

The Stained Glass Club of Sun City Texas Operating Rules and Procedures

The Stained Glass Club of Sun City Texas Operating Rules and Procedures ("Club Rules") are established to provide for the efficient operation of The Stained Glass Club of Sun City Texas ("Club"), pursuant to Article I, SECTION F of the Club's By-Laws and may be modified by the Executive Board ("Board") from time to time.

These Club Rules comply with the Sun City Texas Community Association's Governing Documents ("CA Documents") and the Sun City Texas Community Association Policy for Chartered Clubs ("CA Policy"). In the event of a conflict between the Club Rules and the CA Documents or CA Policy, the CA items will prevail.

SECTION 1 - REQUIREMENTS OF MEMBERSHIP

A. Initial Membership

Recognizing that prospective members may be novices or may be experienced in the glass arts, there are two paths for initial membership.

1. **Complete Club's Class *Orientation to Stained Glass*** (See Appendix A.)
 - a. Class schedules will be on the Club website calendar and posted in the studio.
 - b. Individuals who inquire about stained glass classes will be added to a list of prospective students in the Class Notebook. The list will include name, phone number, email address and additional information deemed pertinent.
 - c. Pending space in the class, enrollment will be opened to other residents.
 - d. Payment by check or cash is required at registration and insures a seat in the class. Check or cash will be deposited two weeks before class begins.
 - e. Refunds will be given only if registration is canceled before deposited two weeks prior to class.
2. **Demonstrate Proficiency Through Presentation of Work Portfolios or Classes Completed Outside the Club**
 - a. At the beginning of each calendar year, a Portfolio Committee will be established by the Board.
 - 1) The committee shall consist of the president, the chair of the Education Committee and one instructor.
 - 2) The purpose of this committee is to evaluate requests from individuals for membership in the Club, based on their prior completion of glass art and/or training.
 - b. An individual seeking this path to membership will meet with the committee or committee representatives to present his/her works and/or certificates of training and answer questions of the potential member's experience. All three members of the Portfolio Committee or their representatives must be consulted.
 - c. The Portfolio Committee reserves the right to disapprove an application by portfolio membership.
 - d. Any person accepted for membership under this path will review Club rules and procedures and tour the studio with a Club representative that has been appointed by the Board.

B. New Membership Application

1. A new member must complete a membership application in studio.
2. A signature on the membership application demonstrates that the new member is agreeing to the conditions for membership.
3. See Section 6 for payment procedures.

C. Membership Renewal

1. Current members shall renew online or at the CA office each year.
2. Renewal online or at the CA office demonstrates that the member is agreeing to the conditions for membership.

D. Non-Renewal of Club Membership

Individuals who have not paid dues by January 31 are not eligible to participate in any Club activities or functions.

1. Personal property must be removed from the studio by January 31 of the year in which no payment has been made. This includes toolboxes, drawer contents and items on any studio shelving or surface, including any commission work. Failure to do so will result in the property being donated to the Club without further notice.
2. Donated items remain the property of the Club.
3. Keys are to be returned before any deposit will be refunded.
4. A former member may be re-instated only after payment in full of the current year's dues and any other outstanding fees.

E. Member in Good Standing

In order to participate in the activities of the Club, including, but not limited to, social events, classes, voting, officer and committee positions and studio use, a member must be "in good standing." In order to be in good standing, a member must:

1. Be a member in good standing of the Sun City Texas Community Association ("CA").
2. Abide by all Club rules.
3. Be current with all Club membership dues and fees. (See Section 2.)
4. Refrain from behavior that is disruptive to the operation of the Club. Examples of disruptive behavior may include, but are not limited to:
 - a. Using other members' glass, tools or supplies without permission.
 - b. Consistently failing to clean up his/her workspace
 - c. Failing to help with clean-up duties in the studio
 - d. Using Club tools or equipment without proper training or certification
 - e. Occupying excessive work or storage space in the studio without authorization
 - f. Creating an atmosphere in the studio, whether by speech or behavior, that makes members and/or guests uncomfortable.

