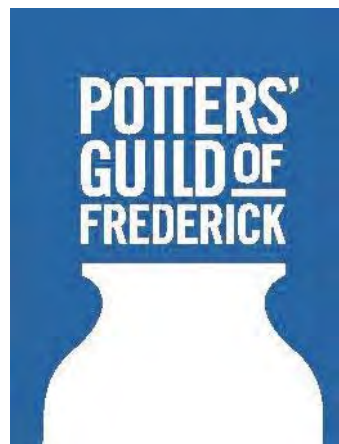

The Potters' Guild of Frederick Handbook



Revised February 2021

Table of Contents

A. Membership	2
B. Committees/Tasks	2
C. Finances	4
D. General Meetings	5
E. Gallery Procedures, Participation, and Operations	5

Appendices

Appendix A – Articles of Incorporation	9
Appendix B – By-Laws	12
Appendix C – History of The Potters' Guild of Frederick	15
Appendix D – Unsafe Pottery Glazes	16
Appendix E – Daily List	18
Appendix F – Gallery Sign Up Procedures	20
Appendix G – Square Tutorial	22

A. Membership

To be a member in good standing, a member must pay annual dues either in full by January of a calendar year or in three monthly installments by the March general meeting.

A member should also support the Guild's purpose as stated in the By-Laws, vote on By-Law changes and Board elections, actively serve on committees, participate in special events (e.g., Festival of the Arts, Brain Freeze, In the Streets), take on special tasks, support educational and community activities of the Guild, attend monthly general meetings, and provide bios and photos as needed.

The Guild welcomes membership and program participation by everyone interested in being part of our community and supporting our mission.

B. Committees/Tasks

Archivist – The Archivist is responsible for acquiring, saving, and maintaining all public relations information and documentation relating to the Guild, Gallery and membership activities.

Brain Freeze Coordinator – This is the Guild's main charity event of the year. It is held on the first Saturday of August. The coordinator oversees the planning and implementation of this event with their committee and the chosen charity.

Community Outreach Coordinator – The Community Outreach Coordinator is charged with seeking out events, shows, exhibitions and projects that would benefit members and further the Guild's mission. (e.g., In the Streets, Festival of the Arts, participation/support of fundraising events, etc.)

Downtown Frederick Partnership Liaison – The DFP Liaison attends and coordinates Gallery activities with the DFP, attends DFP meetings, and supplies listings for the DFP brochure.

Frederick Arts Council Liaison – The FAC liaison attends FAC meetings, coordinates Guild activities with the FAC, and supplies input to the FAC newsletter.

Gallery Supplies Coordinator – The Gallery Supplies Coordinator is responsible for monitoring and ordering all Gallery supplies.

Grant Coordinator – The Grant Coordinator is responsible for applying for grants and complete reporting requirements of the grantor.

Hospitality Coordinator – The Hospitality Coordinator is responsible for organizing food and supplies for monthly meetings and guild activities as well as obtaining necessary food and beverage permits.

Master Calendar Coordinator – The Master Calendar Coordinator is responsible for developing and maintaining a master calendar of Guild and Gallery events for the year, to include, but not limited to: Guild programs, Gallery themes, special events, First Saturday activities, and downtown Frederick merchant activities and promotions.

Membership Coordinator – The Membership Coordinator is responsible for keeping track of memberships and related forms and dues, compiling a membership list, recruiting new members, and coordinating the training of new Gallery members.

Programs Committee – The Programs Committee is responsible for monthly programs at general meetings, field trips and any miscellaneous member programs. The 1st Vice-President chairs this committee.

Public Relations/Marketing Committee – The Public Relations/Marketing Committee is responsible for coordinating all publicity, e.g., newsletters, website, Facebook, Instagram, rack cards, press releases, and maintenance of customer email lists (Mail Chimp).

Membership on a particular committee is a one-year commitment. Committees chairs and coordinators should report their monthly activity, as necessary, to the 2nd Vice-President, unless the chair or coordinator is also a Board member. In that case, the committee chair shall report at the monthly Board meeting.

C. Finances

1. The Guild's Maryland Sales and Use Tax License must be posted at the Gallery and may not be used for non-Guild purposes.
2. The Guild's liability insurance coverage may not be used for non-Guild activities.
3. Commissions on all Guild-sponsored sales are as follows:
 - a. Gallery members – 25%
 - b. Non-Gallery members – 30%
 - c. Non-Guild members – 40%
4. Expenditures
 - a. The Board may spend up to \$300 without approval from the membership.
 - b. All expenditures require Board approval.
5. Dues
 - a. Annual dues of \$75 are payable either in full by January of a calendar year or in three (3) monthly installments by the March general meeting.
 - b. A member who joins the Guild mid-year is only required to pay a prorated dues amount as follows:
 - January – April: \$75.00
 - May – August: \$50.00
 - September – December: \$25.00

D. General Meetings

1. General meetings are typically held on the first Monday of each month. In September, the general meeting is held on the second Monday of the month.
2. The Programs Committee is responsible for coordinating monthly programs at general meetings.
3. General meetings are open to the public.

E. Gallery Procedures, Participation, and Operations

1. Gallery Format – The Gallery is arranged at the discretion of the Gallery Coordinator with most display space allocated to individual artists.
2. Gallery Participation
 - a. To participate in the Gallery, a potter must have been a Guild member for a minimum of two months and have completed a minimum of two training sessions with two different Gallery members. In addition, the member must meet with the Gallery Coordinator for a Gallery walk-through. They must be trained in the use of the Square and setting up inventory and must submit an IRS Form W-9 to the Treasurer. See the Guild's website for a link to this form.
 - b. A member must commence work in the Gallery no later than September of a given year and must commit to participate for six consecutive months. This commitment includes working in the Gallery approximately three (3) to four (4) times every two (2) months. The number of required Gallery shifts may increase during the winter holiday season.
 - c. The Gallery work commitment may be satisfied by a combination of working in the Gallery and paying other Gallery member to cover shifts. See Appendix F regarding the rules for paying someone to work a shift.
 - d. If a member decides to drop out of the Gallery at any time during the year, he/she must provide at least one (1) month notice to the Board and cannot return to the Gallery until January of the following year. A member's work must be removed from the Gallery by the end of their final month of Gallery participation.
 - e. The Board may decide to waive the restrictions in 2.b. and c. under extenuating circumstances. A written request explaining the situation should be submitted to the Board for review.
 - f. A member shall participate in Guild activities and serve on committee(s) that support the Guild.
 - g. A member must comply with Gallery procedures and fulfill tasks on the Daily List.
 - h. Ceramic work must be hand-crafted by the member. Collaborations by Guild members should be signed by all involved.
 - i. Each member must provide photos of work when requested.
 - j. Each member must provide copies of an artist statement to the Gallery for distribution to customers in the approved format. See the Guild's website for a link to

the required format. If an artist statement is updated, a digital copy shall be provided to the Website Manager. Business cards and other formats may not be used in place of the approved format.

- k. Late Arrival or Missed Shifts without advance notice –
 - (1) First Offense – Written warning
 - (2) Second Offense – Temporary Gallery Suspension (3 months)
 - (3) Third Offense – Permanent Dismissal from the Gallery

Sending an email is not sufficient notification. Actual contact must be made with a Board member about the need for shift coverage.

3. Gallery Submissions

- a. All items should be tagged with a white sticker. The top line of the sticker should have the two-character member ID and the item number. The bottom line of the sticker should list the price of the item. If items are part of a set, an additional tag designation should include the two-character member ID, the item number and a designation regarding the number of items in the set (e.g., 1 of 3, 2 of 3, 3 of 3).

Example: XY 100
 \$25

Make sure the labels stick to the piece, using tape if necessary. For raku pieces, be sure the label/tape does not damage the finish.

- b. Work sold elsewhere must be sold at a comparable price.
- c. New inventory should be added to the Square and sold inventory removed. See Appendix G.
- d. Studio tags are permissible but must be approved by the Gallery Coordinator.
- e. Labeling of functional pieces as food safe, microwave, oven and dishwasher safe is recommended.
- g. Wall pieces may have a stringed tag or small placard.
- h. Each member has a storage shelf in the back room for extra work. New work can be incorporated into a member's designated area(s) on the Gallery floor or left on the member's shelf in back. The Gallery Coordinator should be emailed when new items are left in back so that the new work can be incorporated into the Gallery display.
- i. We are not a juried gallery; please consider the quality of each piece before its inclusion in the Gallery. **This requires strict self-monitoring.** Make sure all pieces are clear of sharp edges and have a smooth bottom. Consider "Would you buy this piece?", "Is this comparable to work found in other galleries?" Pots that are not safe for their intended purpose will be removed at the discretion of the Board or Gallery Coordinator. See Appendix D for a discussion of Unsafe Glazes. If, while working your shift, you notice another member's work is cracked or sharp or should not be out on display, please attach a note to it and place it on the member's shelf in the back.
- j. Duplicate items should be kept to a minimum. Space is limited, and priority will be given to diverse items. A limited number of duplicates may be left in the storage area to replace sold items.
- k. Except for ornaments and magnets, each piece for sale in the Gallery must have a minimum price of \$15. Ornaments and magnets must have a minimum price of \$10.

6. Gallery Keys – A key is provided to all Gallery members upon receipt of a \$10 deposit. If a key is lost, there will be a \$25 charge to replace the key and have the locks changed. When an artist decides to no longer participate in the Gallery, their deposit will be returned upon the return of their key.
5. Gallery Resets and Display
 - a. Gallery resets typically occur the week of 1st Saturday each month. Gallery members are welcome to assist with these resets. Please coordinate with the Gallery Coordinator if you wish to help.
 - b. The Gallery Coordinator may remove items that have been on the sales floor for six or more months. If this occurs, a removed piece will be placed on the member's shelf in back with a note, asking that the piece be removed. The piece may be returned to the Gallery after a few months.
 - c. Members working in the Gallery should replace sold items with comparable items from the same artist, if possible. If no comparable item is available, the empty space should be filled in with nearby work. Beyond this, the Gallery should not be rearranged or work added to another member's display.
 - d. No business cards are permitted on the sales floor.
 - e. No signs are permitted on the sales floor unless approved by the Gallery Coordinator.
 - f. Members may put fresh flowers in their own personal vases but must take responsibility for throwing away any dead flowers. Live plants are permitted but are the responsibility of the member.
 - g. Members are encouraged to supply plate stands, easels and risers to the Gallery. Devices should be sturdy enough for their intended use and labeled with the owner's initials in an inconspicuous place. Please use care with these items as most are on loan from other members and do not belong to the Gallery. The Gallery Coordinator will determine the best use of these display items in the Gallery.
 - h. Screws and nails should not be placed in the walls of the Gallery without approval of the Gallery Coordinator.
 - j. Storage containers should be promptly removed from the Gallery.
 - k. A show for new members will be held periodically to introduce and highlight incoming Guild members.
 6. Gallery Operations
 - a. When working a Gallery shift, arrive 15 minutes prior to its start time so that the Gallery can be promptly opened.
 - b. All sales are final. Exchanges or returns cannot be accommodated. A customer may be given a member's contact information to work out an individual arrangement.
 - c. No discounts can be provided.
 - d. An artist statement should be given to a customer for each item purchased. Member contact info may also be provided to visitors to the Gallery.
 - e. The Guild is not responsible for lost, stolen, or broken pieces and does not guarantee payment for them.
 - f. If a member breaks another member's piece, please call that member and work it out directly with him/her.

- g. If a customer breaks a piece, please request that they pay for it.
 - h. Please use discretion when putting pieces in the Gallery (fragile, expensive or unstable pieces are risky).
 - i. The Gallery does not do layaways but can hold a piece awaiting payment until the close of business. If not picked up at that time, the piece will be put back on display.
 - j. The Gallery restrooms may not be used by the public.
 - k. Please watch the Gallery carefully. Make sure the Gallery and cash box cabinet are locked when leaving for the night.
7. Cap on Participants – A cap on Gallery members may be imposed at the discretion of the Board. Only Guild members in good standing who participate in Guild activities will be considered for membership in the Gallery. A waitlist will be kept in the order of request to join.
8. Miscellaneous
- a. If we are getting short on office supplies, bags, wrapping supplies, etc., call, text, or email the Operations Manager.
 - b. Do not leave written messages at the gallery. Please call or email the message recipient.
 - c. Do not use the Gallery for delivery of work contracted outside of the Gallery unless 25% of the sale is remitted to the Guild.
 - d. Gallery-generated commission work requires a payment of 25% of the sales price to the Guild.
 - e. Any Gallery issues should be discussed with Gallery Coordinator. If the issue cannot be resolved, it should then be brought to the Board.
 - f. If a member does not or cannot fulfill their Gallery obligations, the Board may use its discretion to address the situation.
 - g. Gallery members should provide photos of self and work for use on the Guild website and social media pages.
 - h. Members are encouraged to have Facebook and Instagram accounts and to follow the Guild's social media accounts.
 - i. The Guild maintains an interactive calendar on its website that shows meetings workshops, and events.
 - j. Links for the following can be found on the Guild's website:
 - (1) the Guild's phone and address list,
 - (2) the artist statement template,
 - (3) the membership form,
 - (4) the new member checklist,
 - (5) the photo permission form,
 - (6) registration for Take a Turn at the Wheel,
 - (7) IRS Form W-9,
 - (8) Signup Genius,
 - (9) financial information, and
 - (10) guidelines for various Guild activities.

