



CANTERBURY POTTERS ASSOCIATION (Inc)

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INFORMATION FOR MEMBERS AND STUDENTS

The Canterbury Potters Association is pleased to welcome you. Whether you are a new member, or a student in one of our classes, we hope you will enjoy being a part of our club, and take advantage of the facilities and opportunities we offer.

We are run and organised solely by volunteers and we operate a high trust environment. Each of us is personally responsible for the successful functioning of our club for the benefit and enjoyment of all members and students.

MEMBERSHIP

Anyone with an interest in ceramics can become a member of Canterbury Potters. There is no special entry criteria or standards to achieve, and you do not need to be experienced or skilled – just enthusiastic! We especially welcome active potters, including new students.

Eight reasons to join us:

- Advance notice of workshops (at least three each year)
- Special members-only events
- Quarterly newsletter with news, upcoming events etc
- Sharing and learning from experienced potters
- Opportunities for special firings (eg raku, gas etc)
- The chance to exhibit your work in our annual exhibition
- Unlimited access to clubrooms and equipment (when there are no classes)
- New friends (as one young member says: "pottery friends are the best!")

What we ask:

- A low annual subscription (just \$1.35 a week!)
- Support for our events
- Tell friends, family and colleagues about our public events
- Consider helping with committee, working bees, exhibitions and events etc

How to join:

1. Let your tutor or a club member you know that you are keen to join
2. Fill out the application form (in the holder by the door)
3. Get it signed by two club members
4. Leave it in the office – membership secretary pigeon-hole on the desk
5. Email the membership secretary to let them know it is there
6. We approve it at our next committee meeting and advise payment details

We are a friendly bunch, but joining any new group can be a bit daunting. Ask your tutor, nominator or seconder to introduce you to others, and be sure to take advantage of our workshops and events to meet other potters.

Annual Subscription

Members' subscriptions are due between 1 April and 31 June. (Unpaid subs at 1 July incur a \$10 late payment fee.)

Committee

If you would like to get more involved, we would love to have you join the committee and/or assist with events. Our committee is a lively mix of new and old members full of ideas and energy to make CPA a great place.

Constitution

A copy of our constitution is on the notice board at the rooms for your information.

Tutoring

When positions become available, experienced members are encouraged to apply to become CPA tutors. If you want to tutor a new class please talk to the president or a committee member.

The Canterbury Potter Newsletter

Our quarterly newsletter goes out to all members by email, and to other clubs or organizations. Students can pick up a copy in the clubrooms. It gives you

- a 'diary' of upcoming activities,
- photos and reports on recent events,
- occasional articles from an enthusiastic member,
- upcoming exhibitions
- names and contact details of tutors, co-coordinators and committee members.

You can also use it to advertise equipment for sale or wanted to buy. It. The editor welcomes your contribution -write an article and send it to canterburypotters@gmail.com.

Wednesday (all day) is club day (after 10.30am)

This is a good time to come in and use the facilities to work, potter around and catch up with others. Come in and use the wheels, slab roller, moulds, extruder, glaze room and library without the tutors around! To come on a Wednesday, you need to:

- be a current financial member,
- have the access code for the key lock box.
- sign in and out in the book on the desk
- pay \$3.00 for a morning, afternoon or evening in the contribution box.

Members-only access

You can use the clubrooms at other times, provided there is no class, meeting or other event going on. (Please check the class timetable on the door and on the noticeboard.) To access the key in the lock box to the right of the front door:

- there is an annual \$15 fee for this access.
- you must sign on your application that you will protect the security of the Lock Box and not divulge the number to anyone.
- you must sign in and out each time you use the rooms.

The access code will change on 1 July each year and given out once your sub is renewed.

Resigning from CPA

We'll be sorry to see you go, but if you intend to leave the club, please send an email to canterburypotters@gmail.com or write to the committee with your resignation.

THE CLUBROOMS

Our clubrooms are set amongst mature trees and gardens in the City Council-owned Avice Hill Reserve. The rooms were purpose-built as a working pottery studio for teaching and working, in 1989, as a result of a bequest from Avice Hill. Attached to the main rooms is an original historic two-room cottage which was part of the original farm.

Here is a description of our facilities:

Main Studio

This is our workroom, equipped with four large work tables, a bench and sink, and storage for tools and equipment. Other equipment includes:

- 14 electric wheels
- electric and gas kilns
- slab roller
- pug mill

We also have a significant collection of ceramics by notable New Zealand and overseas potters. These are displayed around the walls.

Office

This room contains our archives and admin-related material. Generally, students and members will not need to access it.

If you do use anything from the office (eg pens, rulers, tape, extension cord etc) please make sure you return it.

Clay room

We purchase a variety of clay in bulk and make it available to students and members. It is stored in the clay room to the left of the office. Only tutors and designated officials can access the clay room.

Students can purchase clay during class times.

Members can purchase clay either by arrangement with one of the tutors, or by making a time with the President or Clay Manager.

Kitchen

All users of the clubrooms are welcome to use the kitchen.

- Wash, tidy and replace everything you use.
- Coffee, tea etc is not communal. If it doesn't belong to your group or class, please bring your own.
- Don't leave milk and other perishables in the fridge to decompose, If you are leaving it for others to use, please label it.
- Students should check with their tutors about when they prefer you to take a break, make a drink etc.

Glaze room

This room contains materials for making glazes, tools and equipment for applying glazes and the spray booth.

Our club/class glazes are stored under one of the workroom tables. So unless you are making a glaze, using the spray booth or need to access glazing tools such as slip trailers, tongs, pourers etc, there is usually no need to use this room.

