

**Clayfolk**  
**P.O. Box 1334 Jacksonville , OR97530**

## **Clayfolk**

*A fellowship celebrating the ceramic arts through  
education and promotion.*

### **Highlights of Clayfolk**

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Welcome to Clayfolk. As a new member there are several ways to take advantage of all that Clayfolk has to offer. Come connect with other potters and expand your clay experiences.

- 5 meetings a year
- 5 newsletters a year
- Website [www.clayfolk.org](http://www.clayfolk.org)
- 2 or 3 workshops a year
- Monthly focus group on glazes
- Positions available to help run the organization
- Fall show and sale with over 60 potters

### **Who We Are**

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Clayfolk is a non-profit, educational ceramic arts organization based in Southern Oregon, Clayfolk was born in 1976 when a small group of Jackson County potters began meeting together to share ideas, experiences, and potluck dinners; now, our organization has grown to over 150 members who come from all over Oregon as well as Northern California. Because membership is open to anyone interested in the ceramic arts, Clayfolk embraces a wide range of participants, from those pursuing clay as a part-time hobby to full-time ceramic artists.

### **Membership**

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A Clayfolk Membership costs \$18 annually and is not pro-rated, meaning that although an annual membership currently extends from January to December, you may join at any time. Membership dues and the annual fall pottery show and sale fund Clayfolk's myriad of costs and activities. A Clayfolk Membership includes five newsletters a year, free meetings, a chance to apply for the annual November show and sale, and discounts on Clayfolk workshops.

### **Clayfolk Newsletter**

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The newsletter, published five times a year, regularly highlights a summary of the most recent meeting, reminders of scheduled workshops or other events, and the location and time of the next meeting. The newsletter also contains items similar to classified ads, announcements from galleries searching for artwork, organizations holding contests, or people looking to sell used ceramic equipment and supplies. In addition, the newsletter also reports on members' news, and is always seeking photographs of members' work to publish.

A yearly membership directory and an application for the annual show and sale is included along with the April/May/June newsletter.

## **Meetings**

Meetings are held in either a member's home or another venue arranged by a member. Each meeting features a business agenda and may include a presentation on some aspect of ceramics, and sometimes a potluck meal. Meetings are a wonderful opportunity to socialize with other Clayfolk members as well as participate in the business of the organization. You can volunteer to host a meeting at the January meeting or contact the Clayfolk president prior to the meeting.

## **Points**

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People join Clayfolk for a variety of reasons. If you are interested in the fall show and sale, the earning of points will be of interest to you. Look for details in the points section about all the board, committee positions, and other ways to be involved in Clayfolk and earn points. Most interested potters are able to participate in the show in their first or second year of membership.

## **Programs**

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**Library Program** : As part of its educational endeavors, Clayfolk purchases books and videos to give to both the local Jackson and Josephine County Library Systems. These books, chosen by Clayfolk's library committee, range from adult to children's books, and from practical, how-to books to coffee table volumes featuring world famous ceramic artists.

**Empty Bowls** : Each year many Clayfolk members participate in local Empty Bowls projects, which collect work from potters and help organize events for various hunger project sales in Jackson and Josephine Counties. Originally started in 1990 by a Michigan schoolteacher who wanted to raise money to feed the hungry, the Empty Bowls project is now a nation-wide event. Clayfolk members are encouraged to donate their work for this sale; the Empty Bowls sale is traditionally held in early spring in Ashland and in October in Grants Pass.

**Ellice T. Johnston Scholarship** : The Ellice T. Johnston Scholarship is a scholarship of \$2000 awarded by Clayfolk to a student (a non Clayfolk member) who is currently studying ceramics at a college or art school. For an application, contact Clayfolk or download the form from our webpage. The deadline for the completed application and all support material is postmarked by April 30th.