APPENDIX A

The Potters' Guild of Frederick

Articles of Incorporation

The undersigned incorporators are individuals 18 years of age or older, and adopt the following articles of incorporation to form a nonprofit corporation.

ARTICLE I: NAME

The name of this corporation shall be "The Potters' Guild of Frederick".

ARTICLE II: REGISTERED OFFICE

The place in Maryland where the principal office of the corporation is to be located is 15 North Market Street, Frederick, MD 21701.

ARTICLE III: PURPOSE

The corporation organizes exclusively for educational purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any federal tax code.

The purpose of this corporation shall be to conduct an organization of ceramic artists for the promotion of high standards in both expressive and functional ceramic art, to exchange ideas, to stimulate community interest in the ceramic arts and to hold periodic ceramic exhibitions and sales.

ARTICLE IV: EXEMPTION REQUIREMENTS

1. The corporation shall not afford pecuniary gain, incidentally or otherwise to its members. No part of the net earnings of this corporation shall inure to the benefit of any member of the corporation, except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes. Such net earnings, if any, of this corporation shall be used to carry out the nonprofit corporate purposes set forth in Article III above.

2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

3. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended.

ARTICLE V: DURATION

The duration of the corporate existence shall be perpetual.

ARTICLE VI: MEMBERSHIP / BOARD OF DIRECTORS

The corporation shall have one or more classes of members, as provided in the corporation's bylaws.

The management of the affairs of the corporation shall be vested in a Board of Directors, as defined in the corporation's bylaws. No Director shall have any right, title, or interest in or to any property of the corporation.

The names and addresses of the initial Directors are as follows:

President, Ann Hobart, 106 North Court Street, Frederick, MD 21701

Vice-President, Lori Linthicum, 4321 Crow Rock Road, Myersville, MD 21773

Secretary, Jennifer Rogers

Treasurer, Sally Lockhart, 119 East 3rd Street, Frederick, MD 21701

Members of the first Board of Directors shall serve until the first annual meeting, at which time their successors are duly elected and qualified, or removed as provided in the bylaws.

ARTICLE VII: PERSONAL LIABILITY

No member, officer, or Director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers, or Directors be subject to the payment of the debts or obligations of this corporation.

ARTICLE VIII: DISSOLUTION

At the time of dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all debts, obligations, liabilities, costs and expenses of the corporation, dispose of all of the assets of the corporation. In no case shall a disposition be made which would not qualify as a charitable contribution under Section 170(c)(1) or (2) of the Internal Revenue Code of 1986, as now enacted or hereafter amended, in such manner as the Board of Directors shall determine.

ARTICLE IX: INCORPORATORS

The incorporators of this corporation are:

The undersigned incorporators certify that they execute these articles for the purposes herein stated.

Appendix B

The Potters' Guild of Frederick

By-Laws

ARTICLE I: NAME AND PURPOSE

Section 1. The name of this organization shall be "The Potters' Guild of Frederick".

Section 2. The purpose of The Potters' Guild of Frederick shall be to conduct an organization of ceramic artists for the promotion of high standards in both expressive and functional ceramic art, to exchange ideas, to stimulate community interest in the ceramic arts and to hold periodic ceramic exhibitions and sales.

ARTICLE II: MEMBERSHIP

Section 1. Members shall be interested in ceramics.

Section 2. A member in good standing shall be one who has paid their annual dues in January.

Section 3. Anyone joining/rejoining the Guild must wait two months before they are eligible to sell through the Guild.

ARTICLE III: BOARD OF DIRECTORS

Section 1. The Board of Directors for the Guild shall be comprised of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Gallery Coordinator, IT Specialist, and two (2) At-Large Members.

Section 2. The responsibilities of each of these positions are as follows:

- A. The President shall preside at all meetings and shall appoint all permanent committee chairpersons, and ad-hoc chairpersons as needed.
- B. The 1st Vice President shall preside at meetings in the absence or disability of the President and shall have such powers and perform such duties as may be delegated by the President. The 1st Vice President shall chair the Program Committee.
- C. The 2nd Vice President shall maintain the shift schedule for the Guild Gallery and be liaison to committee chairs.
- D. The Secretary shall keep a record of the proceedings of all meetings and shall circulate to the members: minutes of meetings, notification of regular meetings, emails and other issues of importance.
- E. The Treasurer shall receive all monies due the Guild and disburse such funds as authorized by the President or the membership. The Treasurer shall maintain a bank account for the Guild and keep an account of all monies received and paid out and file a report at each meeting. The Treasurer shall prepare annual tax documentation for the Guild.

- F. The Gallery Coordinator shall take primary responsibility for displaying/refreshing artist work in the Gallery, developing First Saturday events, and coordinating featured artist shows and other events hosted at the Gallery.
- G. The IT Specialist shall maintain the Guild website and provide IT support for the activities of the Guild.
- H. The At-Large Members shall help with Guild activities and provide the Board with additional input concerning Guild programming and member ideas and concerns.

ARTICLE IV: MEETINGS

Section 1. Regular meetings shall be held monthly at least ten (10) times a year.

Section 2. The President may call special meetings of the general membership. Notice of such meetings shall be sent to members at least seven (7) days prior to the holding of such meetings; this notice is to state accurately the purpose of such meetings.

Section 3. A quorum shall be required to change the rules that define the duties, obligations and privileges of the membership. A majority of active members in attendance shall suffice to transact Guild business at a general meeting.

ARTICLE V: ELECTION OF BOARD OF DIRECTORS

Section 1. The December meeting shall be designated as the Annual Meeting and election of Board members shall take place at this time. In even number years, the positions of President, 1st Vice President, Gallery Coordinator and IT Specialist shall be elected for two (2) year terms. In odd number years, the positions of 2nd Vice President, Secretary, and Treasurer shall be elected for two (2) year terms. Each year, two (2) At-Large Members shall be elected for one (1) year terms. In preparation, the following procedures shall be carried out:

- A. In October, the President shall appoint a Nominating Chairman who shall select committee members to assist in preparing a slate of candidates for the elective positions that are open for election that year.
- B. In November, the Nominating Committee shall provide a slate of one or more candidates for each elective office that is open for election that year.
- C. The Nominating Committee shall send a list of nominees to each member prior to the December meeting.
- D. Additional nominations may be made from the floor at the December meeting, provided permission has been obtained from said nominee.
- E. At the December meeting, voting shall be by voice where there is a single nominee unless by motion, a majority of those present request a written ballot. When there is more than one nominee for an office, voting shall be by written ballot.

Section 2. Board members shall be installed in January at the end of the business meeting.

Section 3. The 1st Vice President shall succeed to the Office of President if necessary; all other vacancies shall be filled by appointment of the President, with approval of the membership.

ARTICLE VI: COMMITTEES

The President shall name special committees as needed.

ARTICLE VII: AMENDMENTS

Section 1. The By-Laws may be amended by a quorum of the membership. Amendments must be sponsored by signatures of not less than six (6) members. Each member shall be sent a copy of the proposed amendments and may vote by mail/e-mail before, or in person, at the second meeting following the date of issuance of the proposal for revision.

Section 2. A Quorum shall consist of a majority of active members.

Section 3. There shall be no proxy votes.

Appendix C

History of the Potters' Guild of Frederick

The Potters' Guild of Frederick was founded in 2007 with the mission of conducting an organization of ceramic artists for the promotion of high standards in both expressive and functional ceramic art, to exchange ideas, to stimulate community interest in the ceramic arts and to hold periodic ceramic exhibitions and sales.

During its first year, the Guild held two weekend sales at the Cultural Arts Center in Downtown Frederick. In the fall of 2008, the Guild was offered the space, which was named The Yellow Brick Gallery, at 227 N. Market Street, across from Volt Restaurant. This storefront allowed the Guild to have a presence in the thriving, downtown Frederick arts scene and a showcase for the fine, handcrafted work of its members. In 2010 the Guild relocated to a gallery at the Cultural Arts Center, 15 N. Market Street, and in 2013, the Potters' Guild of Frederick Gallery opened at 14 S. Market Street.

The Guild is a non-profit 501(c)(3) organization open to the general public. Its members pay annual membership dues. Meetings are held monthly. A portion of each meeting is devoted to educational enrichment, demonstrations, information exchange, and networking. Members may elect to exhibit their work and participate in the Guild's Gallery, which is operated by its participating members. Gallery sales pay for its operation, with the Guild retaining 25% of pottery sales. New Guild members may become part of the Gallery if space is available.

Guild members contribute to the Guild through a variety of volunteer opportunities, including participation in Frederick's Festival of the Arts and In the Streets. From 2012 through 2019 the Guild held an empty bowl event called "Brain Freeze" with the support of the South Mountain Creamery. Each year, the proceeds from this event were donated to a local charity.

The Guild has participated in exhibits held at the Mary Condon Hodgson Art Gallery at Frederick Community College, the Germantown Library, and Hood College.

The Guild is supported in part by the Maryland State Arts Council, the Frederick Arts Council, and the City of Frederick. These grants have funded workshops featuring Matt Hyleck in 2012, Nan Rothwell in 2013, Annie Chrietzberg in 2014, and Shawna Pincus in 2021, as well as supported our operations during the COVID-19 pandemic.

Appendix D

Unsafe Pottery Glazes

Glazes on pottery intended for use with food can be unsafe for two general reasons:

- (1) The glaze contains chemical elements that are inherently unsafe, and the glaze is likely to release those elements in contact with food. The release of the elements may be facilitated by an improper base glaze composition, incorrect firing, damaged glaze surfaces including the presence of fine cracks (crazing), the presence of excessive amounts of the hazardous elements, and contact with acidic foods such as tomatoes or lemons.
- (2) The glaze has one or more surface conditions that can encourage or retain the presence of bacteria. These can include fine cracks (crazing), pits, craters, or a generally rough surface texture that is not easily cleaned.

The elements of greatest concern are some of the common colorants used in glazes: manganese, chromium, copper, nickel, vanadium. The presence of these colorants in a glaze does not necessarily make the glaze unsafe; that depends upon several other factors: (1) is the composition of the glaze (especially the proportions of alumina and silica) properly formulated to make a stable glass, (2) has the glaze been fired to maturity so that the glass is fully formed, (3) are the colorants present in amounts that can be incorporated into the glass (no large excesses)?

While not all this information is readily available, there are certain indicators that can be observed. First, any glaze that contains more than about 2% of a colorant should be considered potentially unsafe, depending upon the other factors. If any glaze shows an unusual dark-colored, dull or matte surface, overall or in patches, this could indicate the presence of a layer of metallic oxides on the surface, which is an unsafe condition (this occurs fairly commonly with copper glazes). A common test that can be performed on glaze surfaces is the "lemon test" wherein a fresh slice of a lemon is pressed on the surface and allowed to remain overnight. Upon removal, if the slice shows any color change, or if the surface of the glaze shows any change in color or texture (such as shiny where it was previously matte), then the glaze is being attacked by the acid in the lemon juice, and the glaze is unsafe for food contact.

Glazes that have surfaces that cannot be easily and thoroughly cleaned due to surface roughness or fine cracks (crazing) should not be used in contact with food. One common complication is that a lot of matte glazes (even those with fairly smooth surfaces) are in fact crazed, but because they are also usually opaque, the crazing is not easily seen.

One of the underlying issues with glaze safety is that when pottery is sold or given away, the maker does not know how the pottery will be used, so the worst possible conditions must be assumed. Some pottery might actually be fairly safe to use for dry foods or for short-term use, but use for longer storage or rough handling could result in problems. Today, automatic

dishwashers use strong detergents that can actually attack the surfaces of glazes with time and reduce their resistance to chemical release.

Appendix E

The Daily List

Gallery members should plan to arrive 10-15 minutes before their shift begins.

