



BARN GLASS STUDIO STANDARD OPERATING PROCEDURES

1/19/2017

The BARN's **Glass Studio** is strongly committed to the **mission** to build and support an open, intergenerational community of glass 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 glass 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.

Standard Operating Procedures

- A. The Studio Lead and Financial Manager will assure that the studio runs in a financially sound manner and establish and maintain a written record keeping system.
- B. The Steering Committee will review the written budget at each meeting.
- C. Financial records for studio use will note a checking account cash balance and four sub-accounts Studio, Equipment, and Kiln.
- D. A Kiln sub-account will be established for maintenance and repair of kilns and for purchases directly related to kiln use. A kiln use fee will be charged to students in appropriate classes, such as fusing, beadmaking, casting, etc. outside of classes, those who use a kiln will be charged a fee. The repair of kilns and purchase of items kiln-related will be charged to this sub-account. Items such as molds, kiln wash, kiln paper, etc. are included.
- E. An Equipment sub-account will be established for the care of all equipment other than kilns. A use fee will be charged to students in appropriate classes. A use charge will apply to working in the coldworking room. Repair of said equipment and purchase of items equipment-related, such as belts, disks, grit, etc., will be charged to this account.
- F. A General Studio sub-account will be established for the purchase of small supplies used by Glass Studio students in classes or Open Studio. A General Studio fee will be charged in all classes where studio supplies are used.
- G. A Materials sub-account will be established to cover the cost of materials consumed by students in classes. Materials fees charged to students will cover project materials cost for any given class.
- H. Collected money will be handled responsibly, including accounting for collected class materials fees, timely submission of those fees to Financial Manager who, in turn, will submit them to the BARN bookkeeper
- I. All purchases, or expenditures, must be approved by the Financial Manager and Studio Lead after Steering Committee is notified. Any Steering Committee member may request purchases for approval.
- J. Money will be disbursed from the studio accounts only if a receipt/invoice for an approved expenditure is submitted to the Financial Manager.
- K. A reduction in cost of using the kilns or coldworking room will be offered to volunteers and others who donate time to the Glass Studio.
- L. On certain occasions, the BARN may require a projected budget to be prepared.

Safety Standards and Safety Training

The Glass Studio will adhere to acceptable safety standards as set forth in the Glass Studio's Safety Policies and Procedures document. In general,

- A. Dust will be kept to a minimum, and the studio area will be cleaned after classes and Open Studio time.
- B. A first aid kit will be available and its location will be marked.
- C. The area will be appropriately ventilated.
- 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 a sheet stating they have read and will follow the Glass Studio— Safety Policy and Procedures which will also be posted in the studio.
- G. A Safety Reminder sheet will be posted in the Glass Studio area.
- H. The kiln, coldwork equipment, and torches will be maintained as per the manual.
- I. Use of the kiln, coldwork equipment, and torches will require training.
- J. Participants wanting to attend Open Studio will be trained and tested.
- K. MSDS will be available in the BARN.
- L. The instructor will review safety rules as appropriate for each class.
- M. Safety procedures will be reviewed yearly or as deemed necessary by the Steering Committee.

Youth Participation Policies and Training

BARN Glass Studio will adhere to BARN-wide youth participation policies.

- A. Allegations of abuse or harassment of minors or vulnerable adults are to be reported to the BARN President or Executive Director and may be reported to law enforcement or child protection authorities.
- B. All Glass 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.
- A. A meeting of all interested Glass Studio members will be held to discuss youth participation policies.

Glass Studio Teachers

- A. Glass Studio instructors will be encouraged to develop written instructional plans.
- B. New instructors will be paired with a studio liaison 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 glass 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 Safety Policies and Procedures sheet.

Maintaining 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.

- D. At all times, the equipment maintenance and supply ordering will be in accordance with the budget of the Glass Studio.

Procedures Regarding the Operation of the Glass Studio

Open Studio (Monitored or Open Access)

- A. Glass tools on site are the property of the Glass 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 Open Access hours, class times, or Monitored Open Studio. Only approved BARN members may attend Open Access times. Monitored Open Studio is available for approved members and non-members (in accordance with BARN policies).
- C. A trained monitor will be present for Monitored Open Studio.
- D. A sheet listing names of approved Studio participants will be posted; only those approved may attend Monitored Open Studio or Open Access. Approval will be based on the participant being able to cut glass appropriately, to use essential equipment (grinders, kiln, soldering irons, coldwork equipment, torches, etc.), and to care for supplies, tools, and equipment. Participants may be approved quarterly via a designated training/testing session or class that addresses the requirements of a specific studio—fusing, stained glass, coldwork, kilns, casting, and flamework.
- E. No other glass artist's property is to be touched, moved, altered, or damaged.
- F. The studio currently uses System 96 glass for fusing, System 103 for beadmaking, and Borosilicate (33) for sculptural lampwork. No other coefficients shall be mixed in with this glass.
- G. If supplies are running low, a participant should contact the Studio Lead or Financial Manager or make a note on the posted supply request sheet.
- H. Books removed from the library should be checked out in the manner designated.
- I. All areas of the Glass Studio shall be cleaned after Open Access, Monitored Open Studio, or class use.

