

Woods Hall Gallery and Studios Handbook 2023

Reviewed and approved by AMC 2-11-2023

MISSION STATEMENT

Woods Hall Gallery and Studios is a cooperative enterprise in covenant with St John's United Church of Christ on Madeline Island. The purpose of Woods Hall is to nurture creativity and community on Madeline Island. We provide opportunities for creation of crafts in a well-equipped facility, sale of crafts in the Woods Hall Gallery and learning of hand-craft skills.

MEMBERSHIP

As a member of Woods Hall, you can use the studios to create work, to sell your work made in or outside the studios of the Woods Hall Gallery and you can volunteer in a variety of ways listed on pages 3 and 4.

- Artisans depend upon sales of their work and those sales assure the continued existence of Woods Hall.
- If life events preclude Artisans from fulfilling their covenants, they can do one of the following: Sign a new covenant with fewer hours OR arrange a commission repayment plan with the business manager.
- Board policy stipulates that all products sold at Woods Hall must be made by Madeline Island full-time or part-time residents, or those with a strong island connection. The Artist Management Committee (AMC) reviews all applicants.
- In cases where an approved artist leaves their home on the island and wishes to continue selling their work, the AMC committee will review each case individually. Consideration will be given to length of time living on the island, sales history, number of items for sale, availability of space in the Gallery and any other factors relevant to the situation.
- Evaluation and acceptance of new artisans and current members, is based upon the following: Originality (no kits or simple assemblage), Quality, Professional Presentation, and Ability to manage inventory and keep it fresh.
- No food items can be sold.
- All body products must be labeled with all ingredients and be approved by the AMC.
- No space heaters are allowed in the building and the thermostats are not to be adjusted by artisans.

All Artisans using the Woods Hall Gallery and Studios agree to do the following:

- File and sign new Covenant Statement and Information Forms annually or lose studio and gallery privileges.
- Give Woods Hall the highest priority in the sales of their products.
- Honor all rules and regulations for use of the gallery and the studios and to abide by all posted safety procedures.
- Honor all policies and procedures established by the board and the management.
- Pay studio costs by the end of the calendar year or, if necessary, negotiate a payment plan for unpaid balances with management
- Be responsible for all matters pertaining to workman's compensation, personal liability issues and inventory insurance.

Artisan Fund

Woods Hall Board created this fund to provide artisans (as funds permit) with financial support to purchase materials and supplies and pay membership and class fees. The link for Woods Hall Artisan Fund Application Form is located under "become a member" on our website www.woodshall.com

COMMISSION STRUCTURE

Schedule of commission rates and service requirements:

60 percent:	no service requirement
65 percent:	30 hours of approved service
70 percent:	50 - 40 hours of approved service and 10 hours as cashier
75 percent:	60 - 30 hours of approved service and 30 hours as cashier

These are minimum service requirements. Additional service is encouraged and appreciated. Manager and artisans will work together to approve tasks to meet service hour requirements. A detailed description of the agreed upon tasks will be attached to the signed covenant statement.

GALLERY INVENTORY RULES AND PROCEDURES

- Keys will be issued to cashiers and to artisans who request them to work after hours. Everyone with a key must have a current covenant form on file and a paid membership. Keys may not be shared and must be returned when the artisan is non-active.
- Proper care of items in the gallery will be maintained, but Woods Hall is not responsible for lost, stolen or damaged goods. Artisans should have adequate insurance coverage. If inventory is left on the premises after two selling seasons the AMC reserves the right to dispose of it.
- Some inventory may be carried over into winter months, but artists are asked to refresh inventory for each selling season and to replenish it during the summer.
- Price tags: The artist must label all merchandise sold at Woods Hall with our approved label: Side 1 - Artisan's number & product number. Side 2 - Retail price.
- Artisans may also place additional personal information on their products.
- Each artisan determines sale price.
- Artisans are encouraged to submit an inventory list with work brought to the gallery. These and the labels are available at Woods Hall.
- Pay an annual fee of \$25.00

Guidelines and Policies for Placement and Removal of Work in the Gallery May 2021 to 2023

The AMC (Artist Management Committee) will set the policies and guidelines for the Placement and Removal of work in the Gallery, and these will be in place from May to the following May. The guidelines will be reviewed annually and amended based upon the experiences of the past season and feedback from artisans. Artisans' ideas and concerns may be submitted in writing to the AMC before the guidelines are reviewed and revised. Decisions made by the AMC about placement and removal of work are final and will be made by majority vote of the members of the AMC committee.