1. If you do not have a Gallery key or forgot your key, open the lock box to access the key. Prior to entering the Gallery **replace** the key, spin the dial, and close the lockbox sliding door. **DO NOT enter gallery before returning the key to the lock box.**
2. Turn all the lights on in Gallery.
3. Unlock the cash box cabinet and count the cash box contents. Enter the cash box tally, date, and initial in the Cash Box Logbook, which is kept in the cash box cabinet.
4. Hang the Open sign under the Guild sign to invite customers to enter the Guild.
5. Hang the display banners outside above the windows.
6. Open the door for customers if weather is appropriate. When air conditioning/heat is on, the door should remain closed. If the weather is wet and/or snowy be sure to check the floor regularly for wet spots. There are towels in the bathroom for wiping up any wet spots. Leave any dirty towels hanging on the utility sink.
7. Always sweep the steps and sweep the front sidewalk if needed. In the winter, make sure the steps and sidewalk are clear of snow/ice and salted. The shovel is in the back room and the salt is in the bathroom. Wash windows and door weather permitting.
8. Run the vacuum as needed. The vacuum is located in the coat closet. This is especially important in the Fall with the leaves falling and brought inside by foot traffic.
9. **CUSTOMERS COME FIRST!** If visitors are in the Gallery, always assist them. Starting a friendly conversation usually ends up with a sale! Attend to daily chores when business is slow.

Members should complete the following tasks on designated days.

Wednesday— Sweep the floor, check and remove dead flowers, empty water from vases. Water any plants/flowers that need it. If needed, sweep the outside sidewalk area.

Thursday — Dust all the shelves and pedestals on the left side (to the left of the sales desk), the wall along the windows, and the center of the Gallery.

Friday 1st shift — Dust all the shelves and pedestals to the right of the sales desk.

Friday 2nd shift — If needed, place labels on bags. Labels are in the supply basket on the bottom shelf of the desk.

Saturday 1st shift — If needed, cut plain newsprint paper for wrapping from large rolls located in the back room.

Saturday 2nd shift — If needed, cut plain newsprint paper for wrapping from large rolls located in the back room.

Sunday shift — Straighten the sales desk area. Remove dead flowers and empty water from pieces no longer holding flowers.

11. If the Gallery is not busy, replenish work in empty spaces. If no stock is available, close the gaps.
12. If a customer has a request for a specific member's work or has a question/problem with a piece of work purchased, refer the customer directly to the artist.
13. Sell lots of pots! Follow the Square procedures for processing sales.
14. Be courteous, informative, and professional.
15. Make sure to include an artist statement for each piece sold. Call or email members when they need more bios.
16. Bring in display banners and the Open sign at the end of the last shift of the day.
17. If the trash cans are full, collect the trash bag(s) and place in a street-side trash can or take home for disposal.
18. Please be sure to leave the bathroom clean at the end of your shift. The cleaning supplies are located in the bathroom.
19. Do an end of shift count of the cash box. Enter the cash box tally, date, and initial in the Cash Box Logbook. If there were no cash sales during the shift, enter No Change in the logbook. Lock the cash box in the cabinet, secure and spin the dials on the lock.
20. Turn out all the lights.
21. Lock the door.

Appendix F

Gallery Sign Up Procedures

- A. Shift sign ups are done in two (2) month blocks.
- B. During each shift cycle sign ups occur by a predetermined order.
 - 1. The Gallery Coordinator signs up first. The remaining Board members sign up next. Non-Board members sign up after Board members.
 - 2. To ensure that no one ends up always being last within their respective group, the non-Gallery Coordinator Board members and Non-Board members are divided into 2 groups that will alternate going first within their category with each shift cycle.
 - 3. New Gallery members and members who have stepped down from Board positions are added to the middle of the non-Board member list for the next shift cycle.
 - 4. New Board members are added to the end of the Board member list for the next shift cycle.
- C. Signup Genius is used for Gallery shift sign ups. The process for registering and using the Signup Genius is as follows:
 - 1. Register for an account on the Signup Genius website.
 - <https://www.signupgenius.com/register>
 - a. Click on **New Account**
 - b. Fill in Info, answer Security Captcha, click on **Register Now**.
 - c. Confirmation of account activation will appear.
 - d. Go to your email to verify account activation.
 - 2. Log in to account. No sign ups appear until you are invited to sign up for a shift.
 - 3. Sign up for shifts.
 - a. An email is sent through Signup Genius that states how many shifts need to be selected.
 - b. Click on **Sign Up**.
 - c. Select the requisite number of shifts from list. Click on **Submit and Signup**.
 - d. Confirm selection. **If you do not receive an email confirmation, you have not completed the process for selecting your shifts.**
 - e. The 2nd Vice President will receive notice from Signup Genius when you sign up and if you make any changes. There is no need to send a separate email.
 - f. Shift reminders are automatically sent to your email by Signup Genius 3 days before your shift.

4. Swapping shifts.

- a. Swaps should be done through Signup Genius.
- b. When more than one person has signed up for a shift cycle, an icon or **Swap** appears under the shift.
- c. Click on the icon or **Swap**, and a listing of possible swaps will appear.
- d. Select any swaps that are possible for you and then wait to see if someone accepts.
- e. Alternatively, send an email to everyone to see if anyone is interested in a trade and then go to Signup Genius and select the trade you worked out.
- f. The member agreeing to the trade will need to confirm once they receive an email about the trade from Signup Genius.

D. Paying someone to work a shift.

1. The Gallery work commitment may be satisfied by a combination of working in the Gallery and paying another Gallery member to cover a shift. The amount paid is negotiated between the two Gallery members.
2. Each Gallery member must continue to sign up for the required number of shifts in that rotation.
3. Each Gallery member should work an average of one shift per month. Gallery members must work a minimum of 12 shifts per calendar year.
4. The listing in Signup Genius should reflect who is working the shift with a comment noting whose shift is being worked for \$\$.

- E. In case of an emergency, contact a Board member to ensure that your shift is covered. Sending an email is not sufficient notification. Actual contact must be made with a Board member.

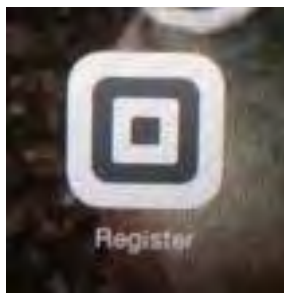
Appendix G

Square Tutorial

For more information or helpful videos please visit www.squareup.com

A. Opening Square

1. If the iPad is sleeping or locked, swipe the iPad to unlock and enter **1959** to unlock the iPad.
2. If the Square Register is not running, find the icon labelled **Register** and touch it to get started.

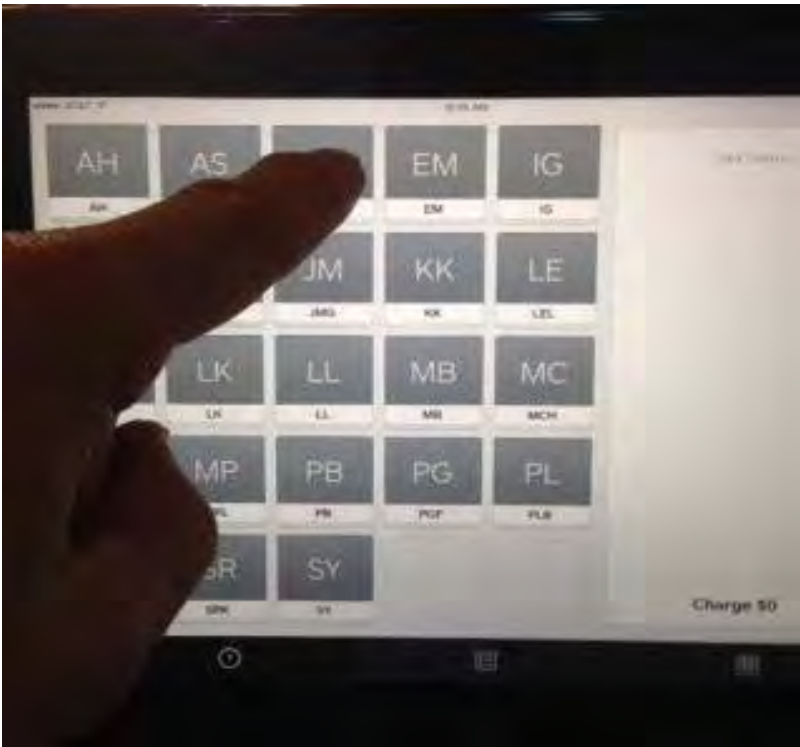


3. The register should start at the member screen. If not, press the bottom left button on the screen.

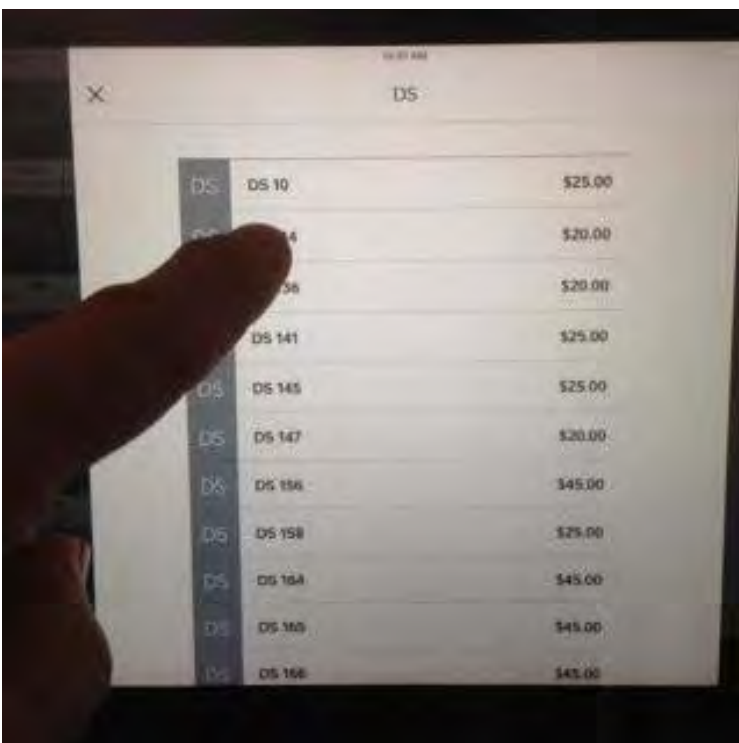


B. Processing a Sale

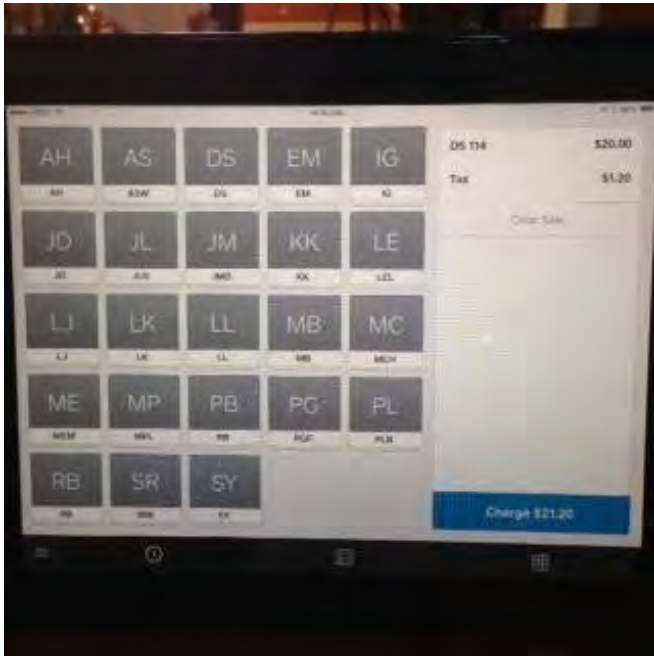
1. The customer wants to use one type of payment to purchase, for example, DS 114 \$20.00.
 - a. First, select the member by the two-character ID.



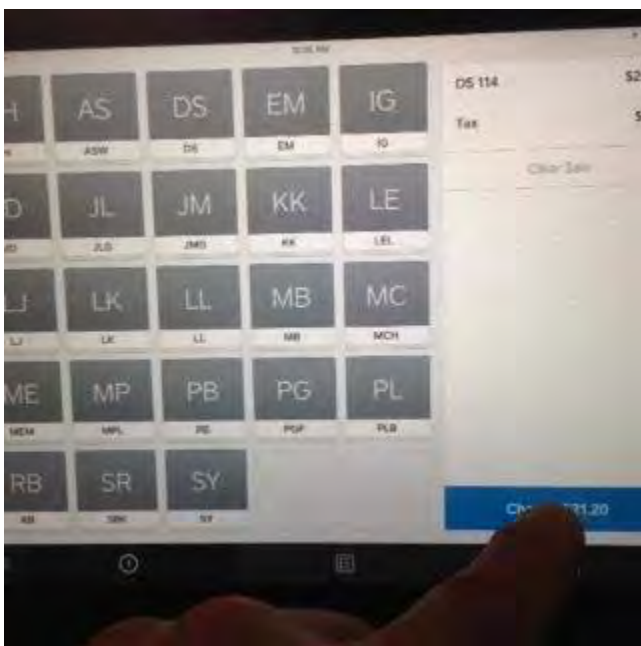
- b. Then select item from the list.



