

## Historical Information

The Kamloops Arts and Crafts Club is a non-profit organization aimed at the promotion and continuation of arts and crafts in Kamloops and surrounding areas.

The club was formed in the mid-1930's when a group of citizens joined together to share their artistic ideas and endeavours. Originally they met in the homes of members, however, increasing membership soon called for a change of venue and the City of Kamloops provided a meeting room and studio space in the basement of the local Kamloops Museum.

In 1967, Kamloops Arts and Crafts Club (KACC) made a sizeable donation toward the building of Heritage House. This was a Centennial project sponsored by the City and various groups and individuals, and was to provide a building for senior citizens to meet and take part in a variety of activities.

Because of the monetary donation made by KACC to the building fund, the community service provided by our club and the non-profit status of the club, KACC was granted the use of two rooms on the lower level of this building. One of these rooms was designated as a pottery studio, the other as a meeting and workshop area.

In 1997, spearheaded by the Kamloops Arts and Crafts Club and Riverside Lawn Bowlers, the Heritage House User groups banded together to lobby for an expansion of the building to create additional space for all their growing needs. Combined fund raising was undertaken by all the groups and \$121,890 was donated to the City of Kamloops. Of this sum, Kamloops Arts and Craft Club is proud to have donated \$31,800 as well as having our members take part in activities that raised another \$29,200. Expansion of the building was then completed in the fall of 2005. For KACC, this meant a larger pottery studio with separate kiln and glazing rooms (providing a safer environment), a larger lower lounge, creating additional space for meetings and classes and a separate loom room, which allows us freedom of access, and houses our many looms.

The Kamloops Arts and Crafts Club, as in the past, continues to inspire Kamloops Artisans.

*preserving the past... enriching the present... inspiring the future...*

## **Welcome to the Kamloops Arts and Crafts Club**

Over the years, KACC has provided the citizens of Kamloops and area with quality art courses, many of which became life-long hobbies and some of which have turned into businesses.

Some of the courses and workshops taught through the club have been: painting, weaving, spinning, rug hooking, pottery, stained glass, silk painting, batik, lace making, wood carving, calligraphy, pine needle and reed basketry, sculpture, tole painting, beading, jewellery making, and much more. Other classes are introduced as interest warrants. Students need not be members of the club in order to participate in some KACC-sponsored classes.

Although some visiting instructors are brought in for specific workshops, the majority of courses and workshops are taught by local instructors.

Twice each year the Club hosts an artisan's sale in the upper level of Heritage House - the Spring Tea and Artisan Sale and Demos and the Christmas Tea and Artisan Sale. These events provide an outlet for members to sell their art and an opportunity to develop display and marketing skills.

The affairs of the club are looked after by an executive that meets monthly, except for July and August. Elections for executive positions are held each October at the Annual General Meeting and are open to all members.

Field trips are organized occasionally throughout the year allowing members to expand their knowledge and giving them the opportunity to meet with other arts and crafts groups and individuals in the region.

KACC believes in community service work. Many members offer their services to schools, senior groups and other community groups and also participate in many community events (Art in the Park, Farmer's Market, 'Old Courthouse' events). Members are encouraged to support local businesses when possible by purchasing supplies and equipment locally.

On Tuesday mornings from 9 a.m. until 1 p.m. the lower lounge is open to the Fibre Artists and Painters who meet to work on projects and share ideas and talents. Other members are invited to drop by and take part in the activities and to share their knowledge with others.

In addition, on Wednesday afternoons from 12 p.m. - 4 p.m., the Painters meet and invite anyone interested in becoming a member of the Club to join them.

On Thursday nights members also meet at 6:30 p.m. and we encourage both members and prospective members to join in on the various activities.

Prospective members are invited to drop in for any Fibre Arts or Painting session and, if wishing to continue after that session, would then apply for membership.

The Pottery Studio is open daily to members only. See the 'Pottery' section and (*Pottery Policies and Procedures*) for more information.