Consideration for placement will include:

- the amount of space available in the gallery
- the amount of work each artisan produces
- the number of mediums in which an artisan produces work
- the Manager's assessment of sales and prices
- the AMC walk-throughs of the Gallery
- the overall professional look of the Gallery
- the overall professional look of the Gallery

Criteria for removal will include all of the placement criteria and will also include:

- damaged or shop-worn items
- the number of seasons an item has been displayed
- work that is of poor quality when compared to the artist's other work.
- work placed in the gallery in violation of the placement guidelines

Service Opportunities

Nurturing community relationships is part of the Woods Hall mission. If you choose to sell your work at Woods Hall, you have opportunities for providing service hours for differing compensation on your sales. Several service options are detailed here. Some may be available, others may not. Please check with the Retail Manager regarding opportunities.

Cashier: Reports to the Retail Manager. Welcomes customers, checks out purchases using Square and follows and does chores outlines by the Retail Manager.

Studio Manager: (1 Weaving, 1 Pottery, 1 Jewelry): must be artisan familiar with equipment) Reports to the Retail Manager: Works with AMC (Artist Management Committee) to order needed studio supplies and equipment and to develop pricing guidelines for materials. Inventories tools, materials and equipment quarterly. Evaluates and accepts donations as appropriate. Sets up studio cleaning days/work with artisans. to maintain cleanliness, establishes routines for cleanliness, safety and maintenance Works with Retail Manager or Grant Coordinator to develop demonstrations and class opportunities.
(Service Hours of 60 hours/year and qualify for 75% commission)

Studio Assistants: Performs tasks at the discretion of the Studio Manager.

Communications Assistant: this volunteer position supports the mission and operations of Woods Hall by assisting the Gallery and Retail Manager in crafting, editing and posting information and updates on the various social media platforms e.g., Facebook, Instagram, Website.
(Service Hours of 60 hours/year and qualify for 75% commission)

Artist Management Committee AMC:

The committee is comprised of the Retail Manager and the AMC Chair who serve as co-chairs, the studio managers, and the secretary. The chair of the Woods Hall Board and St. John's pastor serve as Ex-Officio members to the AMC.

The committee meets monthly and minutes are published on the Woods Hall web site. It does the following:

- determines the criteria for acceptance of new artisans and their products.
- sets the policies and guidelines for the Placement and Removal of work in the Gallery and does period walk through of the Gallery
- reviews and updates studio rules and their cleaning and maintenance.
- oversees issues affecting the studios and gallery and makes recommendations for changes to the Wood Hall Board.

AMC Chair: Reports to the Retail Manager.

Is a member of and attends monthly Woods Hall Board meetings. Co-chairs the monthly AMC committee meeting. Leads the committee's evaluation of new artisans and products. Guides the committee in making all decisions about the studios and gallery. Supervises Studio Service Hours. Works with the Retail Manager on budget/pricing and material needs. Attend Annual Woods Hall meeting and prepare a report which includes a review of rules pertaining to weaving/use of looms and pottery equipment, cleaning and maintenance of studios and studio management/artisan issues.

(Service Hours with Board responsibilities of 60 hours/year and qualify for 75% commission)

AMC SECRETARY: Reports to the AMC Manager.

Takes the minutes for monthly meetings and sends them to the Committee for corrections and approval. Develops the agenda for monthly meetings and notifies all members of the meeting. Edits written documents like the handbook and keeps them updated.

(Service Hours 60 hours/year and qualify for 75% commission)

AMC Member: Reports to the AMC Manager.

Attends monthly meetings.

Evaluates new artisans and products.

Approves requests to teach classes in the studios. Does walk throughs of the gallery.

Does tasks assigned by the Chair. Hosts events and seeks input from other artisans.

(Service Hours 60 hours/year and qualify for 75% commission)

Woods Hall Board Members:

Select and hire Staff (Executive Committee)

Guide the mission and purpose of Woods Hall

Support the staff and managers.

The Chair of the Board and one member of the Board will provide year-end performance reviews of Managers.

Actively participate in organizational planning and the monitoring of organizational goals.

Monitor programs and services and participate in strengthening those programs and services as needed.

Ensure adequate financial resources to include the development and monitoring of the annual budget.

Ensure adherence to legal standards.

Enhance the public image of Woods Hall.

Build a Board of Directors to include recruiting, orientation, and performance.

(Service Hours qualify for 75% commission)

Studio Policies

Jewelry Studio Policy

EQUIPMENT: You may use studio equipment only after you have received instruction and have been approved by a studio manager. Alert the manager immediately of any spills or breaks or of any difficulties with equipment. If something does not appear to be operating correctly, stop until the problem is identified and corrected. Please do not attempt to repair equipment yourself. No equipment can be removed from the studio.