- c. Square automatically adds the tax and is ready to process the sale. If more items are purchased, simply repeat the previous steps for each item.
- d. For a credit card sale, have the customer insert their card in the card reader. The sale will process, and Square will ask for a signature. Spin the register and ask the customer to sign and select the method to receive the receipt (email, text or no thanks). Use the sales book for a written receipt if requested.

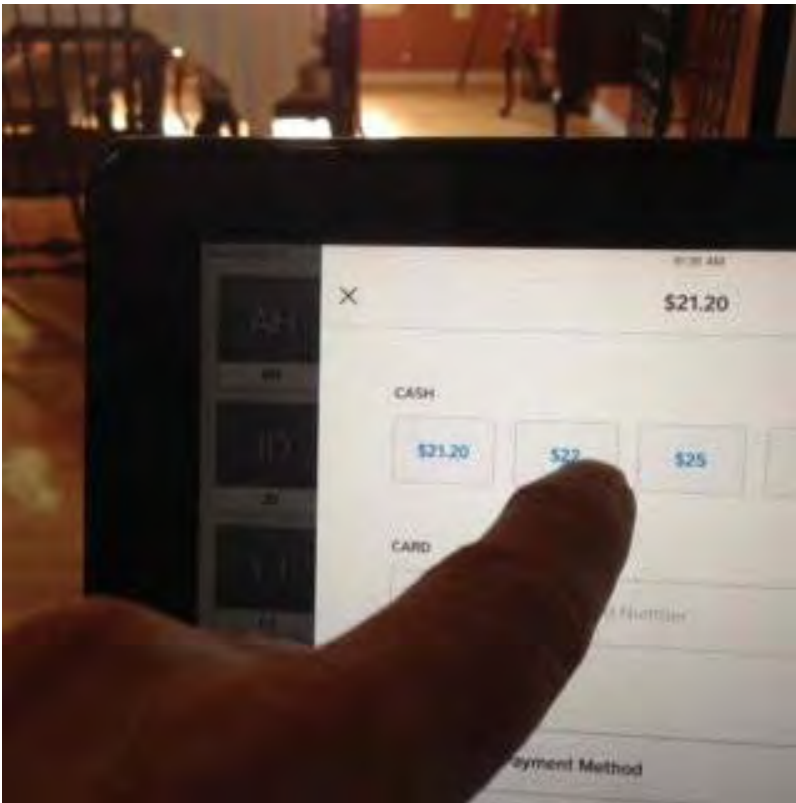


- e. For a cash sale, press the blue highlighted charge \$xx.xx button and the next screen will appear.

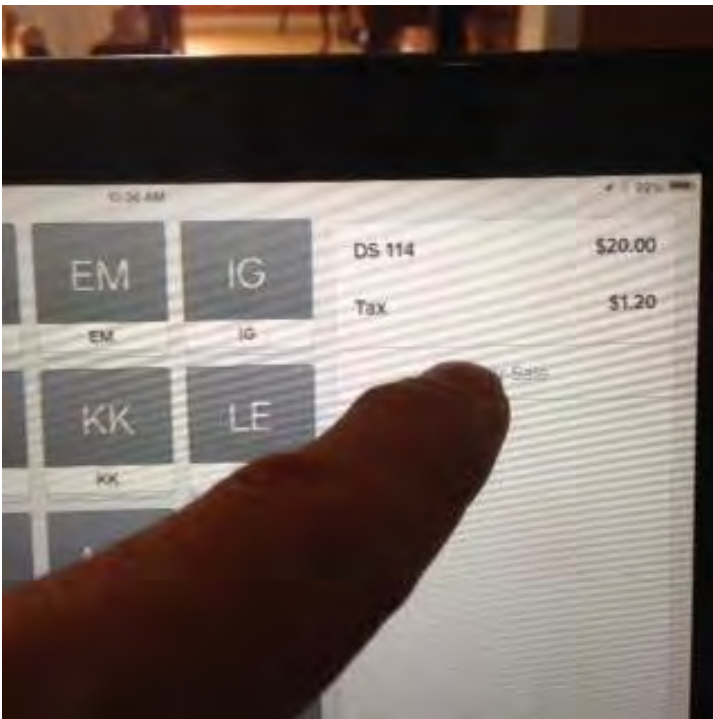


The Potters' Guild of Frederick Handbook

f. Enter in the amount of cash tendered and Square will calculate the amount of change.

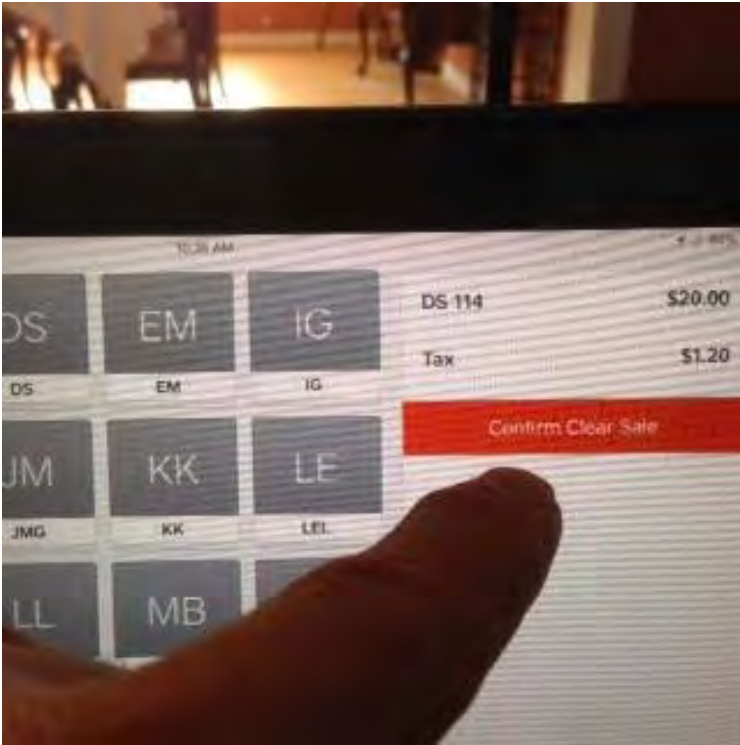


g. If a customer decides not to purchase an item, hit the clear sale button on Square.

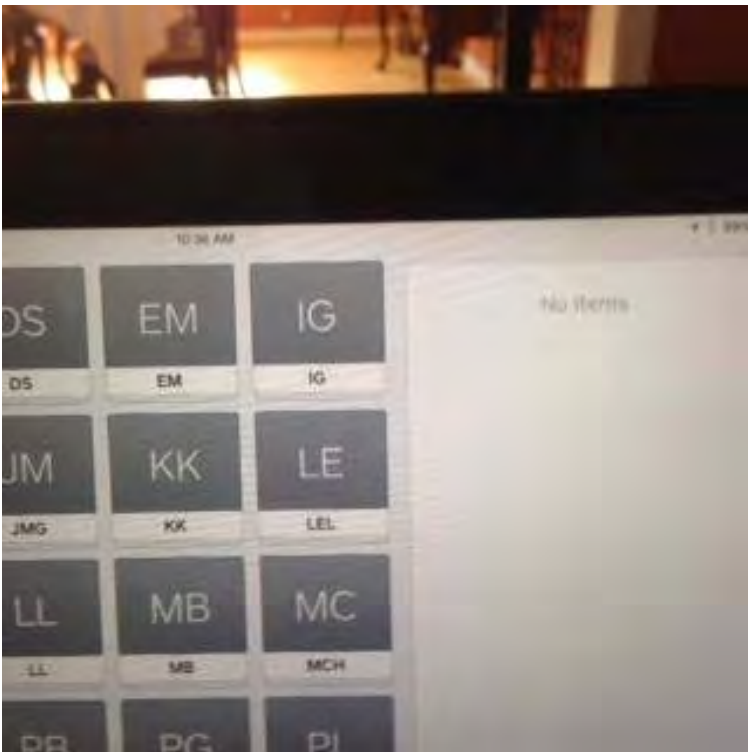


The Potters' Guild of Frederick Handbook

- h. There will be a confirmation of the cancellation highlighted in red. Press the confirmation to clear the sale.

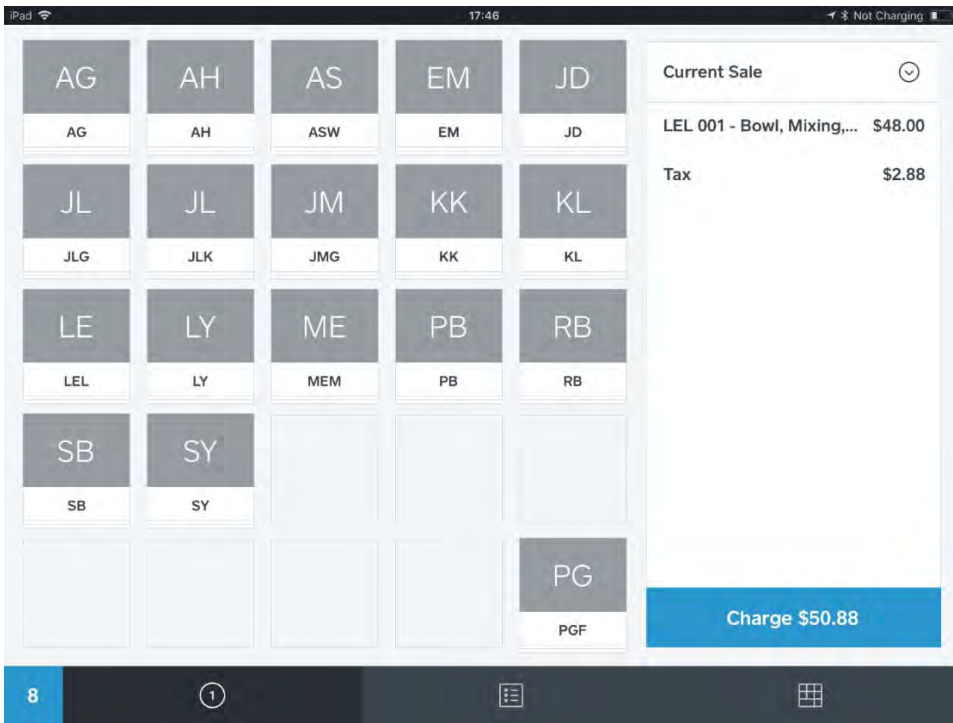


- i. Square will return to a no sale status.