Kiln Use Procedures

- A. No person shall fire the kiln unless approved to do so after a designated testing/training session or by taking a class.
- B. Any person using the kiln independently will pay a kiln fee per firing.
- C. No person shall open the kiln at any time, except an instructor or the approved person conducting a personal firing.
- D. The kiln shall only be operated in accordance with the manual guidelines.

Studio Steering committee

The Glass Studio will select a Steering Committee of five members.

- A. Steering committee members must be BARN members.
- B. Steering Committee members can be chosen by the current Steering Committee; at an annual or special general meeting to elect people to fill vacancies on the Steering Committee or via email to Glass Studio members; or, if those routes produce no effective results, from suggestions by BARN leadership. Only BARN members can vote.
- C. Members shall serve for a three-year term, which can, ideally, only be repeated once. Ideally, the terms shall be staggered. Resignations are effective when announced to the rest of the committee.
- D. A Steering Committee meeting may be held if three-fourths or more of the members can be present.
- E. If a matter is called for a vote, it can be passed with a majority of members casting a favorable vote.
- F. The committee shall choose its Studio Lead and Managers to fill necessary tasks.

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H. The Steering Committee is charged with the tasks of

- Reviewing and maintaining the operating budget
- Resolving conflict
- Establishing and reviewing safety procedures
- Designing and approving class offerings
- Operating Open Access and Monitored 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

I. The committee shall assign its members or other studio participants to carry out key roles.

Studio Lead

- Serving on the Operations Committee
- Overseeing the operating budget
- Final approval of purchases
- Maintaining the Studio Manual, SOP's, and other studio-wide documents or those called for by the Executive Director or Board
- Attending meetings called by the Executive Director
- Assigning tasks to other committee members or volunteers
- Consulting with Studio Managers on all their tasks.
- Assigning Open Studio Monitors
- Conducting general Glass Studio meetings
- Setting regular Steering Committee meetings and establishing the final meeting agenda.

Secretary

- Taking notes at meetings and forwarding these minutes to committee members, the Executive Director, and liaison.

Program Manager

- Developing classes and other programs. This person is responsible for soliciting course suggestions, submitting and scheduling course offerings, sending out email reminders, reviewing sign-ups, and reviewing evaluations of the courses.
- Create and send out class newsletters.
- Pairing a liaison with an instructor to assist them in knowing safety information, necessary forms to be submitted, supply and equipment location, teaching needs, and BARN access.
- Communicating with outside artist/craft groups.
- Seeking outside artists to act as special presenters/instructors.
- Establishing a regular cadre/staff of instructors.
- Determining who may use Open Studio and Open Access, the process to determine this, and who may monitor and how are they determined.

Financial Manager

- Maintaining studio financial records, designating four sub-account balances (general studio, class materials, equipment, and kiln) along with the current checking account cash balance, and reporting those records monthly to the Steering Committee at a meeting.
- Depositing to and disbursing from the checking account with approval of Studio Lead.
- Purchasing in accordance with these S.O.P.'s.
- Submitting monthly checking account reconciliation to BARN as required, no later than 5 business days after the end of the calendar month.
- Financial Manager, Studio Lead, and one other Steering Committee member must be on file with the bank as an official signer on the Glass Studio checking account.
- Establishing and maintaining a Glass Studio Inventory and submitting that inventory to the Steering Committee.
- Performing, at least, once annually an inventory of the studio and updating records as necessary;

reporting losses as appropriate.

Studio Manager

- Assigning, along with Lead, "Studio Coordinators" to (1) the kiln room, (2) coldworking room, (3) stained glass, (4) fusing, and (5) frameworking area. Preferably these coordinators would be a designated teacher. Arrange a process for equipment maintenance and submission of supply and tool needs that will facilitate communication between Coordinators and Financial Manager. This person is responsible for checking with "Studio Coordinators" to see that the equipment is regularly maintained, supplies and reordering are done when necessary, posted items (safety information, studio permitted users, etc.) are appropriate, and new equipment and supplies as requested by instructors or interested parties are available.
 - Being the contact person for Open Access and Monitored Open Studio and establishing that Coordinators have posted names of those who may use their studios for Open Access and Monitored Open Studio.
 - Overseeing safety issues. This person is responsible for the compliance with safety procedures, seeing to it that safety supplies are provided, assuring Coordinators have posted 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.
 - Maintaining the glass library and establishing a check-out procedure.
- #### **Membership and Marketing Manager**
- Soliciting member suggestions. This person will periodically solicit suggestions from the glass 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 glass craft.
 - Creating and maintaining Facebook, the website landing page, and general studio-interest newsletters.
- #### **Special Events Manager**
- Creating and operating fundraisers/special events for the studio.

General Studio Meetings

- A. General meetings shall be held, at least, yearly to ensure participants' engagement and to provide input on program effectiveness and appeal, though member input will be sought by the Membership and Marketing Manager on specific topics.
- B. An advanced notice for each general meeting will solicit additional agenda items from each member.
- C. The Glass Studio may have a general meeting 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 Executive Director.

Communication and Review of Standard Operating Procedures

- A. A copy of these Standard Operating Procedures will be communicated to the glass 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.