F. Member Not in Good Standing

If the Board determines, by a majority vote, that an individual is no longer a member in good standing, the following steps will be taken:

1. Two or more members of the Board will counsel the member privately. All individuals who attend will sign a statement, or receive a copy, of the meeting's purpose and outcome.
2. If the member's questionable actions continue, the entire Board will consider the severity of the actions and will institute the appropriate procedures to place the member on probation or suspend the member from the Club, per CA guidelines.
3. If placed on probation, the member will be notified of the terms of the probation by certified mail.
4. If suspension is the course of action to be taken, a hearing will be held with the member and the Board privately. This hearing will be documented. All individuals in attendance will sign a statement, or receive a copy, of the hearing's purpose and outcome. The member will be notified of the terms of the suspension by certified mail. As a result of the suspension, the member:
 - a. is not eligible to participate in any Club function during the suspension, effective immediately.
 - b. must remove, under the supervision of a Board member or a representative, any personal property from the studio within one week from the notification of suspension. This includes toolboxes, drawer contents and items on any studio shelving or surface, including any commission work. Failure to do so will result in the property being donated to the Club without further notice. Donated artwork remains the property of the Club.
 - c. must turn in keys before any deposit will be refunded.

SECTION 2 – DUES AND FEES

A. Fiscal Year

The Fiscal Year of the Club shall be from January 1 through December 31.

B. Membership Dues

Membership dues are reviewed and established annually by the Board.

1. Annual dues are \$20 per person per year.
2. Annual dues are due and payable by January 31 of each year.
3. While in-kind gifts are welcomed by the Club, such gifts will not count toward the annual dues.

C. Other Fees

The Board reviews fees annually or as necessary. Changes will be documented in Board minutes and/or the minutes of the Annual Meeting.

1. The Club receives 10% of the sales price for all commission artwork (designated with a “C” tag) that is sold through the Club.
2. Members who sell artwork directly to a buyer must pay a 10% commission fee to the Club, if the artwork was made in the studio.
3. The Club receives 100% of the sales price for all donated items (designated by a pink “D” tag). Once artwork is donated, it belongs to the Club. A member can reclaim it only by buying it at the selling price.
4. Storage drawers are available for rent, depending on availability.
 - a. There is a one-time refundable key deposit of \$10 and an annual drawer rental fee of \$10.
 - b. Drawer rental fees are due at the time of membership renewal.
 - c. The deposit is refunded when the member gives up the drawer and returns the key.
5. Items may be available for sale to members at the Board’s discretion.

SECTION 3 – STUDIO, EQUIPMENT, LIBRARY AND CONTINUING EDUCATION

A. Studio Hours:

1. Studio “public” hours are Monday through Friday, 9 am - 3 pm. These hours will be posted on the door, and the door will be unlocked for visitors to tour the Studio.
2. The studio is available for members to work 24/7, when at least one person is a certified monitor.

B. Studio Monitor

Per CA supervision and safety guidelines, the Club is required to designate a member to act as a monitor when the studio is being used to ensure that association and Club policies and rules are satisfied. In the absence of a certified monitor, the studio cannot be open until proper supervision is arranged.

1. Responsibilities. While on duty, the designated monitor is responsible for:
 - a. Open and/or closing the studio.
 - b. Observe that Club “Rules and Procedures” are followed.
 - c. If the Monitor sees someone mis-using equipment, they may advise about proper use. If you do not feel comfortable doing that, contact any Club Officer with the name, date and time, and as much information as possible.
 - d. Be able to handle sales of artwork and other financial transactions.
 - e. Submit supply requisitions and reports of equipment in need of maintenance or repair to the Vice President.
 - f. Contact CA maintenance personnel for emergency studio maintenance issues. For other non-emergency repairs, contact a Club Officer.
 - g. Reporting detailed incidents of accidents (whether requiring medical attention or not) using Form CC-6 *Incident/Accident Report* and immediately notifying the Club president to ensure the report can be forwarded to Association Management within 24 hours of the reported incident or accident.