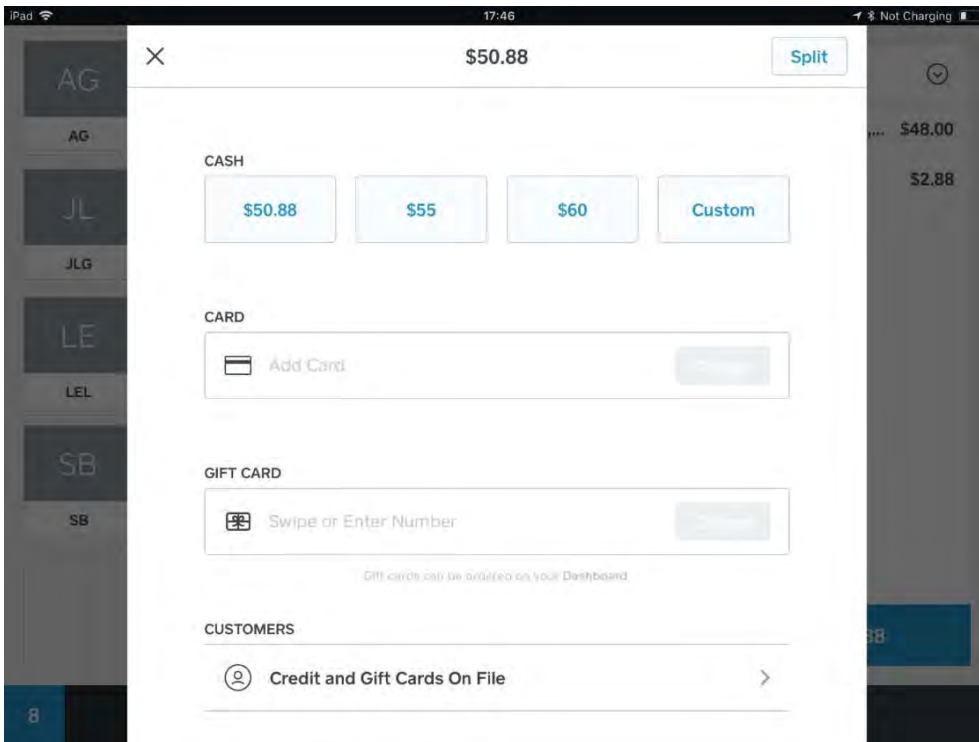


The Potters' Guild of Frederick Handbook

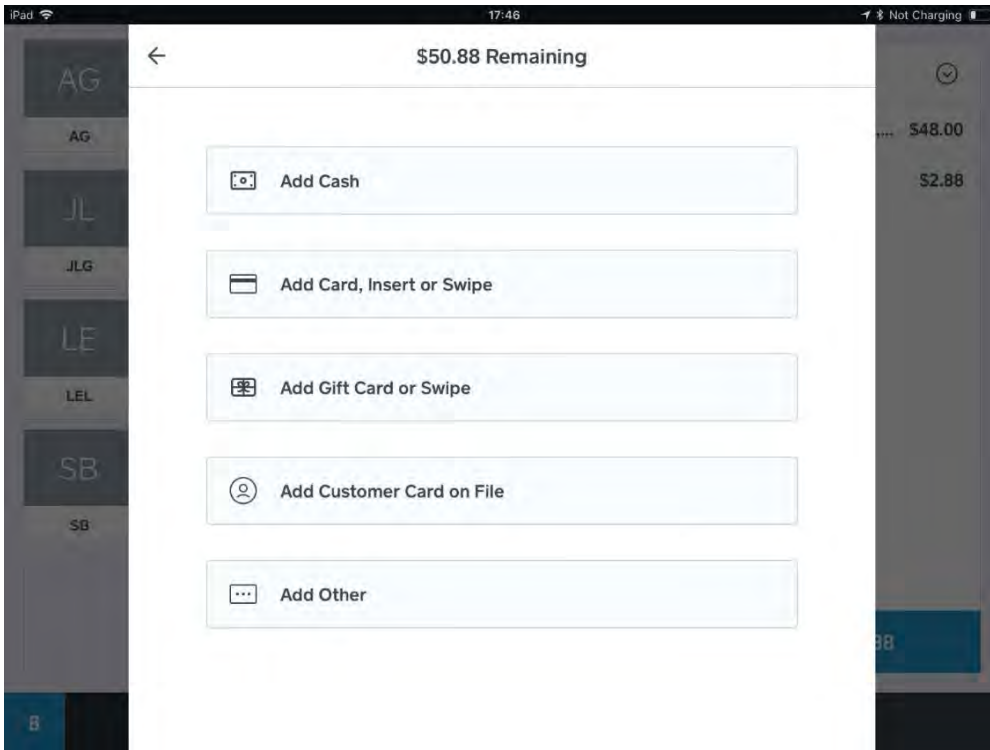
2. The customer wants to split their payment between 2 or more types of payment methods.
 - a. Touch the blue **Charge** button to start the payment process.



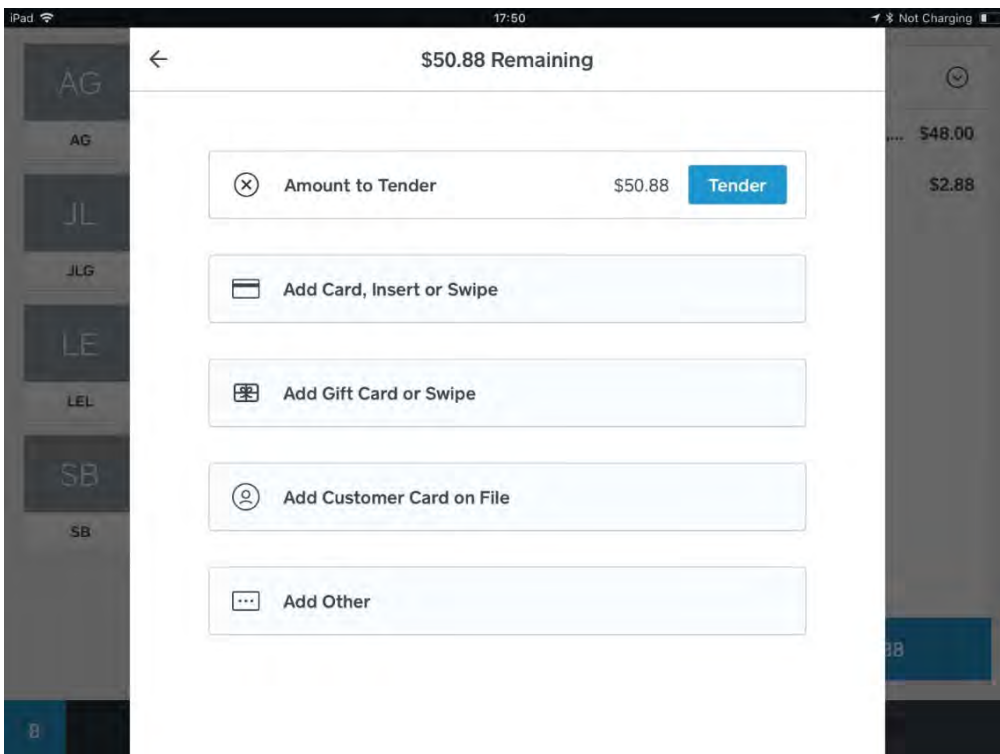
- b. The **Payment** screen will appear and show the amount that needs to be paid. If the customer wants to split their payment, touch **Split** in the upper right-hand corner.



c. The **Split Payment** screen will appear.

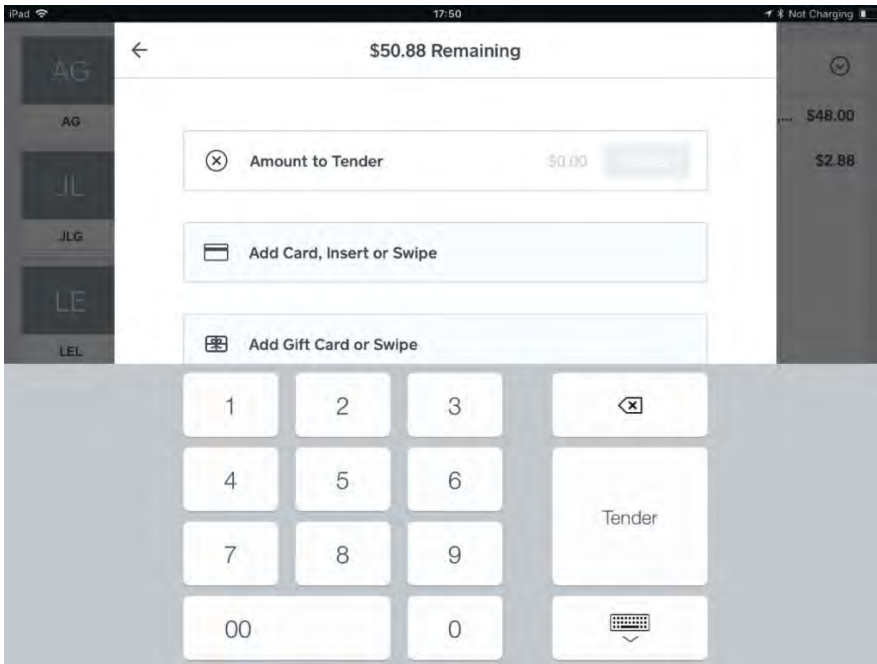


d. To start the payment with Cash, touch **Add Cash**. The **Cash** payment screen will appear showing how much is owed. If the customer wants to pay less than this amount, touch the amount on the **Amount to Tender** line.

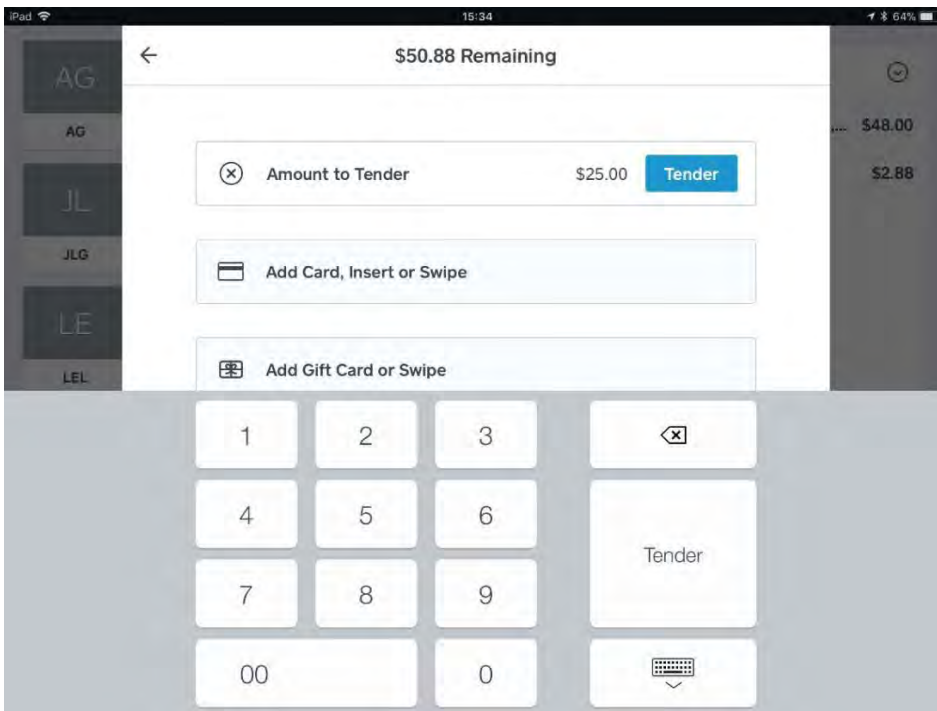


The Potters' Guild of Frederick Handbook

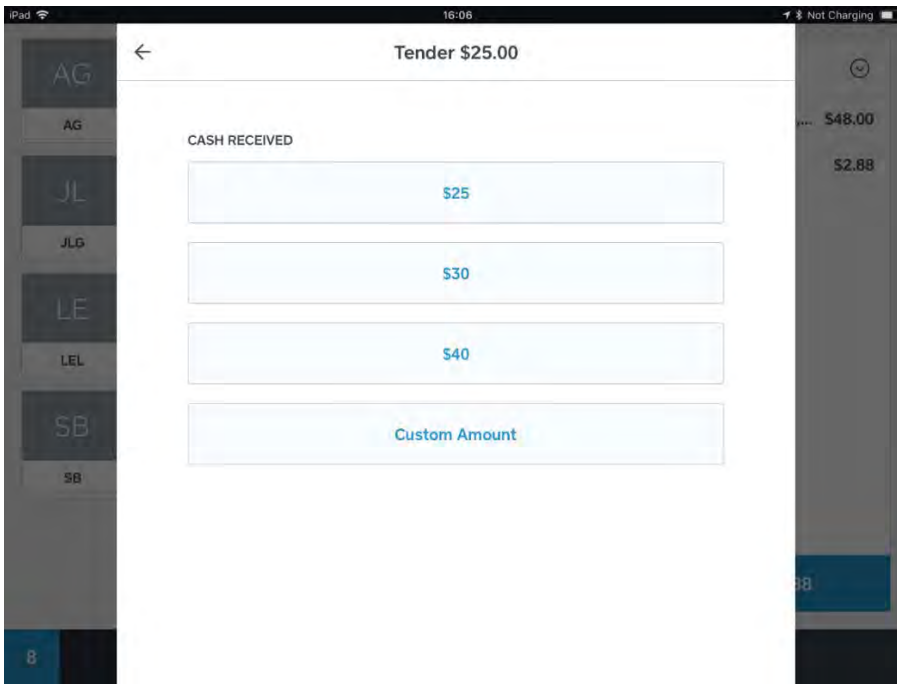
- e. The original amount on the **Amount to Tender** line zeroes out and the keyboard appears.



