

# Value Statement

## Value 1: We Treat Each Other Kindly and With Respect

We aim to create an environment where members can find enjoyment, peace, and relaxation, and that requires each and every member to treat each other kindly and with respect.

If you have a concern or are involved in an incident, immediately contact the executive at [timberlanefinearts@gmail.com](mailto:timberlanefinearts@gmail.com).

## Value 2: We Respect the Studio Space

We use tools and equipment properly and with care, and clean up our workspaces at the end of each use. If you are unsure how to use a piece of equipment, please ask for instruction instead of trying to figure it out on your own.

We recognize that the equipment is there for everyone to use, and we do our utmost to not monopolize any piece of equipment.

We work together to keep the whole building clean, supplied, and ready to use.

## Value 3: We are Active in the Association

When we all do our share, we are a thriving organization that draws us together in our respective arts and promotes artisanship in the community. The work of running the association and having it available for everyone's use and enjoyment is much lighter when spread across many hands.

Being active in the association can take many forms:

- Check with your department for tasks or volunteer positions that you can do or share with other members. There are lots of things to do, and many don't take a lot of time!
- Help create content for our social media channels, or volunteer to help with the website.
- There are lots of building maintenance tasks that need doing: cleaning, organizing, and minor repairs.
- Figure out where your strengths or interests align with the organization. Help us plan larger renovations and apply for grants, be a part of organizing the annual Holiday Sale, plan an association social, or volunteer to help mentor new artisans in your department.

Not sure how to be involved? Contact the executive at [timberlanefinearts@gmail.com](mailto:timberlanefinearts@gmail.com).

We also have all-member meetings at least twice per year, where the business of the whole association is discussed. Active members attend at least one of these meetings each year<sup>1</sup>.

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<sup>1</sup> We know that life happens. Regrets for meetings will be accepted and noted in the minutes. People who do not provide regrets will be considered to have missed the meeting.

# Expectations of Behaviour

The association has expectations of behaviour for members when they are representing the association, either at the building or at off-site events affiliated with the association. These expectations are a common set of rules for the mutual benefit of all, and will promote an atmosphere of harmony and understanding for members and guests alike.

1. We respect and honour the rights of all persons at all times. We do not tolerate bullying, harassment, or intimidation.
2. We adhere to federal, provincial, and local laws. We do not tolerate discrimination or discriminatory behaviour on any protected grounds listed in the BC Human Rights Code.
3. We work together to make events, activities, and the overall association operation run smoothly.
4. We will not willfully destroy or damage association property. We will report any accidental damage to the department head(s) and association executive immediately.
5. We will not steal association property or services. We will pay for our supplies and services promptly as per department guidelines.
6. We will be good ambassadors for the association in public. We acknowledge that only the executive can represent the association's interests with the City of Powell River, the qathet Regional District, the media, granting bodies, or other arts organizations.

Concerns regarding potential or suspected violations of these expectations should be brought to the attention of the executive in person, by phone, or by email ([timberlanefinearts@gmail.com](mailto:timberlanefinearts@gmail.com)). The executive will investigate and determine any appropriate course of action, guided by the member accountability policy.

# Member Guidelines

1. Membership is open to people 18 years of age and older.
2. Membership fees are non-refundable except in extraordinary circumstances and upon the decision of the executive.
3. The membership year runs from September 1 through August 31. Annual dues are \$110 per year, prorated to \$75 for March through August for members joining midway through the year.
4. Potential members can attend two regular department work days for free (except for the cost of supplies used). If they wish to continue to attend, they must purchase a membership.
  - a. Regular work days are:
    - Pottery*: Tuesdays 10:30 am-5 pm; Thursdays 10:30 am-5 pm and 7 pm-9 pm (note: Pottery department is currently closed to new members)
    - Weaving/Spinning*: Tuesdays 7 pm-9 pm; Fridays 10 am-2 pm; first Saturday of the month 1 pm-4 pm (spin-in)
    - Quilting*: Wednesdays 10:30 am-2:30 pm
    - Painting/Mixed Media*: n/a
  - b. Anyone who resides in the qathet region only for a short time (i.e. traveling workers, those vacationing in the area) can attend regular work days as per the association's guest policy (in progress – please email [timberlanefinearts@gmail.com](mailto:timberlanefinearts@gmail.com) if you would like to attend as a guest).
5. Membership fees cover the use of the equipment only. Supplies and services are an extra expense, and are to be paid promptly as per department guidelines.
  - a. If a department hosts a workshop, members will be charged expenses. Workshops open to non-members will have a non-member fee of expenses plus \$15 per day.
6. All equipment must be used on premises and does not leave the building. Requests for exceptions must come to the department heads and/or executive for consideration.
7. Coffee, tea, and other refreshments in the kitchen are donated by members for others to enjoy. Use responsibly, and donate in your turn. Do not leave food out, do not leave food in the refrigerator longer than one week, and do not throw food waste in association garbage cans.
8. If you use any kitchenware, wash it and leave it to dry in the rack before leaving for the day.
9. If you notice something requiring maintenance, contact the executive or department heads as appropriate.
10. Keys to the building will be issued as per the key policy.
  - a. Issued keys are for your use only. Loaning a key to a member or non-member is prohibited.
  - b. The last person to leave the building must be a key holder.
11. Before leaving, ensure the lights are off, heat is down, all windows are closed and locked, and all exterior doors are closed and locked.