**WELCOME TO MULLUMBIMBY CLAYWORKERS**

**STUDIO & GALLERY**

(Mullumbimby Adult Learners & Pottery Association Inc - MALPA)

MALPA is a Not for Profit incorporated organization which is run entirely by volunteers. Committee Meetings are held quarterly and all members are invited to attend.

**Office Holders**:

Ellen Flounders (President), Mary Bernard (Treasurer), Kerrie Keightly (Secretary), Alf Fox (Office of Fair Trading liaison) Sue Duff (Studio Manager) Callie McLean (Kiln Tech)

Email: mullum.potters@yahoo.com.au

Phone: Mary Bernard 0432 374 662

The Studio can be used by members excluding Monday mornings 10am - 1pm when it is used by the Disability Workshop Group supervised by Callie McLean

**fee structure**

**(re-enrolment in subsequent years $100 only)**

**FIRST YEAR JOINING FEE $185**

$100 membership

 $50 advance kiln fee

 $35 key ($30 to be reimbursed when key returned)

**SUBSEQUENT YEARS**

$100 per year, plus kiln fees pay as you go

*Members’ kiln fees that are not expended during the year will be carried forward to the next year. If the member does not rejoin and returns the key the kiln fee will be refunded. If the key is not returned within 6 months, kiln fees will not be refunded*

**Clay & glazes can be purchased from:**

Northern Rivers Pottery Supplies, 54 Terania St, North Lismore 2480 Phone: 6621 4688

[www.nrpotterysupplies.com.au](http://www.nrpotterysupplies.com.au) *(supplies can be couriered)*

Picasso Ceramics, 41A Tallebudgera Creek Rd, Burleigh Heads, 4219 Phone (07) 5535 2449

[www.facebook.com/picassosCeramics](http://www.facebook.com/picassosCeramics) (open Weds-Saturday)

**IMPORTANT INFORMATION – please keep for your records**

**MEMBERSHIP**

1. Members will be provided with a key to the studio ($5 + $30 refundable deposit when key is returned).
2. Members can use the studio except Monday mornings 10.30am – 1pm when the studio is used for the Disability Workshop Group
3. It is a condition of the insurance policy that
	1. the studio is for use by members only
	2. no children or pets are allowed inside the studio
	3. members sign the attendance book for the date attended
4. Membership is non-refundable and non-transferrable.

**STUDIO**

1. Materials belonging to members should not be left in the studio, due to shortage of space
2. The studio is to be left clean and tidy after use, eg equipment cleaned, tables wiped and materials stored away
3. When leaving, turn off all power to equipment, lights and fans, and close doors and windows

**WHEEL**

1. Holes on the pottery wheels are to be plugged or a bucket placed to collect waste
2. Floors to be kept clean
3. No slurry is to be emptied down sink
4. Each potter is responsible for cleaning wheels carefully and removing waste
5. Clay waste must be taken home for recycling

**KILN FIRINGS – COMMERCIAL QUANTITIES CANNOT BE CATERED FOR**

1. Pottery items are to be first dried in the studio on the shelves provided
2. ***All items are to be clearly marked with member’s number to ensure correct record of the kiln firing expenses. In no circumstances will work be fired without member’s number.***
3. Items ready for firing are to be placed on the appropriately labelled shelf in kiln room or, if kiln room closed, on the shelves provided in the studio. The "Kiln Firing" form must be filled in as appropriate and placed with the items.
4. Work that has been fired will be put in the studio for pick up.
5. The packing, firing and unpacking of the kiln is the responsibility of Callie McLean and nominated assistant
6. The communal firing will take place when there are enough items to fill a kiln load of either bisque, earthenware, midfire or stoneware.
7. At no time are the computer programs for firings to be altered
8. After firing, all items in the kiln load are individually weighed and entered under each member’s number in the kiln firing book.
9. The cost of the firing is calculated and the amount debited against each member’s account
10. When a member’s kiln fee account is reduced to below $10, the member will be asked to replenish the account in order to keep in advance.
11. On request, members can be provided with updated figures by the Treasurer, who records expenditure details
12. Members’ kiln fees that are not expended during the year will be carried forward to the next year. If the member does not rejoin, the kiln fee will be refunded upon request. If no refund request is made by the member for six months, fees will not be refunded.
13. Kiln fees are not transferrable to another member.

**The Studio Manager, Sue Duff, will supervise studio use and resolve any issues should they arise**

**Committee Meetings are held each quarter and members are welcome to participate**