**Workshops** : Clayfolk is pleased to sponsor several workshops a year led by nationally known potters and sculptors. Adrian Arleo, Paul Soldner, Virginia Cartwright, Ian Curie, John Glick, John Leech and Ellen Currans, Lana Wilson, and Steven Hill are some of the artists who have visited Clayfolk in the past. Clayfolk members receive discounts on all Clayfolk-sponsored workshops.

**Annual Clayfolk Show and Sale** : Each fall, Clayfolk holds its annual pottery show and sale. Along with selling their work, Clayfolk members also have the opportunity to offer clay demonstrations and teach children about ceramics. Read more about this show and sale on the following pages and on our webpage.

## **Board Members**

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The Clayfolk Board consists of seven positions. Board members are elected yearly. Ballots are published in the December/January newsletter. Board responsibilities are as follows:

### **President**

Set agendas and run 6 board and 5 general meetings. Work with the Show Chair and oversee how everything is going. Update with the Board annual calendar of all meetings and newsletters. Provide information for newsletters including opportunities for members to make points. Distribute point forms to Scholarship and Library Chairs and give points for Board members to the Point Chair. Each January update webpage information with the Vice President.

### **Vice President**

Attend Board meetings, general meetings, and run meetings when President is unable to. Assist President with updating the webpage annually.

### **Treasurer #1**

Write checks to Members and Accounts Payable. Assemble yearly information and deliver to tax preparer. Maintain electronic spreadsheet and file all pertinent receipts and statements. Regularly attend Board meetings and reports fiscal health to Members and the Board.

### **Treasurer #2** (Show)

Work with show venue representatives and Show Chairs. Tally yearly show receipts and individual artist show sales. Collect and deposit all monies during the show and throughout the year. Consult annually with scholarship committee. Regularly attend Board meetings.

### **Secretary**

Take minutes and keep track of board and general meeting notes. Record attendance at meetings and give points to the Points Chair. Vote on board decisions. Provide meeting notes to webmaster. Be available to give members general information.

### **Members at Large**

Attend all board meetings, present the concerns of the members to the board. Vote on all board decisions including the selection of chairpersons. Assist with tasks as designated by President. If the Secretary isn't at a meeting, will take minutes and collect sign-up sheet. **Other**

### **Positions and Committees**

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### **Co-Workshops**

Set up two to three workshops per year. Contacts workshop artists, advertises to our membership and elsewhere, collects monies, assists the artist and runs the workshop. Two co-chairs split tasks and points.

### **Empty Bowls**

Separate Chair each for Jackson and Josephine County. Collects work from potters and helps organize events with various groups to sell pots to donate monies to local food banks. **eNews** Responsible for all electronic/email communications sent to the membership.

### **Library Committee**

Keeps a list of books and DVD's previously donated to the library. Selects and buys books and DVD's for libraries in Jackson and Josephine counties. During the third year of term, a trainee will earn 1 pt. and become the new Chair the following year.

### **Membership**

Keep members information up to date, add new members as needed, print labels for newsletter, and send out membership list to members at least once a year.

### **Newsletter**

Organize Clayfolk information, format, copy/collate and send out 5 newsletters per year. Send email copy to webmaster and eNews Chair.

### **Photo Cube/Photography**

Maintain the photo-cube, rent out cube to members, has cube available during the Clayfolk show for members to use. Take photos during the show of customers, booths and participants.

### **Points**

Organize and update points yearly - works with President, Show Chair and others to update points.

### **Programs**

Plan programs for three general meetings a year. Program can be a visiting or local artist doing a demo, info that helps with self promotion, and ways to stay ergonomically healthy.

### **Scholarships**

Advertise the annual scholarship, create application, process applications. Select candidate. Work with 2 to 4 other committee members who get 2 points, serve 3 years.

### **Webmaster**

Webmaster will maintain and update web page. Webmaster also serves on Promotions committee during the annual show.

## **Annual Clayfolk Pottery Show and Sale**

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For over three decades, Clayfolk has held an annual pottery show and sale. This event offers the opportunity for people to come to the Rogue Valley to see and to purchase the work of Clayfolk artists. Clayfolk members also give clay demonstrations during the show, further educating the public (and each other) about the exciting world of ceramics. There is also a children's area where our young visitors can make a piece of pottery to take home with them.

