

ETA Studio Standard Operating Procedures

Last updated 1/31/2017

Mission of BARN

BARN's mission is to build and support an open, intergenerational community of 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 craft 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, consistent with policies of BARN, regardless of whether they are paying members, with the following caveats:

1. Participants must be paid members to vote, or serve on the Steering Committee.
2. Fees may be collected for various reasons, such as classes, open studio times, materials, and equipment usage. The fee structure may differ between members and non-members.
3. Policies regarding use of the studio when it is not designated as "open" may differ between members and non-members.

Studio Steering Committee

1. The studio shall maintain a Steering Committee of six people.
2. Steering Committee members shall serve for a term of one year.
3. Steering Committee members must be BARN members in good standing, i.e. with dues paid.
4. A "Studio Lead" will be chosen from the committee, by majority vote of committee members.
5. Resignations are effective when announced to the rest of the committee. The resulting vacancy shall be filled for the remainder of the term by a majority vote of the remaining committee members. In the case of only two remaining members, a consensus will be required.
6. Key roles for the studio are defined to include the following, with a single individual being permitted to have multiple key roles. The Steering Committee will assign these roles, and determine the specific responsibilities of each:

- a. Studio Lead
 - b. Studio representative on the BARN Operations Committee
 - c. Studio Monitors
7. The Steering Committee will be responsible for:
- a. Setting studio policies and rules
 - b. Maintaining a process for responding to members' suggestions
 - c. Applying a process for resolving conflicts consistent with BARN guidelines
 - d. Developing classes and programs
 - e. Managing open studio time
 - f. Overseeing safety issues
 - g. Managing the studio equipment and budget
 - h. Managing access to equipment
8. Studio monitors
- a. Studio monitors will be approved and terminated by the steering committee, by majority vote, for any reason.
 - b. The steering committee will be responsible for maintaining a set of guidelines for studio monitor conduct. Studio monitors will be required to understand these guidelines.
 - c. Although the position of studio monitor may come with additional access and privileges, it is understood that the primary purpose of the position is to serve and support the goals of BARN and ETA.
 - d. Studio monitors will be required to hold at least one open studio session for any given three-month interval. If this requirement is not met, the individual will automatically lose the position. The individual may request to be re-appointed as a monitor at any time.

Meetings

1. Studio meetings shall be held at least once every two months. These meetings will be open to all (not just BARN members). Time will be allotted for bringing up concerns and suggestions.
2. The studio shall have an annual meeting during the first two months of the year to hold elections to fill vacancies on the Steering Committee. Candidates shall be submitted to the committee, and

consent of the candidate will be obtained by the committee. The list of candidates shall be sent out by email at least two weeks before the meeting. Only BARN members can vote.

3. A special meeting of the Steering Committee may be called by the studio lead or by any two members of the committee.
4. The Steering Committee may do business between meetings, communicating by electronic media agreed upon by the committee.

Compensation

Steering Committee members shall receive no compensation for their services as committee members. They may be paid for other services that BARN typically pays for, such as teaching a class. To avoid a conflict of interest, the Steering Committee as a whole (minus the person with the conflict) must vote to approve the class or other paid activity, and shall report this, through the Operations Chair, to the BARN board.