

The BARN's **Jewelry/Metals Studio (J/M)** is strongly committed to the **mission** to build and support an open, intergenerational community of metal artisans and makers who are dedicated to learning, teaching, sharing, and inspiring each other with creativity, craftsmanship and community service. Our goal is to create a true community center, using the craft of metals as a magnet to bring together people who would not normally know one another or have opportunities to collaborate.

Participation

Studio participation is open to all interested people, age 14 and older, regardless of whether they are paying members. However, in some rare instances, the instructor may limit participation by age.

Standard Operating Procedures

The Operating Budget

The J/M Studio Lead will be responsible for requesting funds from the Board for supplies and equipment, monitoring the collection of Open Studio fees for non-members to ensure that the studio runs in a financially sound manner.

Safety Standards and Safety Training

The J/M studio will adhere to acceptable safety standards.

- A. Dust will be kept to a minimum with the use of proper collection devices. The studio area tables will be swept and washed with a cloth towel after classes and Open Studio time. The floor will be swept or vacuumed as needed.
- B. A first aid kit will be available and its location will be marked. Eggs will be kept in the refrigerator so that the whites can be used for burns
- C. The use of paper towels will be kept to a minimum and never near torches.
- D. Safety supplies will be provided (eye wear, gloves, respirators).
- E. A fire extinguisher will be available inside the entrance door.
- F. All participants will read and sign J/M Studio—Safety Policy and Procedures that will also be posted in the studio.
- G. A Safety Reminder sheet will be posted in the J/M Studio area.
- H. The rolling mills will be maintained as per the manual.
- I. Participants wanting to attend J/M Open Studio will be trained and tested.
- J. MSDS sheets are in the studio manual. Pickle will be disposed of as listed in studio manual and not poured down the drain.
- K. The instructor will review safety rules as appropriate for each class.
- L. Monitors must pass skills test on STUDENT SKILL CHECK LIST in order to become a monitor. To open and close the studio, monitors will follow the instructions as written in the studio manual.
- M. Safety procedures will be monitored by the Studio Monitors and reviewed yearly or as deemed necessary by the Steering Committee.

Youth Participation Policies and Training

- A. Allegations of abuse or harassment of minors or vulnerable adults are to be reported to the BARN President or Youth Advocate and may be reported to law enforcement or child protection authorities.
- B. All J/M Studio members are prohibited from the following behaviors:
 - Use of degrading language or behavior.
 - Threatening or intentionally inflicting physical injury upon a minor or vulnerable adult.
 - Engaging in any sexual advance toward, sexual activity with and/or harassment of a minor or vulnerable adult.
- C. A meeting of all interested J/M Studio members will be held to discuss youth participation policies.
- D. Youth Participation Policies will be posted in the Studio and signed by any class participant.

Jewelry/Metal Studio Teachers

- A. J/M Studio instructors will be encouraged to take the teaching workshop before conducting a class.
- B. New instructors will be paired with a studio liaison or Program Assistant who will assist them in safety information, necessary forms to be submitted, supply and equipment location, teaching needs, and BARN access.

Developing Classes that Meet the Needs of the Community

- A. Periodically and at each general studio meeting, members of the BARN J/M community and other interested parties will be surveyed as to their interests in class offerings.
- B. When possible, an instructor will be found for these suggested classes and they will be offered if approved by the Steering Committee.
- C. The Steering Committee will review all suggested class offerings for approval and evaluate the success of the classes.
- D. All course participants will sign the Youth Participation Policy sheet.

Maintaining Equipment and Supplies

The Shop Assistant will be assigned the task of overseeing equipment and supplies.

- A. Equipment will be maintained as per manual suggestions.
- B. A materials fee that is sufficient to cover all materials used for the sessions will be charged each class participant.
- C. Supplies will be checked periodically and ordered before each class offering and restocked after the class. Supplies needed are to be written on board in J/M studio.
- D. At all times, the equipment maintenance and supply ordering will be in accordance with the budget of the J/M Studio.

Procedures Regarding the Operation of the J/M Studio

Shop and Open Studio

- A. J/M tools on site are the property of the J/M Studio, and all supplies are to remain in the studio and not removed for personal use outside the studio.
- B. The studio can be used only during designated class times or during Open Studio.
- C. A trained monitor will be present for Open Studio.
- D. A sheet listing names of approved Open Studio participants will be posted; only those approved may attend Open Studio. Approval will be based on the participant being able to do the tasks listed on student skills sheet and to care for supplies and equipment. Participants may be approved quarterly via a designated training/testing session or by taking a class.
- E. No other J/M artist's property is to be touched, moved, altered, or damaged.
- F. The studio does not use lead solder.
- G. If supplies are running low, a participant should write on supply board in J/M studio.
- H. Books removed from the library should be checked out at the back of the open studio sign in clipboard.
- I. Studio shall be cleaned after Open Studio or class use.