- h. Calling 911 if emergency medical attention is required and immediately notifying the CA office and the member's emergency contact.
- 2. Expectations
 - a. All monitors must have taken the current training.
 - b. The current monitor must be signed in on the white board.
 - c. To get the current door code, you need to monitor for 6 sessions a year (either 9am-noon, or noon – 3pm). These monitoring sessions can be any day the club is open (i.e., weekdays, weekends, holidays). Please keep the door code confidential.
 - d. To be eligible for membership reimbursement for the following year, members need to monitor 12 sessions per year on weekdays.
 - e. While the monitor on duty can work on projects, his/her main responsibility is to serve as studio monitor." All monitors are encouraged to sign up for monitor duty during "public" hours Monday through Friday.

C. General Studio Information

- 1. The studio phone number is 512-948-7662. Only incoming and local outgoing calls may be made. No long-distance calls should be made from the studio phone.
- 2. The studio address is 2 Texas Drive, Bldg. B, Suite 105.
- 3. The CA controls the room temperature.
- 4. If someone is soldering,
 - a. The ceiling exhaust fans should be ON. Switch near the front door controls fans in the front part; dial controls near the storage closet control the rear part of the Studio.
 - b. They should also be using a separate fume extractor.
 - c. Turn OFF the ceiling exhaust fans when finished soldering.
- 5. Club information can be found in the office area near the front door.
 - a. On the front table are two notebooks: Club Info & Monitor Duties. Club Info contains Bylaws, Club Rules, Officer contact information, Committee lists and other information. Monitor Duties lists monitor duties, list of certified monitors, blank Form CC-6, and a list of who has been trained on specific equipment.
 - b. Monthly sign-in check sheets are on the cabinet.
 - c. The treasurer's box on the cabinet is for receipts and payments.
 - d. Club supplies are located in various areas. When an item is needed, the monitor on duty should put a note in the Vice Presidents folder.
 - e. Petty cash is available for the monitor on duty to make change.
- 6. The Club computer and printers are for Club-related use only. Any changes are to be made only by authorized individuals.
- 7. Information or correspondence for an officer or committee chair should be placed in the appropriate folder. Any communication should include the date, member's name and contact information.
- 8. Items posted for sale on the bulletin board by non-members are limited to three weeks, with the date posted noted on the ad. Ads must be Stained Glass related.
- 9. A fire alarm is located near the restroom entrance within the craft complex.

D. Storage of personal tools, supplies and projects

- 1. Space in the studio is limited; therefore, storage is offered to members as a convenience, when available. When necessary, the Board will determine a fair use of space.
- 2. All personal items including project boards, toolboxes and supplies must be labeled with the member's name. Any unidentifiable or unclaimed projects or materials found during studio clean-up will be considered property of the Club.
- 3. Storage drawers are available for rent, depending on availability. (See Sec. 2 C)
- 4. Personal toolboxes may be stored in the closet, pending space available. Members should contact the Membership Chair for an assigned space.

5. Worktable shelves are for storing projects only. These areas should not be used for storing tools or supplies.
6. The long wire shelves installed on the wall are for larger projects such as transom windows and sidelights. Smaller projects should be stored under the work tables for efficient utilization of storage space.
7. Cabinets are used to store Club equipment, tools and supplies only.
8. Members are expected to finish projects in a timely manner. Project boards and materials that are not currently being used must be removed from the studio. If a member will not be in for an extended period (45 days or more), work in progress must be removed to make storage space available for others.
9. When studio clean-up occurs or if storage space becomes limited, members will be notified by email and a notice will be posted in the studio in advance.
10. Spray adhesives should not be used inside the studio because of ventilation and contamination concerns. Lead Came mudding also cannot be done in the Studio.