Information on joining KACC or the many workshops and courses available, is located on our website.

[www.kamloopsartsandcraftsclub.com](http://www.kamloopsartsandcraftsclub.com)

Information may also be obtained by writing to:  
Kamloops Arts and Crafts Club,  
Box 522, Kamloops, BC V2C 5L2

## 75<sup>th</sup> Anniversary Legacy Garden

On June 2, 2009, members of the Kamloops Arts and Crafts Club along with representatives of the City of Kamloops dedicated and planted a Legacy Garden at the entrance to Riverside Park and Heritage House, in honour of the Club's 75<sup>th</sup> Anniversary.

Kim Jensen, the KACC president at that time, introduced various City Officials. Everyone was then invited to take a spade or hand trowel and plant some of the many plants as set out by the City gardener, Diane Hale, who designed the xeriscape garden consisting mostly of hens and chicks with grasses and other plants not needing a lot of water.

It was gratifying to see some of our long-time members 'digging in' – members such as Dorothy Wright, Olga Burr, Enid Damer, Ann McAllister-Johnson, Geri Huntley, Sheila Smith, Chuffy Wallace, as well as some brand new and not-so-new members.

The serving of the Anniversary cake was accompanied by conversation and chatting with friends while some members couldn't resist planting the remaining hens and chicks.

At that afternoon's meeting of the Kamloops City Council, KACC President Kim Jensen presented a cheque from the club for the Legacy Garden.

In 2014, the City of Kamloops redesigned the garden when updating the entrance to Riverside Park. The Legacy Plaque sits proudly in the new garden.

## Membership Policy

Membership in the Kamloops Arts and Crafts Club is available to interested artists and crafters

for a nominal annual fee.

- membership year is Aug. 31st-July 31st
- applicants for membership must turn 16 years old by December 31<sup>st</sup> of the year of application
- those 65 years of age and older receive a discount on their fees
- new members joining after Sept. 1<sup>st</sup> pay a lump sum membership fee that is pro-rated at the rate of 1/12<sup>th</sup> the annual fee per month

Membership in the club gives members the opportunity to participate in the following:

- reduced course and workshop fees
- the use of the club equipment within your own discipline (*see KACC Policies and Procedures*)
- the use of the KACC libraries
- a monthly newsletter (July excluded) which provides members with information on club activities and happenings

## Parking Permits at Heritage House

**Permits are to be used only when the member is actually in Heritage House for KACC activities and functions. Anyone parking and then leaving the parking lot puts every club member at risk of losing our free parking permits.**

Membership in the Kamloops Arts and Crafts Club entitles members to a parking permit for use in the Heritage House parking lot.

- there is no charge for these permits
- the club will keep a record of names and vehicle licence plate numbers

- permits are valid from January 1<sup>st</sup> to December 31<sup>st</sup>
- in December, new permits will be available for club members
- permit holders must display their permit in their vehicle when parked in the Heritage House parking lot
- permit holders are allowed to park in the designated parking stalls located directly in front of the building and along the fence facing the park

Misuse of the permit and disregard for the regulations will result in the loss of that member's parking permit and may result in the loss of **all** member's parking privileges.

### **Annual General Meetings and Executive Meetings**

The Annual General Meeting of the Kamloops Arts and Crafts Club members is held in October. Elections of officers for the Executive will take place at the Annual General Meeting. Any member in good standing may be elected to the Executive.

The Executive consists of the following: President, Vice-President, Past-President, Secretary, Treasurer, Head Coordinator, Discipline Coordinators (painting, pottery, fibre arts and other as deemed necessary), Publicity and City Liaison.

Executive members meet monthly with the exception of the summer months. Coordinators unable to attend a meeting should appoint a representative to attend in their place and to report back to the group. This representative will have full voting powers. The Executive may appoint a member to fill a vacancy until the next AGM.