Studio Steering committee

The J/M Studio will select a Steering Committee of four members. As interest grows, the ideal number of five members for the Steering Committee will follow.

- A. Steering committee members must be BARN members.
- B. The J/M Studio shall have an annual meeting during the first two months of the year to elect people to fill vacancies on the Steering Committee. The slate shall be sent out by email at least two weeks before the meeting. Other people can be nominated at the meeting. Only BARN members can vote.
- C. Members shall serve for three years. The terms shall be staggered and limited to two terms. Resignations are effective when announced to the rest of the committee; remaining committee members shall fill the resulting vacancy to be filled by an election during the next monthly meeting. (Jane, not sure this makes sense. How can existing/remaining steering committee members fill vacancy?)

- D. The committee shall choose one of its members to be studio lead and assistants to fill necessary tasks.
- E. The Steering Committee is charged with the tasks of
 - Reviewing the operating budget
 - Resolving conflict
 - Establishing and reviewing safety procedures
 - Designing and approving class offerings
 - Operating Open Studio
 - Securing instructors and Open Studio monitors
 - Soliciting input from members
 - Identifying and seeking new members
 - Reviewing Standard Operating Procedures and overseeing compliance
 - Establishing key studio roles and filling them
- F. The committee shall assign its members or other studio participants to carry out key roles.
 - 1. Studio Lead
 - Serving on the Operations Committee
 - Managing the operating budget
 - Consulting with Studio Assistants on all their tasks.
 - Conducting general J/M Studio meetings and establishing the final agenda.
 - 2. Program Assistant
 - Developing classes and other programs. This person is responsible for soliciting course suggestions, submitting course offerings, sending out email reminders, reviewing sign-ups, and reviewing evaluations of the courses.
 - Teacher liaison. This person will be paired with instructors to assist them in knowing safety information, necessary forms to be submitted, supply and equipment location, teaching needs, and BARN access.
 - 3. Studio Manager
 - Managing the shop and Open Studio, including equipment maintenance and supply ordering. This person is responsible for checking the equipment regularly for proper maintenance, checking supplies and reordering when necessary, posting and consulting the request for studio supplies and equipment, considering new equipment and supplies as requested by instructors or interested parties, and assigning and training monitors to Open Studio.
 - Overseeing safety issues. This person is responsible for the compliance with safety procedures, seeing to it that safety supplies are provided, posting all safety announcements, making sure that a first aid kit and MSDS are available as per procedures, and taking all safety concerns to the Steering Committee.
 - 4. Membership and Marketing Assistant
 - Arranging for meetings and suggested agenda items. This person will email all members regarding J/M meetings and solicit agenda items. These items will be forwarded to the Studio Lead for inclusion in the general agenda.
 - Soliciting member suggestions. This person will periodically, at least monthly, solicit suggestions from the metals community, gather these suggestions, and present them to the Steering Committee for consideration.
 - Finding new members. This person will establish ways to seek new BARN members or class participants who are interested in the metals craft.
 - Communicating with outside artist/craft groups.
 - Maintaining the J/M library and establishing a checkout procedure.

- G. The committee may do business between meetings by email sent to the entire committee. A special meeting may be called by the studio lead or assistants.
- H. To avoid a conflict of interest, the Steering Committee minus the person with the conflict must vote to approve a class or other paid activity of a Steering Committee member, and shall report this, through the Operations Chair, to the BARN board.

Studio Meetings

- A. General meetings shall be held every other month to ensure participants' engagement and to provide input on program effectiveness and appeal, though member input will be sought by the Membership and Marketing Assistant, at least, monthly on specific topics.
- B. An advanced notice for each general meeting will solicit additional agenda items from each member.
- C. The J/M Studio shall have an annual meeting during the first two months of the year to elect people to fill vacancies on the Steering Committee. The slate shall be sent out by email at least two weeks before the meeting. Other people can be nominated at the meeting. Only BARN members can vote.

Responding to Members' Suggestions and Resolving Conflict

- A. Member suggestions will be solicited by the Membership and Marketing Assistant and brought to the attention of the entire Steering Committee for consideration.
- B. Conflict will be reported to the Steering Committee for resolution.
- C. If the Steering Committee cannot resolve the conflict successfully, the matter will be referred to the Board.

Communication and Review of Standard Operating Procedures

- A. A copy of these Standard Operating Procedures will be communicated to the metals community and a copy will be maintained in the studio.
- B. A review of these Standard Operating Procedures will be conducted yearly by the Steering Committee or earlier if deemed necessary.