E. Studio Equipment

1. Club equipment and tools are for use in the studio only. Items may not be taken home.
2. All members are responsible for the general maintenance and cleaning of the equipment and common areas of the studio.
3. The monitor should be notified of equipment that is not working properly or in need of maintenance.
4. Members must be trained and certified to use some equipment (See Appendix B). A list of certified users is in the Monitor Duties notebook.
5. Kiln use requires specific training and procedures. (See Appendix C.)

F. Library Materials

1. The Club's library contains books, magazines, patterns and media which may be checked out for one week.
2. All materials should be re-filed by the member.
3. Members are responsible for complying with copyright laws.

G. Continuing Education

1. Classes generally start before or after posted public studio hours so members can use the studio during those hours.
2. When the studio is being used for classes, it may be closed to all members who are not registered for that class.
3. Classes will be announced by e-mail and posted on the Club website. Prospective students must sign-up at the studio. Follow the instructions for registering for each class in the "Class" Notebook on the counter, as each class is different.
4. Before a class begins, an out-sourced instructor and the Education Chair will agree upon all fees. The Board must approve final costs before class is scheduled.
5. Lead instructors are entitled to be paid \$25 a session; assistants \$20 a session. The Request for Class Instruction Compensation form must be submitted to the club Treasurer for each instructor and assistant for all classes. The Board must approve any additional expenses prior to the class scheduled.

SECTION 4 - SAFETY AND FIRST AID

A. Prevention

Because members are exposed to hazardous materials and potentially dangerous equipment when working in the studio, the following procedures are instituted to protect members.

1. Identification badges (Sun City or other) should be worn in the studio.
2. Closed-toe shoes, long pants, face masks and safety glasses are recommended.

3. The ceiling exhaust system must be turned on only when anyone is soldering. Individual fume extractors are recommended when soldering. Turn off ceiling exhaust fans when done soldering, to prevent heat buildup.
4. Hands should be washed frequently to limit exposure to materials such as flux, lead, kiln wash and glass shards.
5. Work areas should be cleaned regularly using a damp cloth or sponge.
6. Eating should be done away from work areas.
7. The studio microwave is for heating food items only.
8. There must be a monitor and at least one other adult present in the studio when using either the electric miter saw or the Dremel with cutting blades. Otherwise, it is acceptable for 1 person to work in the studio if they are a monitor.
9. Guests, with the exception of students in the *Introduction to Copper Foil* class, are not allowed to participate in any activities involving glasswork.
10. Safety procedures are posted in the studio.

B. Medical

1. Basic first aid supplies are stored in the drawers and cabinets marked with a red cross..
2. An Automated External Defibrillator (AED) is located near the restroom entrance within the craft complex.
3. If an injury occurs, ask the person for his/her name and if an emergency contact and/or 911 should be called. A list of emergency contacts is in the storage closet.
4. If someone falls, do not pick him/her up. Call 911 for help.
5. If emergency medical attention is required, the monitor should immediately notify the CA office and the member's emergency contact.
6. The monitor must report incidents of accidents (whether requiring medical attention or not) using Form CC-6 "Incident/Accident Report" and immediately notify the Club president to ensure the report can be forwarded to the CA within 24 hours.

SECTION 5 – ARTWORK SALES

The studio is for members and their enjoyment. The Club does not promote using the studio for personal gain.

A. Artwork Sales

1. Artwork for sale in the studio must have a sales tag attached to the artwork.
 - a. All fields must be completed on an artwork sales tag and attached to the artwork.
 - b. Items should be designated as "D" (pink tag) for donation, "C" (white tag) for commission sales.
 - c. Donated items are the property of the Club and can only be re-priced by the Fundraising Committee.
2. Based on space availability, the Display Committee may limit the number of items and/or length of time members may display artwork in the studio.
3. Artwork that is not for sale may be displayed in the studio at the discretion of the Display Committee.
4. Artwork is displayed at the member's own risk.
5. Members are responsible for keeping their own inventory on items they display in studio for sale including the Annual Craft Fair.