Club members with an issue or concern should first discuss it with their coordinator for a

solution and if it requires more discussion and a resolution, the coordinator will bring the issue to the table at the next possible executive meeting.

### **Access to Heritage House**

The City of Kamloops is always concerned with the safety and security of their buildings. If we are found to be negligent in ensuring all doors are locked when we vacate the building, we could potentially lose our permit to occupy Heritage House.

All Kamloops Arts and Crafts Club members are entitled to receive a fob to enter Heritage House on receipt of a deposit.

- access is through the pottery studio door on the south side of the building or north facing doors next to the lower lounge
- weavers using the loom room may enter through the door on the east side of the building
- members are responsible for securing each access when they arrive and depart
- members must ensure all lights are turned off when leaving the building
- to ensure everyone's safety, outside doors are to be kept closed and locked, even when you are in the building

### **Use of the Facility and Equipment**

Only members of Kamloops Arts and Crafts Club will be permitted use of the facilities and equipment unless signed up for a class or workshop.

Those under the age of 16 are only permitted use of the facility if they are participating in a scheduled child or youth event.

No equipment is to be used without prior instruction on its use.

Members and non-members using the facilities and equipment are expected to keep them in a clean, tidy and working condition.

Those using the facilities and equipment are responsible for any damages caused by misuse.

The coordinator or other executive member is to be informed of any malfunction or damage to the facility or equipment.

Equipment is not to be removed from the facility unless it is properly signed out.

### **Telephone**

The telephones are located in the upper and lower hallway. Both phones are on the same line, ringing upstairs and down. The Heritage House phone number is 250-828-3778. See coordinator or executive member for WiFi.

### **Photocopier**

KACC has a photocopier available for its members to use. There is no charge for copying a reasonable amount of art/craft items; personal copying is 10 cents a page. The copier is kept in the office. Access is through your coordinator.

### **TV/VCR and DVD**

The club owns a TV/VCR and a DVD player that is kept in the locked office and is not to be removed from the building. See your coordinator or an executive member for access.

Members are encouraged to bring their art videos and DVDs to show to their group.

## **Classes and Workshops**

A class or a workshop is defined as an instructional session which is advertised and open to members and non-members alike, unless specified. A workshop is usually one session.

Classes and workshops will be set up by the discipline coordinator with the assistance of the head coordinator and executive, if needed.

Classes and workshop fees will be based on an hourly rate as determined by the executive. Some workshops may have a higher registration fee if it is deemed necessary.

All classes and workshops shall have two registration fees – one for members and another, costing an additional amount, for non-members.

Class and workshop fees are due and payable by the registration deadline set by the discipline coordinator.

The coordinator completes the Instructors Form and ensures that each instructor understands their responsibilities. The coordinator will remind instructors to give students adequate direction on the use of the equipment, as well as, safety within the building.

Those registered in a class or workshop are not eligible for a refund if cancelling within 48 hours of the start of the class or workshop. The executive may make an exception to this in extenuating circumstances.

### **Margaret Ellison Bursary**

The Margaret Ellison Bursary (originally The Margaret Ellison Workshop Fund) was set up to financially assist KACC members in their quest to further their education in their selected artistic field.

KACC will give a maximum of \$1,000 per fiscal year. This money will be awarded at the end of the fiscal year, divided among the applicants to a maximum of \$250.00 each. The Bursary may not exceed costs incurred.

The KACC will annually replenish this fund to a maximum of \$1,000 each year.

Members may apply annually after being members for a year.

The applicant will provide the following:

1. details of what the workshop will cover
2. name and credentials of the instructor of the workshop
3. location of the workshop
4. workshop tuition fee and cost of any supplies needed
5. cost of transportation to and from the workshop location
6. a copy of the ad or invitation to the workshop
7. a copy of the receipt showing registration in the workshop

Application must be submitted to your co-ordinator or president.

Successful applicants are encouraged to share their new knowledge and skills obtained from the workshop with other members.

