

# Timberlane Fine Arts Policy Manual

SUPPLIES AND SERVICE FEES			
<b>Number:</b>	P4	<b>Section</b>	Pottery
<b>Effective Date:</b>	2024/07/22	<b>Version:</b>	1
<b>Approved By:</b>	Pottery Dept. Heads	<b>Page:</b>	1 of 3

## Purpose

This policy describes the supplies and services available to pottery department members and the appropriate usage thereof.

## Scope

This policy applies to active members of the pottery department.

## Definitions

n/a

## Policy Statement

### Authorized Purchasers

Authorized purchasers are any member who is in good standing, and who do not run home-based pottery businesses. Members with home-based pottery businesses generally require a higher volume of supplies and services than the Association can support.

Non-members cannot purchase supplies or services. Members cannot pass off non-member work as their own in order to access firing services.

The pottery department does allow members to sell their items on a small scale at one (1) local business to help offset supply costs. Any member who sells items at more than one local business or on a large scale will not be able to access TFAA supplies and services.

### Supplies

A limited selection of popular Cone 5/6 clay is available for member purchase. The maximum clay purchase at any one time is one (1) box. Each box is individually priced. Members can purchase a full box or one bag (½ box). Clay must be paid in full at time of purchase (see Charge Sheets below). Clay is restocked in December and June.

The clay inventory sheet must be kept updated with each purchase. When making a clay purchase, mark the inventory changes on the sheet found on the wall near the boxed clay.

Recycled clay is studio property and can be used to make fundraising items (A or K).

### Services

Bisque firing, glazing, glaze firing, and refiring are paid services. Fees are based on the measurements of the work. The current fee schedule is at the front of the charge sheet binder (see Charge Sheets below).

### Charge Sheets

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Each member has a charge sheet in the black charge sheet binder. Only supply and service fees as detailed in this policy and payments for those supplies and services are logged on the member's charge sheet. Other charges (i.e. membership) or information must be recorded elsewhere as appropriate.

Members must fill out their charge sheet accurately. Measurements are rounded up to the nearest inch (1") only. No bisqued items can leave the studio without being properly logged.

Charge sheet line items must conform to the template provided. This ensures accuracy and allows kiln masters and other volunteers to check that the items fired are also the items charged. Discrepancy between the item measurements and charge sheet may delay firing members' work.

Items must be bisque-fired and glaze-fired in the same membership year for accounting purposes.

Members must measure, date and record their works on their charge sheet after bisque firing. Each member is responsible for measuring and recording their works on their charge sheet prior to removing the bisqued work from the bisque shelf.

The current firing fee schedule is at the front of the charge sheet binder. A full firing fee includes one bisque fire, glazing, and one glaze fire. Accepted adjustments are:

- Bisque-only firing: 50% of fee.
- Cone 6 refire: 50% of fee.
- Bisque refire: 33.3% of fee.

Full firing fees apply to works glaze fired using personal glazes. Full firing fees apply to works glaze fired without being glazed.

Members must ensure that any bisque-only or refire fees are clearly marked on their charge sheet.

Charge sheets must never exceed \$40 owing or six weeks of non-payment. Clay must be paid for at time of purchase, however firing fees can accumulate and be paid off in batches. Members are encouraged to pay their charge sheets often.

All payments must be additionally recorded as per the existing procedure used by the Treasurer.

## Roles and Responsibilities

### Members

- Properly record items on their charge sheet.
- Update the clay inventory sheet when making a clay purchase.
- Pay for clay purchases immediately and glaze/firing fees often.

### Department Heads/Kiln Masters

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- Cross-reference items removed from the kilns with members' charge sheets for accuracy.
- Resolve discrepancies with members when found.
- Maintain an appropriate inventory of clay for member purchase.

## References

n/a

## Attachments

n/a