.
4. The Annual General Meeting (AGM) is held on the second Tuesday in February, where all fees and charges for the year are determined. Annual membership fees become due and payable on that day.
5. Un-financial members shall not be allowed to participate in club activities or work in the workshop.
6. A daily workshop fee of \$5 .00 is charged for the use of club facilities and attendance should be entered into the daily attendance / payment book.
7. Tea and coffee is freely available at the workshop. Please ensure any items used are washed, dried and put away. A separate wash tub is available for washing up. Members are suggested to bring their own cup, spoon & tea towel, etc to ensure appropriate sanitation.
8. Members are requested to keep the club workshop and storage rooms clean and tidy. Please ensure any work bench that you have used or club tools and equipment used are washed or cleaned down after use.
9. There is no garbage collection for the workshop, so please ensure you take your own rubbish home or suitable arrangements have been made for the rubbish to be removed at the end of each day.
10. All members are asked to assist in the packing or un-packing of the kiln, as requested.
11. If you are last leaving the club house, please ensure the windows are shut, the lights are turned off, the garbage has been taken out and the place is fully locked up and safe.
12. Only financial members of the club are allowed to work in the work shed and clubhouse. Temporary membership of \$5.00 is available for any visitor who wishes to participate in club / workshop activities.
13. No unsupervised children under the age of 12 are allowed in the pottery shed. This is for the responsibility of the club and for the safety of all members.
14. A limited amount of club underglazes / colours and glazes are available for members to use until they obtain their own supplies. Charges are levied for the use of these provisions.
15. The clubrooms are required to be cleaned on a regular basis. Members are requested to put their names down on the monthly cleaning roster pinned to the notice board.
16. Members are also asked to participate in other club oriented activities, like assisting to clean up the yard and work sheds when required and to participate in club workshops and fund raising when available.
17. All work and items left in the clubhouse should be labelled with your name.
18. Members are requested do not leave tools, clay or other personal items in the clubhouse or work sheds, as there isn't really the space available, or if they go missing or are damaged, it may cause bad feelings.
19. Please avoid pouring any clay waste down the sink. There is usually a bucket in the sink for washing items with clay and any waste green clay is to be put in the garbage bin underneath the sink. Occasionally, the bucket for washing clay items needs to be taken outside and emptied on the grounds outside. If the bucket looks as though it's getting full, please feel free to empty it outside in the drain behind the clubhouse.
20. When using club tools, working boards or canvas, please ensure they are thoroughly washed and put away for the next person to use. Canvases or work boards need to be washed and left somewhere suitable to dry.

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## Work in Progress & Firing

The club owns and operates two firing kilns. The Small kiln is suitable for bisque firing and glaze firing to a temp of around 1100 degrees. Members can hire the entire kiln for individual firings, with the cost detailed on the current list of charges. The small kiln has to be manually set up and managed for firing, so anyone individually hiring this kiln needs to be available to assist in the process.

The large kiln can also be individually hired and holds a larger range of work. The large kiln can be fired to a maximum temp of 1250 degrees, although we usually only fire to 1200 degrees maximum.

The kilns are fired up when there is a reasonable range of items to be fired. Costs of firings are by the kilo weight, with costs detailed on the current list of charges. Members are requested to weigh and pay for firings as they present their items for firing. Charges are levied at half kilo intervals, taking the weight up or down to the closest half kilo.

### Work in Progress

- When working on projects, please try to work on a canvas sheet or board or on newspaper to ensure your work does not get stuck on the table or other surface.
- Work in progress is to be wrapped in plastic to make it airtight & put in the drying shed for future work.
- When you have finished working on your project, cover it lightly with material so it will dry and be ready for further work / decoration or firing.
- A note with your name should be attached to all items in the drying shed to avoid it being thrown out if you don't return to finish it.

### Work Ready for Firing

- When your item is ready for firing, it needs to be weighed and recorded in the firing book.
- The amount payable for the firing needs to be recorded in the firing book, paid and the amount recorded in the daily attendance and payment book.
- A note is to be attached with your work, detailing your name, the type of firing, the weight of the item, the amount payable and if paid or not. The item and the note is then to be placed on the relevant shelf to await firing. (Bisque – or 1100 glaze). The shelves for each are on either side of the workshop.
- Broken work will be fired at the discretion of the committee. It is sometimes better to recycle clay, as broken work is very hard to join successfully.
- All work should normally be bisque fired before glazing, as there is a possibility pieces may explode in the kiln, and thereby destroying other peoples work.
- No work is to be removed from the shed until it is fully paid for.
- The kiln is packed and set ready for firing when there is enough work available to fill the kiln.
- Individual members may hire the whole kiln if they desire to accommodate a tighter timeline.
- When ready, the kiln is usually packed on a Wednesday and put on the next, or a few days later.
- The kiln must not be opened too soon, and requires at least two days after firing to cool down.

### Daily Payments & Payments for Firing

- The \$5.00 daily workshop fee is to be paid first up when members arrive and payment recorded in the payment book.
- Payments for firing should be made when items are presented for firing and the amount paid recorded in the payment book.
- Any purchase of canvas (\$5.00) should also be recorded in the payment book.
- Receipts will be issued for other purchases, such as clay and other purchases or payments made to the club.

**Medical & Fire Emergencies. Call 000.** The evacuation point is at the front of the building. If this evacuation point is unsafe, proceed to an alternative evacuation point nominated by the Warden, Supervisors are considered wardens in the event of an emergency. Please be prepared to follow their instructions.

In the event of an emergency, you are required to remain with the warden until the site is deemed safe.

Familiarise yourself with the location of the Fire Extinguishers and Fire Blankets. Only use this Fire Equipment if it is safe to do so and you are competent in its use.

**Members are required to adhere to all WHS procedures.**

Like any leisure activity, for the ultimate enjoyment, you want to stay safe and well. Pottery has a number of hazards to consider but if you are aware of them and follow good safety rules as part of your practice you can live a long and creative potter's life. Below are some golden rules about pottery safety that we ask members to comply with at the club and to take with you to your home studio. These guidelines are for both your health and the health of your fellow potters.

**Air quality:** Dust from dry clay and raw materials can cause a condition like Silicosis. Silicosis is a lung disease where fine particles settle in lungs. Fine particles will settle on your work surfaces, clothes, furniture, tools and floors etc

- Enclosed footwear is mandatory.
- Wet-wipe and mop floors, equipment and surfaces regularly.
- Don't leave clay and raw materials out to dry.
- Ensure that all tools, bats and equipment are cleaned and returned to the correct place.
- Don't sand pieces or mix raw materials in enclosed spaces.
- Wet down and wash aprons, towels and clothes regularly.
- Don't eat or drink near clay or materials (use a closed water bottle to keep hydrated).
- Work in ventilated areas (but not in breezes).
- Use a mask or ventilator and eye masks to protect materials from getting into eyes and mouth where required.
- Wash hands regularly.
- Put discarded clay into reclaim buckets and not down sink.
- Keep work areas clean/organised and clean spillages immediately.
- Avoid repetitive strain injuries by taking regular breaks, standing, stretching and moving about.
- Lift heavy objects with care and avoid sideways twisting.
- Sit correctly when using the potter's wheel and stretch regularly.
- Report any accidents, incidents or near misses to person in charge and record in the Incident & Hazard Reporting booklet
- Behave in a safe manner and always be respectful of others using the facilities at Bay Potters.

**KILNS:** To manage the risk to the kilns and everyone's work there are strict guidelines. Kilns must only be operated by trained persons. To become a kiln operator you may shadow a current kiln operator by prior arrangement.

**Kilns get hot – Do not touch.**

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