Marg Ellison Bursary revised May 10, 2016

## **Club Newsletter**

Members of KACC will receive a monthly newsletter (except July) that is emailed or mailed to all members. This newsletter will serve to keep members informed of present and future happenings within the club, members' accomplishments, essential information regarding room closures, volunteers needed, etc.

All members are encouraged to submit items of interest to other members for inclusion in the newsletters.

Members may advertise arts and crafts equipment and supplies for sale or wanted for purchase. Members may place commercial advertising in the newsletter. The editor will use her discretion and will have final say on the content of all submissions and advertising.

## **KACC Libraries**

KACC has an extensive library of books, magazines, videos, and DVDs that is continually being added to. These cover many aspects of the Arts with the main focus on fibre arts, painting and pottery, but also include stained glass basketry, wood carving and other arts/crafts.

KACC has subscriptions to many magazines covering fibre arts, painting and pottery.

On becoming a KACC member, members have access to our libraries.

The fibre arts library can be accessed Tuesday mornings and Thursday evenings, the painting library on Tuesday mornings and Wednesday afternoons. See the discipline's librarians or coordinators for access. To access the pottery library contact the pottery librarian, an instructor or the pottery coordinator.

Loans are generally for a two week period. Items must be signed out and signed in. Another member must sign that the item has been returned. See the discipline librarian for information on how to sign out an item.

Anyone borrowing items from our libraries must return same or pay for its replacement.

## Club Sales

KACC hosts two annual events in the upper lounge of Heritage House. The Spring event, held the last Saturday in April, is a Spring Tea and Artisan Sale which also features a display and demonstration of many arts and crafts practiced by our members. This sale includes paintings, pottery and fibre arts items along with many other arts and crafts that have caught our interest.

On the last Saturday in November, the Club hosts a Christmas Tea and Artisan Sale with many members offering unique hand-crafted pieces for sale.

There is no admission charge for either event. In accordance with the Food and Health Regulations, we now serve sweets, tea, coffee and juice by donation if customers desire.

Our sales have a unique set-up in that all sale items are displayed throughout the room in a pleasing manner; sellers are not required to man individual tables, giving them the opportunity to circulate. Each person selling at the sales must be prepared to assist in some capacity with the event. (Club Sales revised Jan. 2017)

## Sale Policies

- items acceptable for sale will be reviewed and agreed upon by a committee prior to the sale
- the club reserves the right to refuse any items not up to our standards
- if a member brings in a great number of similar items, a sampling will be put out for sale and be replenished as sold
- the coordinator will determine policies for drop off of items on Friday evening before the sale and pick-up of items at the conclusion of the sale

- the event committee will set the standard for how sale items are to be marked with the seller's name and the price of the item
- prices are not to be changed, up or down, during the hours of sale
- KACC will receive a percentage of the sales as determined by the executive
- KACC is not responsible for any loss or damage to sale items
- sale items not collected at the conclusion of the sale will become the property of KACC
- the event coordinator's judgment is final in all matters

## Duties of Executive Members and other Major Positions

The following represents the job descriptions of the club's executive members and other major positions.

### President

- preside at monthly executive meetings and the AGM
- provide an agenda for meetings
- receive and share correspondence at executive meetings
- conduct the business of the club and maintain control
- be kept informed of all happenings with the executive and committees
- appoint temporary replacement for any executive or committee position
- assist all executive as needed
- preside at official functions
- submit an annual report to the Provincial Societies Act
- attend monthly executive meeting and AGM
- prepare a report for meetings

## **Past-President**

- along with the president and vice-president, the past-president will be responsible for the implementation, review and continuity of the Strategic Plan
- be a source of information for the current executive
- attend monthly meetings and the AGM
- this is not a voting position

## **Vice-President**

- perform the duties of the president as required
- perform the duties of other executive members as required
- assist the president and other executive members as required
- oversee and assist committees as needed
- handle specific tasks as assigned by the president (ie Insurance)
- attend monthly meetings and the AGM
- prepare a report for meetings if necessary