SAFETY:

Safety is our major concern, and we ask everyone abide by these rules:

- If your hair is long, tie it up!
- No long flowing sleeves.
- No long or dangling jewelry.
- Do not eat or drink in the workshop.
- Regulators for the acetylene and oxygen tanks are not to be touched by students.
- Kilns are to be fired by instructors or designated lab tech only.

Dust: Wear a dust mask when sanding, buffing or drilling. Decide on what type to wear depending on the type of dust. When drilling shells, glass, pearls, etc. drill them in a small tray of water or keep them wet. The dust from these items (as well as others) is very dangerous to your lungs. The water will keep down the dust and keep the material cool. Make sure that the tool you are using will not electrocute you! A flex shaft should be okay as the electrical element is in the motor. Don't dip the entire handle in, just the drill bit.

Sanding: Use wet/dry sandpaper and keep it moist. Polymer clay can be sanded with damp wet/dry as well as glass, stone and shell. I also wet the item being sanded. Wear a mask for added protection. Always wear a mask if sanding dry.

Exposure Routes: The main exposure routes for chemicals are by breathing them in (inhalation), eating and drinking materials (ingestion)-which can also happen when large particles are breathed in, brought into the throat by lung clearing mechanisms and swallowed, and by touching things (absorption).

Hygiene: Wash Your Hands. We use our hands so much in the jewelry shop that they get exposed to all kinds of chemicals, metals and dusts, quite apart from the physical stresses on them. It is very important to develop a hand washing habit to reduce contamination of yourself (mouth touching, eating etc.). Regular hand washing and washing them thoroughly before leaving as part of your 'shutting down the shop' ritual can help reduce your overall exposure significantly.

Ceramics Studio Policies

The Woods Hall Ceramics Studio is a communal space, open for use by any adult with basic experience or who works with an experienced mentor, and who becomes a member of Woods Hall. Children under 18 are allowed in the studio only during classes, demos, and programs that are open to children, or when accompanied by their approved Woods Hall mentor.

- All clay that is used in the studio must be purchased from the studio because the price of the clay factors in the cost of both glazes and firing. We have a wide variety of community clay tools and equipment available in the studio. You are responsible for cleaning everything you use and returning to where you found it. This includes washing all bats, ware boards, tools, brushes, sponges, glaze containers, work surfaces, potter's wheels, spills on the floor, glazing counter, canvas-covered work table, and the sink.
- Assisting with Ceramics Studio chores is expected of all who use the studio on a regular basis. These chores may include general cleaning, helping load/unload/fire the kiln, scraping kiln shelves, mixing or screening glazes, wiping shelves, washing the floor, etc. Please check with the studio manager if you have some time to help or just clean something that is dirty! Thank you!

SINK and PLUMBING:

- We have serious plumbing issues so it is essential that the following sink rules be followed: NOTHING BUT CLEAR WATER should go down the sink drain! Buckets are in the sink for a reason: everything you wash, including your hands, must be washed in the buckets. Rinsing also must take place over the buckets so NO CLAY, GLAZE, or any other material goes down the drain ever. When the buckets are full, please empty them outside, NOT down the drain!
- Use of the Ceramics studio sink is ONLY for those working on Ceramics. Other users (ie. those working with mosaics, fibers, sawdust, paint, plant materials, glues, etc.) may fill a bucket from the faucet, take it elsewhere for washing, and then dump it outside. Please do not wash any of these materials while your bucket is in the sink!

STORAGE: We have limited storage space for personal tool, supplies, and clay. Space is assigned by the studio manager and is determined by the amount of time a person spends in the studio as this determines need. There is no guarantee of storage space, especially for those only taking a workshop or short class. Please keep all personal ceramics supplies in your own cubby. If you will not be using the studio for 3 months or more, please remove all personal materials until you return so others may use the space. Please Note: Nothing other than tools and supplies that you use for ceramics are to be stored in the studio.

OUTSIDE DOORS: If you are the last to leave check all exterior doors to be sure they are closed and locked.