Students should only use this room as directed by their tutor, if you are making a glaze.

Store room

This room has shelves that are designated and labelled for each class to use for their work in progress. As an alternative to taking your work home each week, you can leave it here to complete next week.

This area can quickly get congested, and work can sometimes get damaged, so please remove your work as soon as possible. All shelves must be completely cleared at the end of each term. Members have designated shelves in the main studio for the same purpose.

Toilets

The two toilets are wheelchair accessible.

EVENTS

Annual Exhibition

Held each November at the Canterbury Museum, this is the highlight of our year. We host a nationally-acclaimed guest selector/exhibitor each year, to select our members' present our best work to the public.

- Open to current members only, this is a great time for students to consider becoming members, so they can submit their work.
- There are a number of awards made each year, which carry a financial prize – including one for first time exhibitors.
- Our guest selector/exhibitor will usually hold a weekend workshop after selection.

Workshops

Each year CPA presents at least three weekend workshops and demonstrations by well-known local and national ceramists, to introduce new techniques, and to get to know other members. We occasionally also host visiting international potters.

We also try to include workshops and demonstrations by our own talented tutors and members, often in a less formal, evening or one day format. For example, we have done short demos and workshops on topics such as:

- Wheel maintenance
- Mould-making
- Making glazes
- Terra sigillata from local materials
- Porcelain carving
- Mono printing on clay

We email our members, and promote through the newsletter, notice board and our Instagram and Facebook pages. Members always have first option, but students are welcome if space allows.

Annual Auction

Each year in March or April, we get together for our lively auction. Books, tools, materials and pots are auctioned to raise money for the club. We welcome your donations of pottery-related goods, or produce and baking to support this fun event.

Xmas Pottery Market

Relatively new to our calendar, this has become a successful event to promote the club and the craft in Christchurch. For a modest fee, potters can set up a stall under the trees in our lovely reserve, to sell their work.

What else?

Other events include our mid winter bowl swap and soup night, and an end of year celebration where students are encouraged to bring a piece of their work so others can see what they have been creating.

FIRING

Members' work

As a member, you can book the electric kilns to fire your work when classes are taking a break (weekends or school holidays) on a first in, first served basis. Before you can book the kilns and do your own firings you must be approved by the kiln coordinator and/or your tutor. This involves a three-stage signoff process on our firing procedure document. You must follow this process, including filling in the relevant kiln book completely.

To book a kiln, write your name and the kiln on the large calendar by the kilns.

If you want your work included with class firings, leave it on the correct firing shelves. Please make sure you record your firings in your own page in the Members Firing Book (near scales on the stainless bench), weigh your work and pay accordingly.

Please note that only work with a clear and unique potter's mark will be fired.

Students' work

Tutors will make sure your work is packed and fired providing you leave it on the correct shelves and have made sure the bottom of your pots are glaze free. Please make sure you record your firings in the book and weigh your work (firing book is near scales on the stainless bench) and pay accordingly.

Please note that your work must have the class symbol as well as your initials or mark.

Special firings

Members are also welcome to join our Gas Firing group. This group fires our big gas kiln several times a year. We also have occasional raku firings (fire ban permitting) outside. Students are welcome to participate – watch the newsletter, noticeboard, and our Facebook and Instagram for information.

PAYMENTS

To reduce our admin overhead, the club requests all payments by internet banking. Follow the payment process on the wall.

- Firing and kiln hire must be recorded in your class or members' sheet (in folders on the bench) and must be paid as soon as the total reaches \$20.00.
- All clay needs to be paid by Internet banking on the day of purchase.

If you are unable to pay via the internet, you can pay at any Westpac branch.

HOUSEKEEPING

Take home your slops

Blocked drains cost the club many unpleasant hours, and many dollars that would be better spent elsewhere. The clay trap under the sink in the studio prevents small amounts of clay from blocking our drains but it will not accommodate your slops.

- Slops (the wet clay and water used when you are working) must not to be put down the sinks in the studio or glaze room.
- Bring a towel to remove all wet clay from your hands when you are finished working. Only rinse your hands once all clay is removed.
- Everyone working in the studio must take their slops and clay trimmings home. Bring a lidded container (2L ice-cream containers are ideal) to take your slops home.
- Do not clean tools in the sink. Rinse them in your slop bucket and clean them at home.

Cleaning

The CPA cleaner comes in once a week, but anyone using the clubrooms - including class members - must clean up after themselves. PLEASE clean wheels, all work surfaces and benches, and leave all equipment clean. Any spillages must be thoroughly mopped up.

Health and Safety

All users of the club rooms must be familiar with, and follow our health and safety procedures. There is a copy by the sign-in book. The most important points from the policy are:

- Be aware of the location of the first aid kit.
- Record all incidents and injuries in the incident register located by the sign-in book. Include any items used from the first aid kit.
- Keeping our rooms dust free will also help protect us all from the dreaded silicosis or other respiratory diseases. Please don't be tempted to use a broom; it just stirs up the dust. Always MOP or Sponge with a damp cloth.
- If using glaze materials, wear a mask to protect you from inhaling potentially hazardous dust particles. (Data sheets for all glaze materials are in a file in the glaze room.)
- Some bags of clay and full glaze buckets exceed safety guidelines for lifting. To avoid injury, please ask for help with lifting them if necessary.

Library

Our library contains an extensive (and valuable) collection of books, magazines and videos for research and inspiration! Due to many of these going missing in the past, they are for your use in the rooms only. They MUST NOT be removed the club rooms.

WELCOME TO THE CPA