## **Secretary**

- record the attendance and proceedings at monthly executive meetings and the AGM
- distribute minutes of meetings to all executive members
- maintain a file of all minutes of meetings (binder in office)
- maintain a file of all correspondence (attach to minutes)
- in the absence of the president and vice-president, call the meeting to order and preside until the election of a chairman pro tem (takes place immediately)

- attend monthly meetings and AGM
- notify all members of the AGM

## **Treasurer**

- receive and bank all monies due the organization
- issue receipts for all monies received
- keep bookkeeping records of all funds
- pay all bills regarding operation and function of the club
- make reimbursements when authorized and if receipts are attached
- assist with financial matters during club sales and other events
- present a financial statement at monthly executive meetings
- assist with grant applications, providing necessary documentation
- with the executive, prepare the annual budget
- complete necessary forms for Revenue Canada Taxation along with bookkeeper
- provide budget reconciliations for executive meetings
- attend monthly executive meetings and the AGM
- present a complete financial report at the AGM

## **Discipline Coordinators**

- be open to suggestions, ideas, complaints, etc. of the members and, if necessary, pass them on to the executive
- arrange for displays and demonstrations for annual shows
- work with the executive and head coordinator to:
  - determine the need for classes and workshops



- enlist qualified instructors
- set up a schedule for use of the lower lounge/pottery studio
- determine class fees, dates, times, number of students
- provide information for publicity (news media, club newsletters, emails, posters)
- register classes and keep a list of all registered students (name, phone, fees paid)
- arrange for refunds if classes are cancelled
- inform instructors of their responsibilities, including safety, cleanliness, security
- issue Instructor's Form to instructor
- prepare request form for instructor's honorarium
- prepare and maintain an inventory list pertaining to your discipline
- arrange for purchase of new equipment and supplies as approved in the budget or by the executive
- arrange for cleaning, maintenance, repair or replacement of equipment
- set up and administer policy for borrowing of equipment:
  - determine what is available for loan
  - determine whether loan is in-studio use or take out use
  - ensure all rules are made known to borrowers
  - accept the return of borrowed items
  - arrange for maintenance of equipment
- arrange for payment of any associate fees (Guilds)
- attend monthly executive meetings and AGM
- prepare a report at executive meetings and AGM

## **Head Coordinator**

- work with the discipline coordinators and the Executive to:
  - set up schedule for use of rooms
  - determine classes to be held and instructors for same
  - determine dates and hours of classes/workshops
  - set student's tuition and instructor's honoraria
  - prepare advertising
- contact prospective students re: classes and pass list of class attendees on to discipline coordinator who will then continue with registration
- respond to club emails
- keep a file of all class lists
- attend monthly executive meetings and AGM
- prepare a report for executive meetings

## **City Liaison**

- be the liaison with the City in regards to the following:
  - access to building, keys, parking permits, maintenance, etc.
- renew annual room bookings: pottery studio, loom room, lower lounge, upper lounge
- book additional rooms, as required
- maintain a binder with the Agreement with the City and all room permits
- attend monthly executive meetings and the AGM
- prepare a report for meetings

## **Publicity**

- work with executive, committees and coordinators to determine necessary publicity
- maintain a current list of personnel from the various news media

- provide press releases as required
- invite news media and photographers to all events
- arrange for interviews and event coverage
- arrange for distribution of posters and flyers for various events
- maintain a time line
- attend monthly executive meetings and AGM
- prepare a report for meetings

### **Event Coordinator**

- not a voting position, doesn't attend meetings
- arranges and oversees committees organizing various club events

### **Membership Secretary**

- not a voting position, is not required to attend meetings
- accept membership forms, accept fees, issue receipts, give fees to treasurer
- maintain an up-dated membership list with address, email and telephone numbers
- provide copies of lists, as required
- post copies of membership list in the office as well as the pottery studio
- ensure a supply of membership forms is always available
- send out emails, as necessary
- ask phone/email committee to contact those who don't have email
- provide labels for the monthly club newsletter