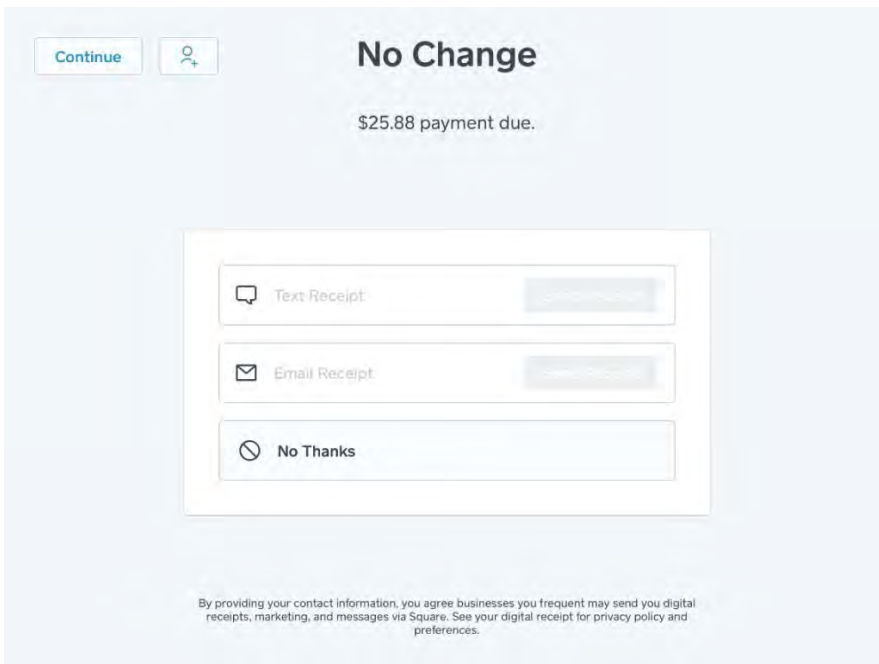
- f. Type the amount the customer wants to pay in cash



g. Touch **Tender** and the **Tender** screen appears.

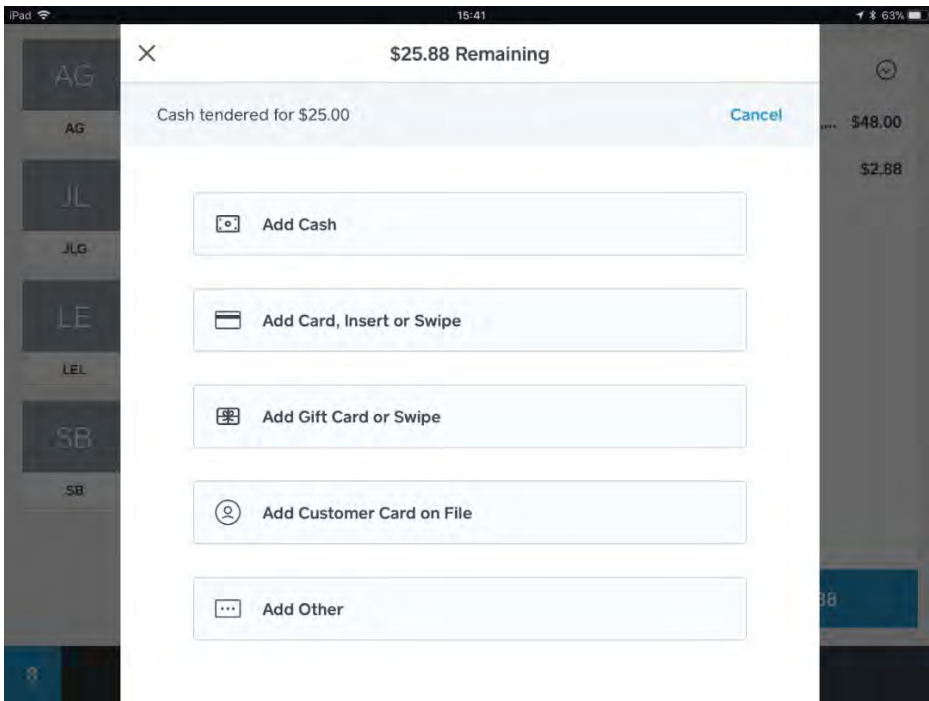


h. Touch the correct amount and the **Payment** screen appears.

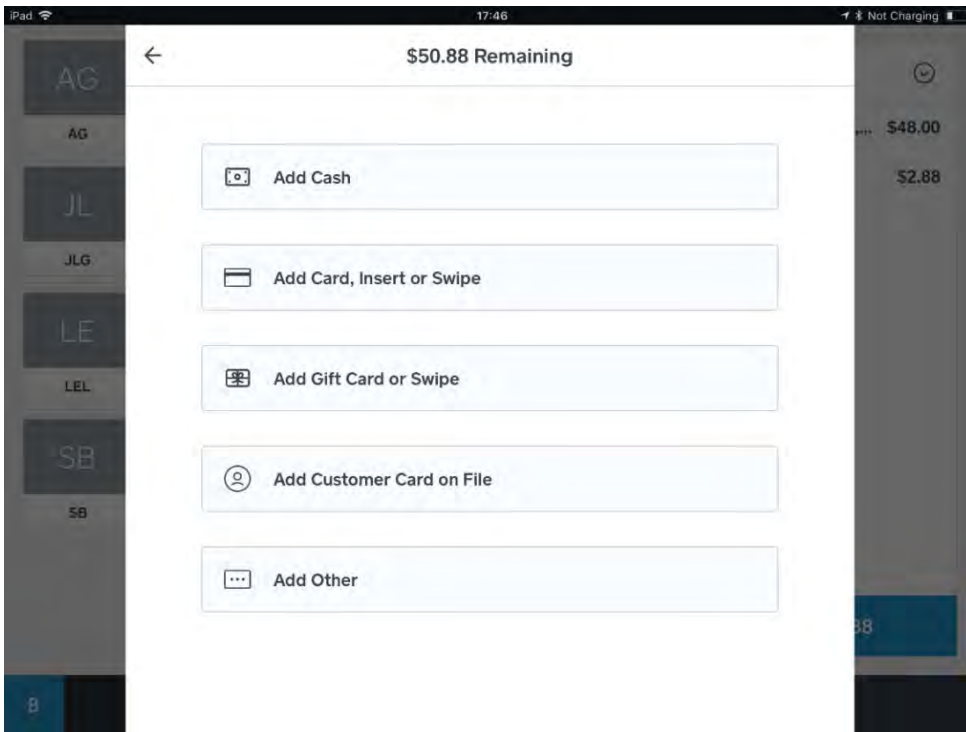


Handle a receipt as normal. Touch Continue.

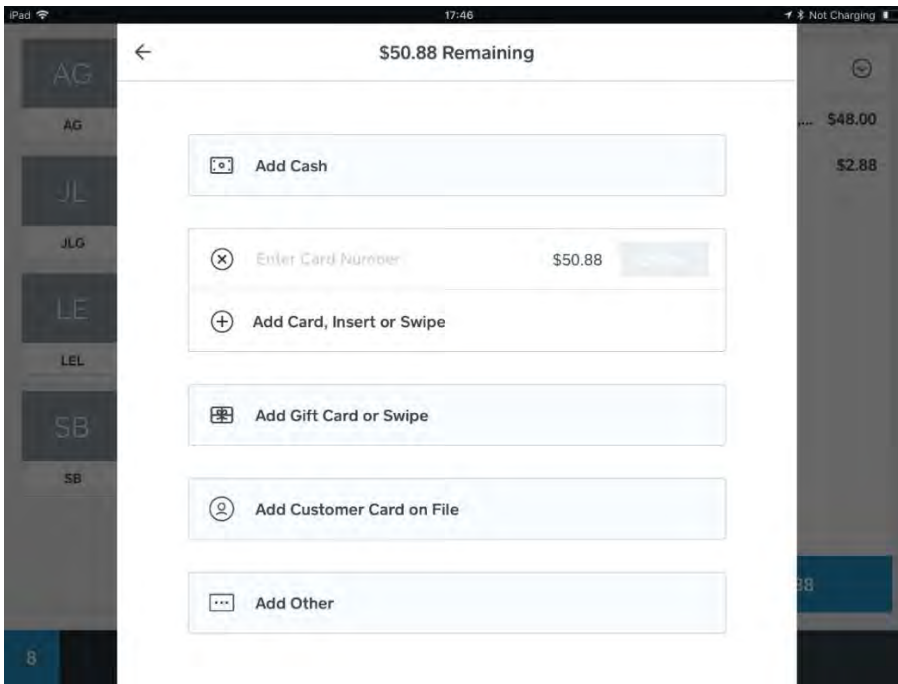
i. The **Split Payment** screen appears, showing how much still needs to be paid.



j. To start or continue with the credit card, touch **Add Card, Insert or Swipe**.



k. The **Credit Card Payment** screen appears, showing how much still needs to be paid.

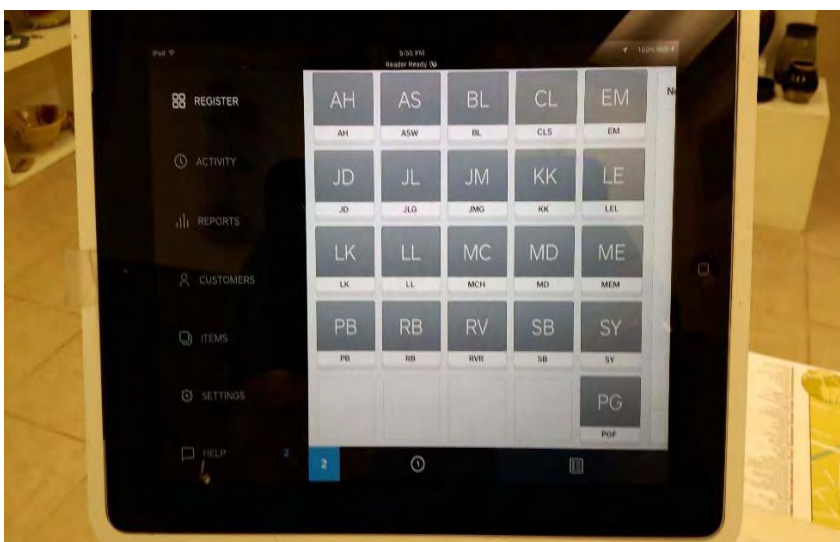


To pay the remaining amount, insert a credit card into the reader. Continue as normal to pay the remaining amount. If the payment will be split among multiple credit cards, touch the amount on the **Enter Card Number** line and enter the appropriate amount and then repeat these steps for additional credit cards until the customer has a zero balance.

C. Adding Inventory

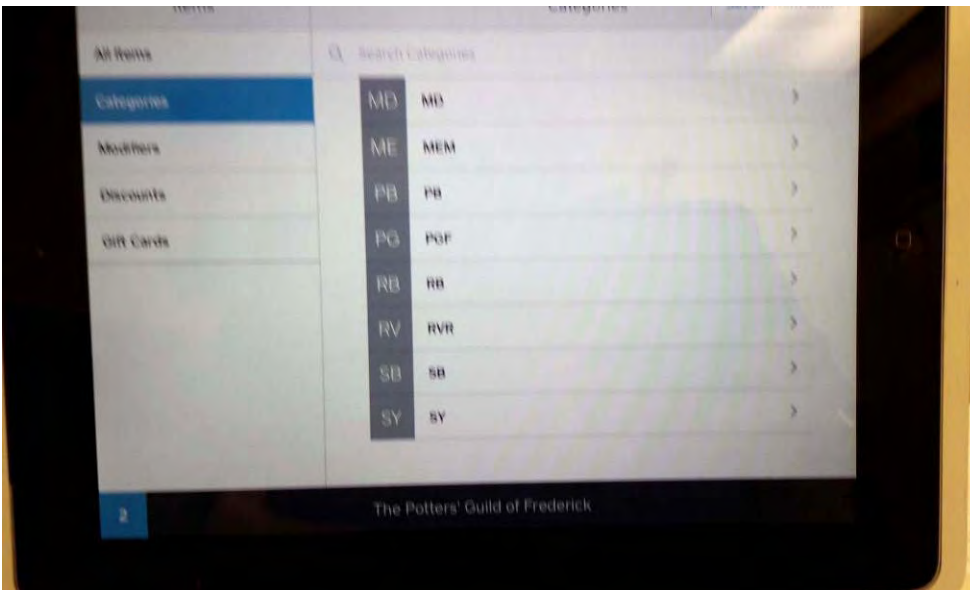
1. Single item

a. On the sidebar menu, select **Items**.