The annual Clayfolk show is not juried. Because of limited venue space, participation is regulated by a points system, which is described in this section as well as the Points System section. Show participants are involved in all aspects of the show-- planning, organizing publicity, running the cash registers, wrapping purchases and greeting people. Each Clayfolk member who participates in the show is required to serve on one committee and work two or three shifts (as cashier, wrapper, greeter, etc.) during the show. Currently, 15% commission covers the show's expenses and funds various Clayfolk sponsored activities throughout the rest of the year.

Members who take on the additional responsibility of chairing a show committee or being the trainee earn points. There are also other opportunities to be involved in Clayfolk and earn points; again, see the Points System section for more detail.

Each annual show includes a group booth; artists who have been members of Clayfolk less than a year are eligible to apply. Artists who have been members of Clayfolk for a full year or more may apply for space in the group booth, a half booth, or a full booth. Booth locations are determined by point totals.

Clayfolk's April/May/June newsletter contains the annual show application form as well as show deadlines, guidelines and a listing of committees. Those members who wish to participate in the show usually list three committee choices, work shifts, or jobs (in order of preference) and send the application back to the Show Chair. In turn, the Show Chair sifts through the applicants' preference lists, assigns committee chairs and members.

The Show Chair then publishes the results of the applications in July/August Clayfolk newsletter - Clayfolk show applicants then find out to what committees they have been assigned and what type of booth space they have received (full, half-booth, group booth, etc.) Some applicants also find out at this time if they are on a waiting list for a booth or space in the group booth.

In October, Clayfolk sends out packets to all show participants informing them of specific jobs (wrapping, greeting, cashiering, etc.) and shifts they will work during the show.

Due to the increasing number of members interested in the group booth, the number of participants is now limited to eight. Also, in order to better inform newcomers about the annual show, a mandatory meeting will be held to cover guidelines and give new members, or those new to the group booth, the opportunity to ask questions about the show.

## **Clayfolk Point System**

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In 2001 Clayfolk adopted a points system to acknowledge and reward members who have put so much of their time and effort into the organization's success. In turn, accumulated points provide a fair way to allocate limited booth space at the annual Clayfolk show. The annual Clayfolk show is not juried, however, because of limited venue space, participation is regulated by this points system. Points are tallied at the end of January and added to the previous points accumulated; point totals are published yearly in the July/August newsletter.

In general, the ways to earn points include one's annual membership, attendance at meetings, service as an officer, chairing an activity during the year and chairing activities in the annual show. The accumulation of points is important because the more points accumulated, the greater the likelihood one will be able to participate in the show. Points are also used in selecting a member's booth location.

<b>Opportunities to Earn Points</b>	<b>Points Earned</b>	<b>Suggested Term</b>	<b>Special details</b>
President	15	Elected yearly	Can be re-elected
Vice President	6	Elected yearly	Can be re-elected
President	12	Elected yearly	Can be re-elected
Co-Treasurer	12	Elected yearly	Can be re-elected
Co-Treasurer (Show)	9	Elected yearly	Can be re-elected
Secretary	3	Elected yearly	Can be re-elected - 3 positions
Members at large			
Co-Workshops	5	2 years	One new co-chair chosen yearly
Co-Workshops	5	2 years	One new co-chair chosen yearly
Empty Bowls - Jackson	6	years	Jackson County
Empty Bowls - Josephine	6	3 Years	Josephine County
eNews	4	3 years	
Library Chair	3	3 years	
Library Committee	1	1 year	Two (2) members
Library Trainee	1	1 year	
Membership	9	3 years	
Newsletter	15	3 years	
Photography Chair	5	3 years	
Points	9	3 years	
Program chair	3	3 years	
Program presenter	2	5 years	Selected from past committee members
Scholarship Chair	3	3 years	Up to four (4) members
Scholarship Committee	2	3 years	
Webmaster	6	3 years	
Attend general meeting	1		
Host general meeting	2		
Annual membership	3		

### **General Point Guidelines**

Renewing members earn three points for each year of dues paid, if paid before the year to which dues are applied. New members joining anytime during the membership year earn all three membership points. The membership year runs January 1 through December 31 and points will be tallied on January 31.