B. Donations and Commissions

1. The Club receives 10% of the sales price for all commission artwork that is sold through the Club.
2. Members who sell artwork directly to a buyer without going through the Club must pay the 10% commission fee to the Club if the artwork was made in the studio.
3. The Club receives 100% of the sales price for all donated items. Once artwork is donated, it belongs to the Club. A member can reclaim it only by buying it at the selling price.

C. Tax Information

1. The CA will notify any member of income tax information.

2. A 1099 form will be issued to a member directly by the CA, if his/her total sales for the year exceed \$600.

SECTION 6 - FINANCIAL TRANSACTIONS

A. General guidelines

1. All financial transactions must be deposited in the brown money box on the front table.
2. The Club accepts payments by cash or check.
3. Checks should be made out to "SCTXCA.". There is a stamp available to use on checks.
4. All financial transactions must be entered in the receipt book.
 - a. The white copy along with the entire payment is placed in an envelope in the money box.
 - b. The yellow copy goes to the customer.
 - c. The pink copy stays in the receipt book.

B. Artwork sales

1. All information for commission artwork sales is on the tag. Tags should be removed from the artwork and taped to the white copy of the receipt – remove the strings. Prices for individual pieces should be listed in the AMOUNT column of the receipt.
2. Sales tax for artwork sold must be collected except for Craft Fair (the Club's designated tax-free days).
3. The receipt should include in addition to items above:
 - a. Date
 - b. If payment is by check, name of customer and check number.
 - c. Amount of individual artwork prices
 - d. Sales tax (see chart by receipt book).
 - e. Name of Certified Monitor completing receipt.

C. Class Registration

1. Class payments are by check only because of Club's refund policy for students.
2. Information recorded on the receipt must include:
 - a. Date
 - b. Name of student & check number
 - c. Name of the class and starting date.
 - d. Name of Certified Monitor completing receipt.
3. Complete information as needed on the class registration form.

D. Membership Dues and Drawer Rental

All membership and drawer rent renewals should be handled online as much as possible. If a member is unable to renew online OR through Member Services, checks are preferred.

1. Information recorded on the receipt must include:
 - a. Date
 - b. Name of member and check number if applicable.
 - c. Membership or drawer rental amount and year.
 - d. Drawer number and rental fee/key deposit amount
 - e. Name of Certified Monitor completing receipt.
2. Receipts and payments for membership should be placed in the money box.
3. Application forms should be placed in the Membership Folder.

E. Miscellaneous Transactions

1. Sales tax is not collected on resale craft supplies: glass, kiln paper, hi-temp wire, fiber blanket, and other things.
2. Information recorded on the receipt must include:
 - a. Date
 - b. If payment is by check, name of customer and check number.
 - c. Item(s) purchased (kiln paper, glass, etc.) and amount.

- d. Name of Certified Monitor completing receipt.

F. Reimbursements

1. The Board's purchasing representative must approve all purchases prior to purchase.
2. Original sales receipts or copies with a description of the item(s) must be submitted to receive reimbursement.
3. Date and member name should be included.
4. Place the information in the money box on the front table.

SECTION 7 – MEETINGS AND SOCIAL EVENTS

A. Social Events

1. The Club generally has two social events a year.
2. The Board and Social Committee determine dates and formats.
3. Members will be notified of upcoming events by email and notices will be posted in the studio and on the Club web site.
4. Guests are welcomed at social events at the discretion of the Social Committee.

B. Meetings

1. Meetings will be held at least five times each calendar year. Dates will be determined by the Board and announced at the beginning of the year.
2. The annual meeting is held in November.
3. Members will be notified of upcoming meetings by email and notices will be posted in the studio and on the Club web site.
4. Guests and prospective members are permitted to attend meetings.