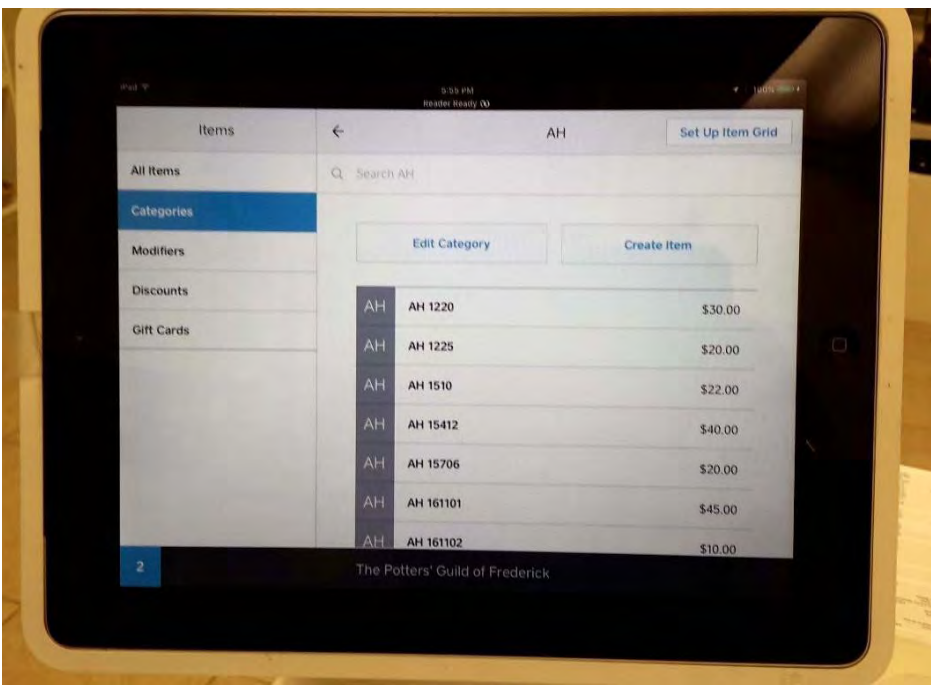


The Potters' Guild of Frederick Handbook

b. Select Categories.

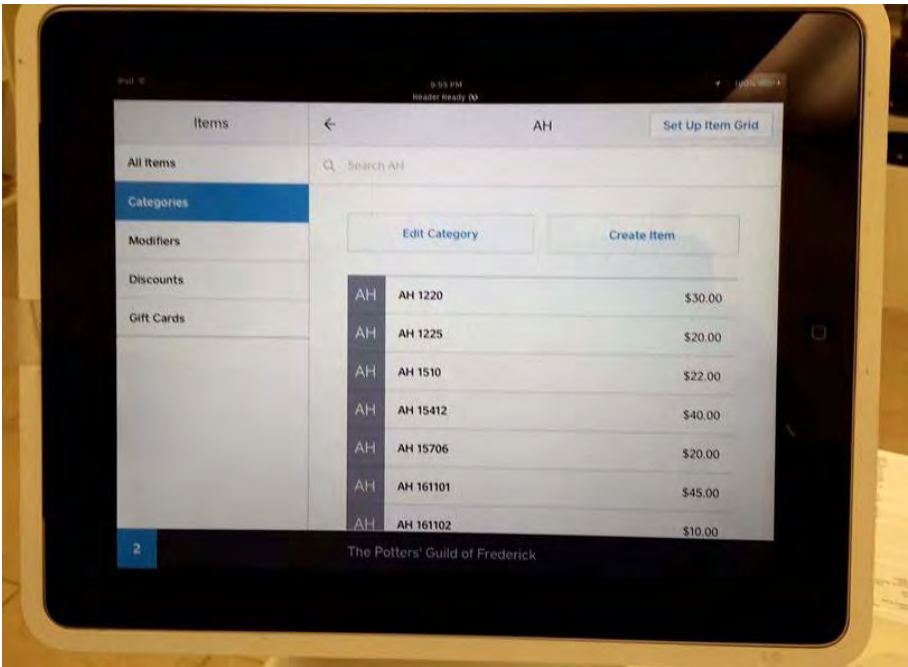


c. Select your two-character ID to open your inventory list.

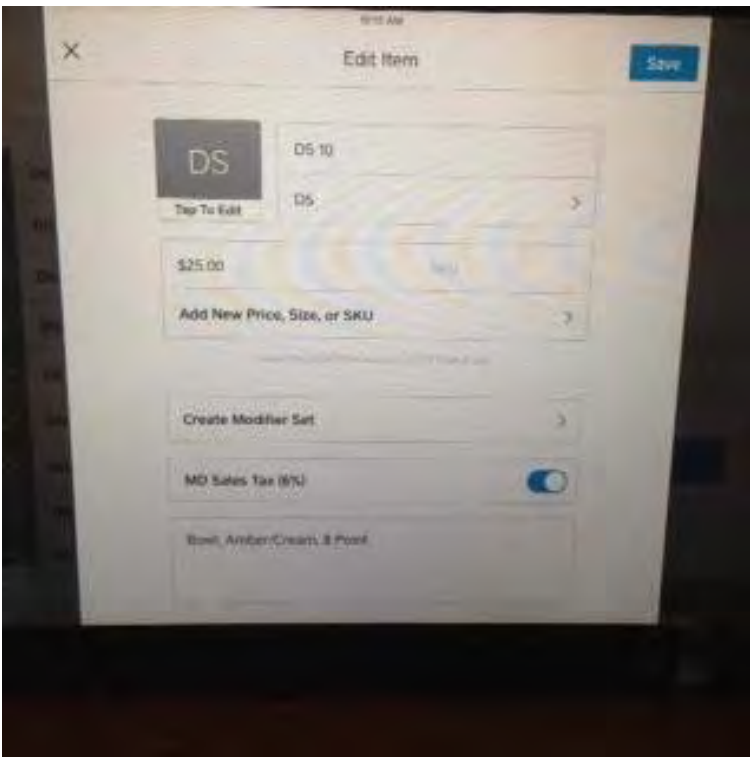


The Potters' Guild of Frederick Handbook

- d. If you want to edit an existing item, touch that item from the inventory list, make edits and then touch save. To create a new item, select **Create Item**.

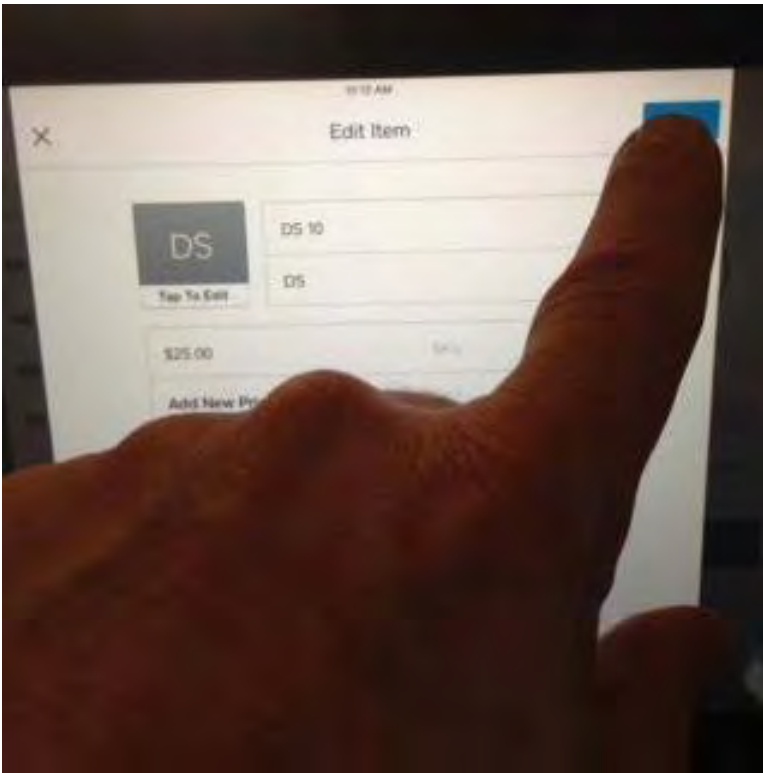


- e. For a new item, a blank screen for a new item will appear.

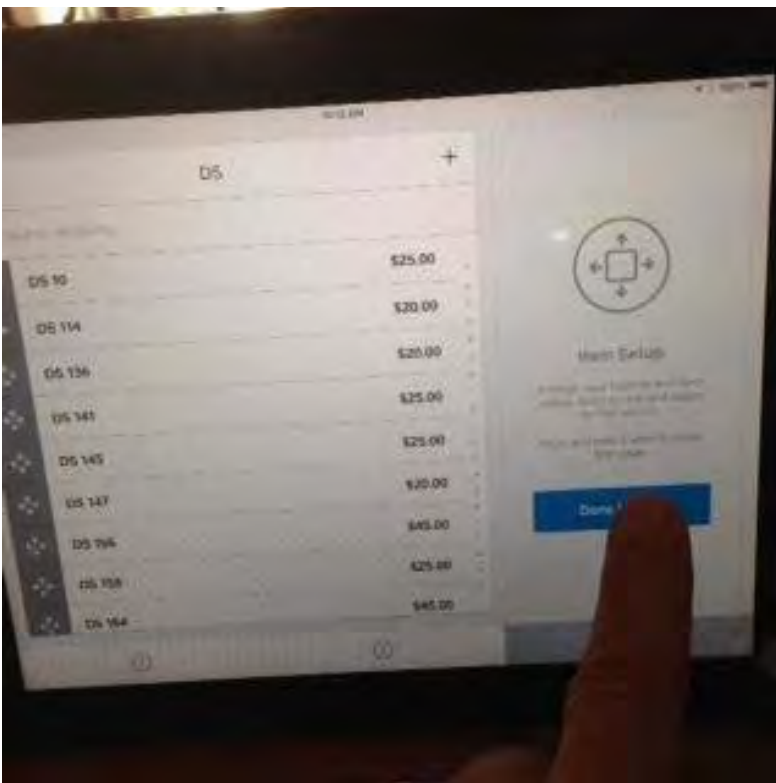


The Potters' Guild of Frederick Handbook

- f. In the Name box, type your initials, followed by a space, and then your inventory number for the item. If you add a description of your item on this line it will show up on the inventory list and receipts. Enter the price and be sure the sales tax button is engaged. Touch save.



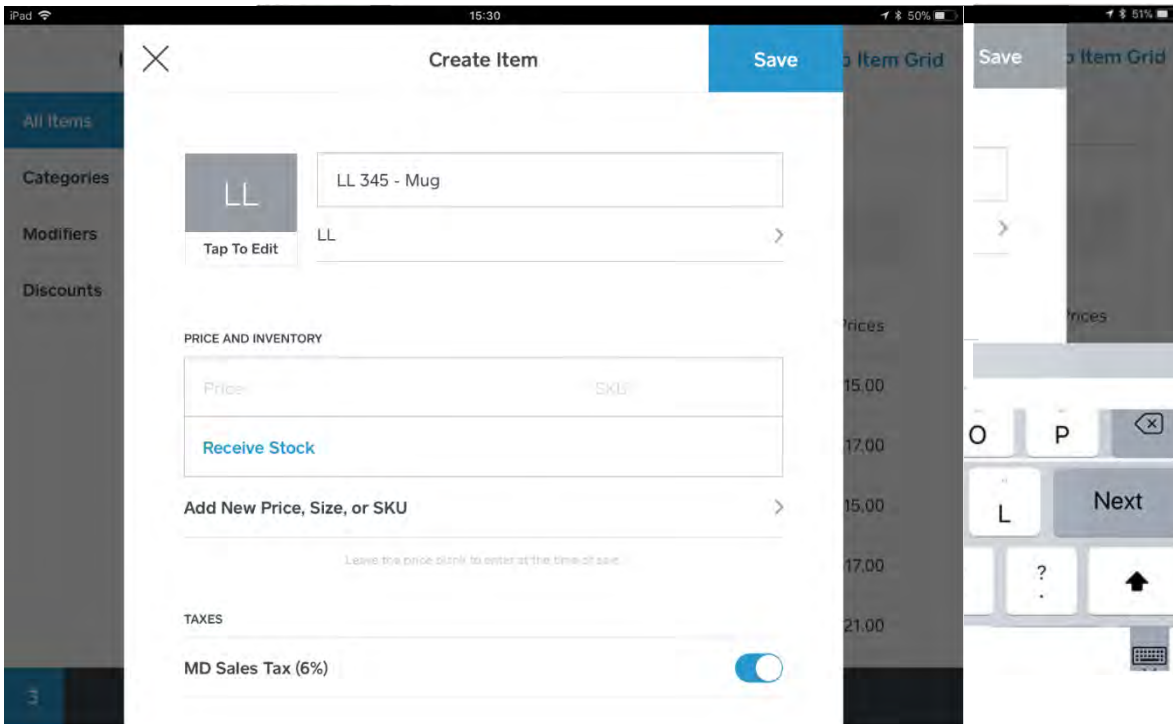
- g. Touch **Done Editing** highlighted in blue to exit edit mode.