KILN AND GLAZES:

- We fire the kiln to cone 5-6. Only trained and approved people are allowed to load/unload and fire the kiln. The studio manager will grant approval. The person who loaded the kiln has the right and responsibility to unload it. Please do not unload the kiln unless you have been asked to do so.
- (Sometimes there are test pieces in the kiln and their relative locations won't be known if someone else unloads). Never open a glaze kiln until it is below 100° or the ware is likely to craze and will have to be refired.
- We provide a good selection of cone 5 glazes in 5-gallon buckets (and some 1 gallon). Please do not use any other glazes or materials without the manager's permission. If you are using the glazes, please only have ONE glaze bucket open at a time. If glazes splash into adjacent buckets, the resulting contamination can ruin a glaze. Keep all buckets covered except the one you are using. Clean the mixer thoroughly before putting it in a different glaze. Do not dip a pot with wet glaze on it into a different bucket of glaze until it is dry to the touch. Glazes are VERY expensive—do not waste it! However, if you removed a small container of glaze to use in the main room, and then don't remember which bucket it came from, DO NOT GUESS! Leave it on the counter and the manager will either figure it out or discard it.

- Underglazes are NOT provided by the studio. If you choose to buy your own, they must be able to be fired to cone 6 (NOT just cone 06). Low-fire glazes and “Wonder glazes” are NOT underglazes—they fuse at or below bisque temperatures and can ruin kiln shelves. Because of this, NO underglazes are allowed on the bottoms of any work or within 1/4” up from the bottom.
- All glazes (as well as underglazes, stains, slips, etc.) should be used ONLY in the glaze room or on the plastic table in the main room. No glazing, waxing, or gluing should be done on the large, canvas-covered work table or on the slab roller. Only clay should be used on the canvas-covered table, and only on the appropriate end of the table (dark clay end or white clay end).
- Work that is ready to be fired should be put on the appropriately-labeled shelves next to the kiln (either to be bisque or glaze-fired). Nothing that is not completely dry should go on those shelves. All glazed work must be free of any glaze and/or underglaze on the bottom and for a minimum of 1/4” vertically or it will not be fired. When a glaze is applied over a different glaze, the result may run down the pot and even onto the kiln shelf. Because of this, when you overlap glazes, allow more than 1/4” of clean, glaze-free space up from the bottom of your piece.
- When bisque ware is removed from the kiln, it will be put in the bisque room waiting to be glazed. Once work is glaze-fired and complete, it should be removed from the studio. We do not have space to store finished work. If any work, whether greenware, bisque or glazed, is not removed from the studio in a timely manner, it will be considered abandoned. These “orphan pots” may then be sold in the gallery with the proceeds going to Woods Hall to buy tools and materials. You may also donate your pots to support us!

LEARNING/CLASSES: A person is required to have clay experience at least equivalent to having taken a beginner semester class in order to work alone in the studio. We have no on-site teacher, but the studio does occasionally offer classes or workshops for a fee. The studio manager is not responsible for teaching, only for explaining the use of equipment that you may be interested in using. We usually offer “Open Studio” once a week, where studio members who have sufficient experience in ceramics are welcome to come and work alongside others with experience. Open Studio is NOT a class! An experienced potter is often present and can answer questions, but also expects to be able to focus on his/her own work during this time. The studio manager has the duty to demonstrate or find someone competent to demo when the gallery manager needs it for special occasions.

Weaving Studio Policies

Responsibilities: All people using the weaving studios must be a member of Woods Hall, and sign a covenant agreement and pay the annual \$25 fee. Each weaver is responsible for providing his or her own scissors, tape measure, and other necessary small tools for weaving, which can remain in the studio. Due to space limitations, there is no long-term weaving material storage available. A bin or box may be kept in the studio when you are actively weaving. There are free materials available in the attic.

Warp is ordered when needed. If you have a special request for color or type, let a manager know. There are forms for each loom on the bulletin board in the hallway. Requests can be made there for warps. Each weaver is responsible for recording materials used on separate sheet and put in the file cabinet in the upstairs room. Materials can be paid as used, or charged. Please see the Business Manager if you wish to set up a charge system for your materials. Regular payments are required and the weaver is responsible for keeping accurate records.

Rugs should be finished daily unless approved by the studio manager, except for large projects. Only authorized weavers can cut rugs from the looms. When a rug is to be cut, you must contact the studio coordinator. When rugs are cut from the loom, they must be measured and recorded. Leave a note with your name on your rug so we know to whom it belongs. Finished rugs will be on the white table at the top of the stairs with your name on it. Please check regularly and promptly pick up your piece.

Clean Up: Weaving creates a lot of dust, so clean up after yourself, check the floors and vacuum or sweep, and put tools and materials away when you are finished. If you take display rugs off a loom to weave, be sure to put them back how you found them. If you are the last to leave, turn off the lights and make sure the doors are locked, upstairs and down. In winter, we need to shovel so the first one in, please shovel if you are physically able.

All materials donated to Woods Hall need to be approved by the studio manager. There has been a long-time tradition of not weaving during church services, dating back to the origins of Woods Hall.