Members earn one point for each general meeting they attend. The Clayfolk secretary provides a roster so members can sign in. *Each member is personally responsible for signing in.* The secretary will submit the roster to the Points Chairperson, who will credit each member with points.

Most committee positions become available every two or three years. At the end of the suggested term for a position, the opening will be announced at general meetings, in the newsletter, and by eNews. Members interested in being considered for the opening should submit a short letter of interest to the Board. If no one is interested in applying for the position, the current chair may continue in that position. The chair of both the library and scholarship committees is selected from those who have served as a committee member in prior years

whenever possible. Certain positions require skills and experience that can only be gained over time and will be replaced on a longer rotational basis.

For committee work (non-show related), the committee chair is responsible for submitting the information to the Points Chairperson. Couples have one set of record keeping per membership, so one set of points. If these couples break their union or decide to have separate memberships, they decide how to divide their points. Committee chairs have the discretion to not award full points for members' inadequate participation.

If a member drops his or her membership, and later rejoins Clayfolk, he/she will not lose the points accumulated at the time of departure. The member will be responsible for keeping track of the points and will need to provide appropriate documentation to the Points Chair at the time of rejoining.

Each Clayfolk member will be given a total of his or her points along with the annual membership list that is published each summer in the newsletter. If a member feels there is an error in his or her total number of points, that member should list the facts in *writing* to the Points Chair and provide the number of points he or she feels is appropriate. If the situation is not resolved, the member may contact the board for further clarification or to make an appeal.

For a special one-time extraordinary contribution, the Board has the discretion to award points to a deserving member.

### **Show Point Guidelines**

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The Show Chair reviews all the applications for the show (due in by June 1 of each year). From the members' list of committee preferences, the Show Chair assigns the chair of each committee, the committee members, and the trainee if appropriate.

Points are listed above for chairing a show committee and being a trainee. Typically most chair positions are two or three years and trainee positions are for one year. Information about available chair and trainee positions will be outlined in the spring newsletter. For chairs to receive all their points, they are required to attend 2 out of 3 mandatory meetings. *No points are given for participation in the annual show or for the committee work done for the show.*

	<b>Points</b>	<b>Suggested Term</b>	<b>Trainee for one year</b>	<b>Trainee Points</b>
Show Chair	15	3 years	Yes	5
Advertising	12	3 years	Yes	2
Promotions	8	3 years	Yes	2
Sales	8	3 years	Yes	2
VISA	8	3 years	Yes	2
Building	8	3 years	Yes	2
Group Booth	8	3 years	Yes	2
Sales Tags	6	3 years	Yes	2
Cash/Checks	6	3 years	Yes	2
Demonstrations	6	2 years	Yes	1
Childrens' Area	6	2 years	Yes	1
Mailing	6	3 years	Yes	2
Info Pack/Workshifts	6	2 years	Yes	2
TV/Radio	4	3 years	Yes	2
Refreshments	4	2 years	None	
Music	4	2 years	Ok	1
Signs	4	2 years	Ok	1
Storage Transportation	4	2 years	None	
eCard	4	3 years	None	
Show Secretary	3	3 years	None	
Sunday Door Prize	4	2 years	None	
Social Network	2	3 years	None	
Photo Ménage	2	3 years	None	
Floor plan/Map	2	3 years	None	

## **WELCOME**

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Clayfolk has come a long way from those informal gatherings of potters over potluck dinners in the '70s, but the organization still remains united by a common love of ceramics. If you have any questions about Clayfolk, please feel free to contact any Clayfolk chair or member. Welcome to a dynamic, growing community of artists.