### **Phone/Email Committee**

- not a voting position, is not required to attend meetings

- maintain a current phone/email list of members and community contacts
- enlist assistants to help with the phoning/emailing
- ensure phone/email committee assistants receive and understand information to be phoned/emailed to members

### **Newsletter Editor**

- not a voting position, is not required to attend meetings
- publish the monthly club newsletter to keep members informed of club events
- have the final say in what is published
- produce the newsletter, arrange for copying and distribution to members
- post current newsletter on the bulletin boards in the pottery studio and the lower lounge
- maintain a chronological file of club newsletters
- prepare an operating budget

### **Historian**

- not a voting position, is not required to attend meetings
- maintain an updated record (written and visual) of the club and its activities
- provide for the safe keeping of the club records

### **Librarians: Painting, Pottery Fibre Arts**

- not a voting position, is not required to attend meetings
- maintain the Library inventory and catalogue new acquisitions
- handle all details of the borrowing and

return of Library materials, including the notification of overdue materials

- repair any books, magazines, etc. as required

### **Key Person**

- not a voting position, not required to attend meetings
- have keys cut as needed and stamped with an identifying number and DO NOT COPY (*Note: presently we can only copy the keys to our cupboards and the store room ;the City provides keys to our office*)
- keep all extra keys, including master keys, in a safe place (fireproof box in the office)
- maintain a list of which members have which keys
- arrange for maintenance of door and cupboard locks

### **Fob Person**

Note: Only KACC members receive a fob on receipt of a deposit.

- not a voting position, is not required to attend meetings
- maintain a list of who has a fob and the corresponding number
- ask City liaison to request necessary fobs from City and arrange for payment
- keep extra fobs in fire proof box in the office
- receive returned fobs and arrange for return of the deposit
- inform City liaison to have lost fobs deactivated and return of deposit cancelled

### **Parking Permit Person**

Only KACC members are eligible to receive a parking pass.

- not a voting position, not required to attend meetings
- work with City Liaison to determine number of parking permits needed
- distribute parking permits
- maintain a record of parking permits distributed to club members

### **Strategic Plan**

In 2014 the Kamloops Arts and Crafts Club took on the task of developing a 5 Year Strategic Plan. Each KACC member is entitled to receive a copy of the Strategic Plan.

In short, KACC Objectives are:

- 1.1 Increase member Volunteerism
- 1.2 Improve Board Succession
- 1.3 Reduce Board Workload
- 1.4 Improve Financial Reporting and Budget Projections
- 2.1 Improve Public Awareness
- 2.2 Improve Pottery Studio Capacity/Efficiency
- 2.3 Review Pottery Studio Policies and Practices
- 2.4 Improve Pottery Discipline Membership Access
- 3.1 Conclude Facilitation Process
- 3.2 Conclude City Service Agreement 2014

For more information or to receive a copy of the Strategic Plan contact the KACC president.

## Painting

There are two painting groups within KACC with members free to join in the activities of both groups. We meet in the lower lounge, a large, well-lit room with lovely views of Riverside Park and the North and South Thompson rivers. Visitors are welcome to come and see what we are about, share a cup of coffee and conversation and even bring your paints and join us in working on a project. After the initial visit to any painting group, visitors then apply for a membership to continue.

Painters are expected to assist in the many duties necessary to keep the club running. Please ask the coordinator how you can assist.

The club also has a mat cutter that is available for members' use, with the assistance of a member with cutting experience. See the painting coordinator for instructions on using the cutter.

The Tuesday morning painting group meets on a drop in basis from 9 a.m. until 1 p.m. to explore art in many forms that spark our interest: sketching, drawing, acrylics, watercolours, pastels, pen and ink, school tempura and India Ink, among others. There is also the opportunity to take part in other craft activities that happen on Tuesday mornings as we share the room with the fibre artists and the general membership.