The Potters' Guild of Frederick Handbook

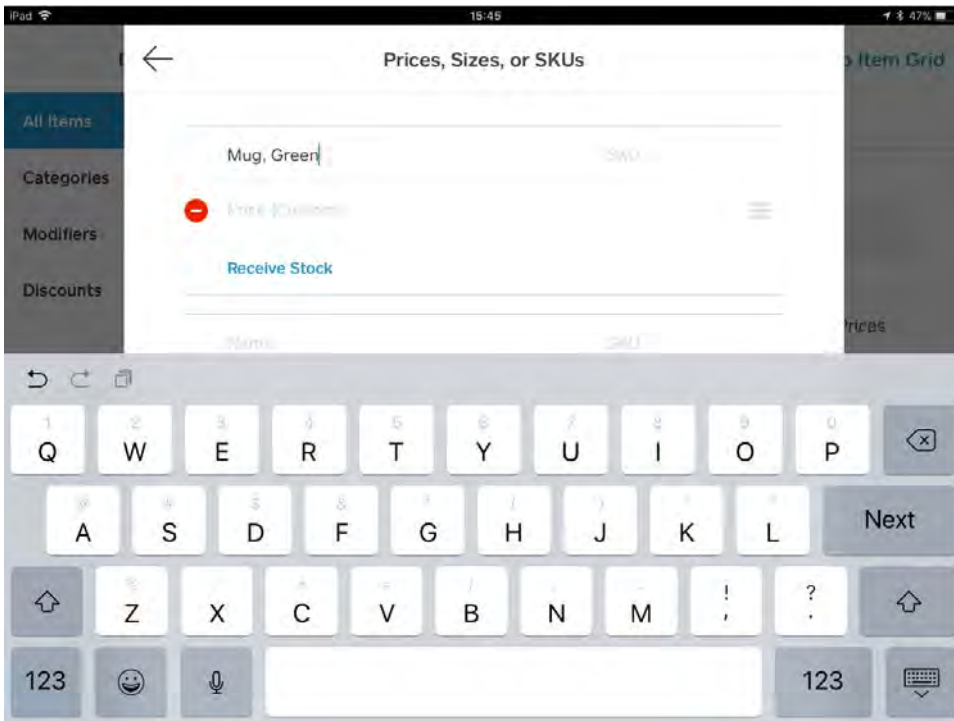
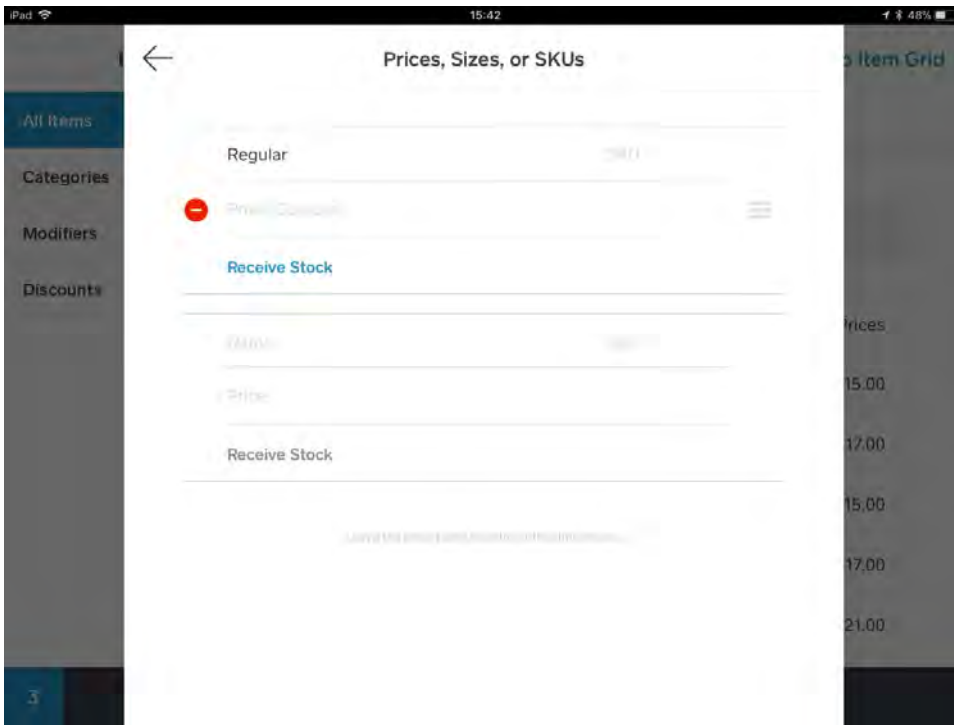
2. Variations under one inventory number

- a. Select **Create Item** from your inventory list page. In the Name box, type your initials, followed by a space, and then your inventory number for the item.
- b. Touch the **Add New Price, Size, or SKU**.



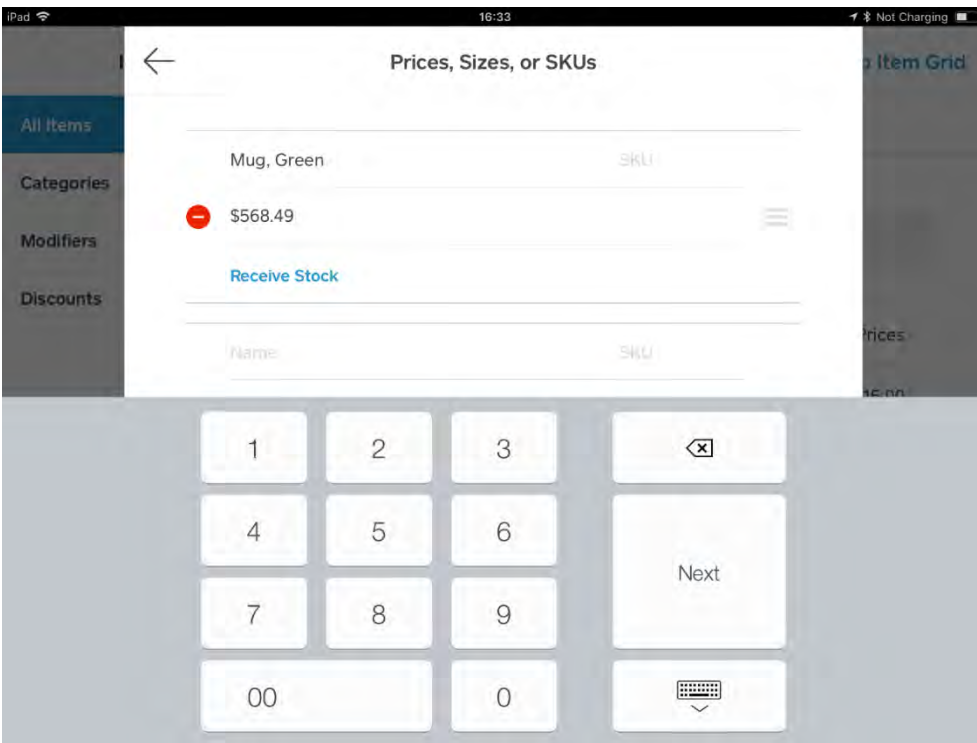
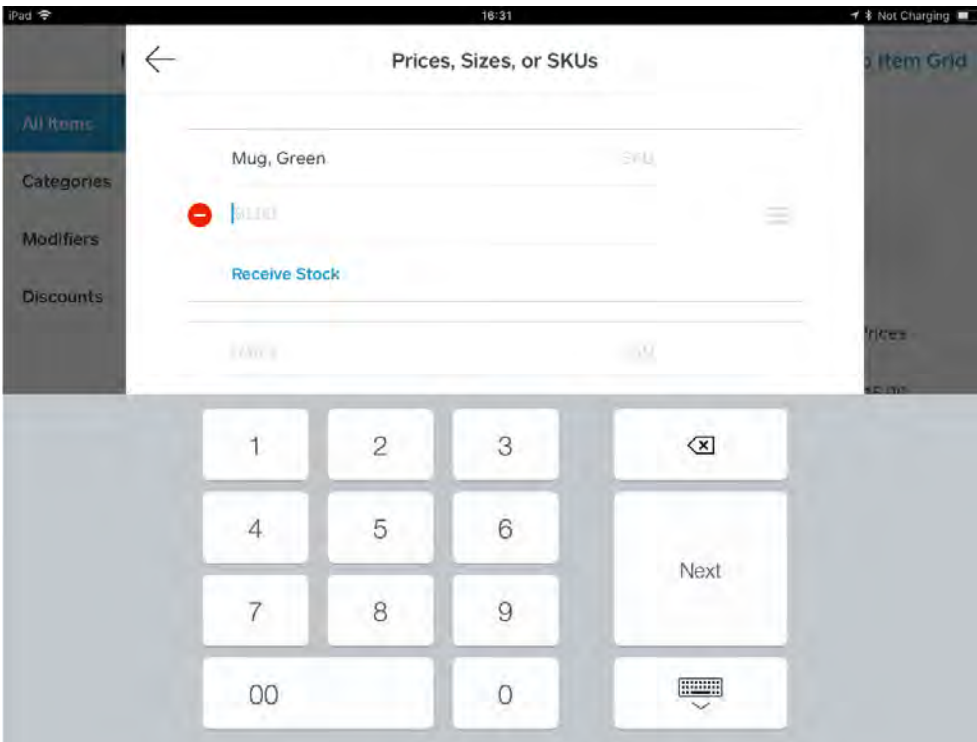
The Potters' Guild of Frederick Handbook

- c. You may use the Regular **Name** (as is showing), or you can touch the **Name** box (currently saying Regular) and change it to a different title.



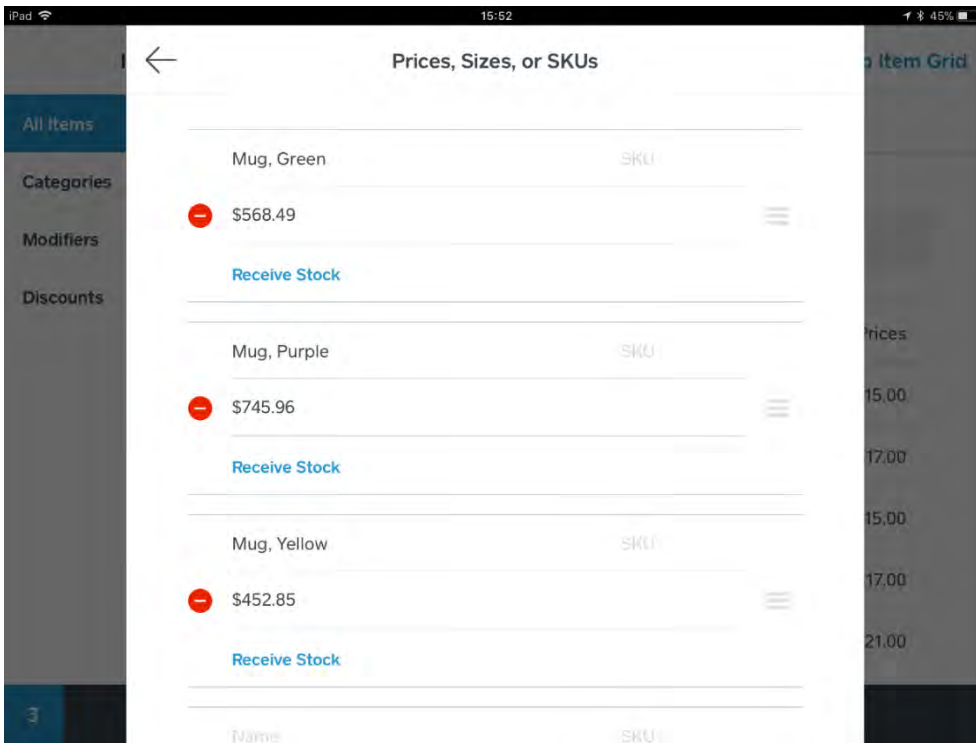
The Potters' Guild of Frederick Handbook

d. We do not use the SKU field. Touch the **Price** box and enter the price for that item.



The Potters' Guild of Frederick Handbook

- e. To add variations, click **Add** Options and fill out the name and price for each variation. If you want to reorder your variations, touch the **Three Lines** to the right of your Item Listing and while holding your finger on that icon, you can move it to sort correctly.



3. To delete an item from your inventory, scroll down to the bottom of the screen for the item you want to delete and select **Delete Item** at bottom of screen. You will be asked to confirm your deletion after selection.