The Wednesday afternoon painting group meets from 12 noon - 4 p.m. This is a time to share our love of painting, not in isolation, but as a group. Members work on various projects and many of our artists are willing to share their talents with newcomers. Many members attend various workshops and bring back knowledge and experiences to share with the rest of the group.

## Fibre Arts

The fibre artists meet on a drop in basis Tuesday morning in the lower lounge from 9 a.m. until 1 p.m. We share space, coffee and lively conversation with the painters. Activities that members participate in are knitting, rug hooking, crocheting, spinning, felting, dying, beading, pine needle basketry and, of course, weaving. At this time, weaving projects may be planned for the seven looms housed in the loom room. Visitors are welcome to come and join in. After the initial visit, visitors then apply for membership to continue.

The evening group meets on Thursday evening at 6:30 p.m. Members and prospective members are welcome to join this group to exchange expertise and ideas and share in an evening of fun.

Fibre artists are expected to assist in the many duties necessary to keep the club running smoothly. Please ask the coordinator how you can assist.

Loom Room: There are a number of table and floor looms in the club's loom room. The loom room is *only* available between 8 a.m. and midnight, seven days a week, to fibre artists working on a loom. See the fibre arts coordinator for more information. (see also *Fibre Arts Policies and Procedures*)

KACC may offer fibre arts classes depending on the interest in the community and availability of instructors. Upcoming workshops are posted on the club bulletin boards and suggestions for workshops from club members are always welcome.

Many members attend various workshops and bring back knowledge and experiences to share with the rest of the group.

KACC fibre arts members are registered with the Guild of Canadian Weavers and the Association of Northwest Weavers Guilds. Contact the fibre arts coordinator for more information.

Fibre Artists have some equipment and tools available that may be borrowed. See the fibre arts coordinator for more information.

## **Pottery**

KACC maintains a well-equipped pottery studio in the lower level of Heritage House. Member potters can pursue their passion for clay from 8 a.m. to midnight seven days a week.

Our studio's main area holds 8 electric pottery wheels, a slab roller and both a small and large extruder while the glaze area contains a number of communal glazes and decorating materials. The kiln room holds one small and two large electric kilns all equipped with electronic controls and under-kiln vents. In addition, the room is equipped with a built-in ventilation system.

Members using any aspect of the Pottery Studio are not permitted to sell at other than the clubs two annual sales. The studio can not support **production** pottery. (*See Pottery Policies and Procedures*)

Only those members who take a pottery class with KACC may use the studio facility and equipment. Pottery wheel use is restricted to those who have taken a wheel throwing class. Only clay purchased from the club may be used in the studio and only club glazes are to be fired in our kilns.

Pottery classes are held in both wheel throwing and handbuilding. Throughout the year we offer workshops to expose our members to other instructors and techniques.

Pottery Fun Nights are held as a way for potters to meet each other, share ideas and work on a fun project. In addition, potters have a standing invitation to take part in other club activities happening in the lower lounge when painters and fibre artists gather to enjoy their arts and friends.

The Pottery Library holds a number of books, magazines and videos covering the many aspects of working in clay.

Pottery members are expected to share in the many duties necessary for the continued operation of the studio and are encouraged to participate in the running of the club itself.

The Kamloops Arts and Crafts Club is a great place for all artisans to explore their abilities in their desired art/craft without having to purchase their own equipment.

A complete set of pottery regulations will be given to each pottery student upon class registration.

## **Volunteering**

As a member of KACC it is expected that members assist in some way to ensure each discipline runs smoothly. It is important that the 'work' load is shared and not 'sitting on the shoulders' of just a few members. Members are encouraged to help with various tasks such as: making coffee for a group, mentoring new members, helping with our Spring and Christmas events, cleaning the studio, serving on the Executive, etc.

The success of our club is dependent on everyone participating, not only as a fibre artist, painter or potter, but as a volunteer. Please check with your discipline coordinator to see how you can help.

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