SECTION 8 – COMMITTEES

- A. The Board will appoint all members of standing and ad hoc committees and define the purpose and responsibilities of such committees. (See Appendix D.)
- B. The president will serve as an ex-officio member of all committees.
- C. Committee chairs should keep a record of their duties as they evolve, to be passed on to new committee chairs.

SECTION 9 – MISCELLANEOUS

- A. The Club will send cards to members for serious illness, hospitalization or a death in the family, if a Board member is notified. The Club does not send flowers or other gifts.
- B. Any outside requests for donations of artwork will be presented to the membership. Any member who wants to donate personally may do so.
- C. Any situation not covered in the Club Rules will be addressed by the Board on a case-by-case basis.

APPENDIX A – INTRODUCTION TO COPPER FOIL

Introduction to Copper Foil gives students hands-on experience in creating stained glass panels using the copper foil method. Students become familiar with tools and studio equipment, as well as safety procedures. Additional topics may be included at the discretion of the instructor.

The class includes:

- choosing and laying out a pattern
- cutting the glass to fit
- grinding the glass edges to fit the pattern exactly
- foiling each piece of glass
- soldering the pieces together
- framing the project with zinc came
- adding patina and polish to complete the artwork.

APPENDIX B - EQUIPMENT REQUIRING CERTIFICATION

Members must be certified prior to operating specific studio equipment.

1. The Equipment Committee approves instructors.
2. A list of certified users is posted in the studio and will be updated on a regular basis.
3. The following equipment requires special training:
 - All saws – Ring saw, bandsaw, Wire saw, Tiles saw
 - Zinc came saws
 - Dremel with Cutting blade
 - Kilns (See Appendix C.)

APPENDIX C - KILN PROCEDURES

Kiln Descriptions - There are three kilns located in the Stained Glass Studio:

1. Evenheat Kiln
2. Fusion 10 Kiln
3. Studio 8 (Small Jewelry Kiln)

The CA requires that someone be in the Stained Glass studio if any kiln program is running (aka Not Complete). **This is the responsibility of the kiln user.**

Kiln Instructors

The Stained Glass Club utilizes a few members to act as Kiln Instructors. The Kiln Instructors' responsibility is to evaluate a member's ability to load, program, unload, clean and generally operate all three kilns. Once the Kiln Instructor is confident a member is capable of operating a kiln, the Kiln Instructor will "certify" the member to use the kiln by themselves and shall enter the member's name in a 3-Ring Binder which is located in the Warm Glass Area of the Stained Glass Studio.

If Users Are Not Monitors, Must Contact A Monitor To Let Them In.

The Even heat and Fusion 10 Kilns are generally emptied and started before the studio opens. The program may be completed while the studio is still open or completed after the studio closes in the evening. Because the kilns must be emptied, cleaned and vacuumed by 8:00 on the following day, certified users must be able to enter the studio before or after hours by being a monitor themselves or by contacting a monitor.

Signing Up for the Kiln

There are two calendars located on the counter in the Warm Glass. The calendars are marked with "Evenheat" or "Fusion 10" respectively. When the user wants to use a kiln, they check the calendar for an

open day for the appropriate kiln and write their name, the glass COE and the firing program (full fuse, tack, slump, etc). Almost all programs are completed in one day.

Important - If a special program is used that requires a 2nd day to cool down to room temperature, the user shall block out two consecutive days to allow for the cool down process. Again, someone must be in the studio until the kiln program is complete. Programs must adhere to the rules listed below under “Evenheat and Fusion 10 use.

Kiln Usage – Evenheat & Fusion 10

Complete a Program Firing Sheet

Prior to starting the kiln, the user is required to complete a firing sheet showing the program that will be run. Training on completing a firing sheet is provided during the Warm Glass Class and is also part of the Kiln Instructor’s evaluation of the user prior to certification.

Evenheat and Fusion 10 Use

The Evenheat and the Fusion 10 kiln may be started (turned on) prior to 9:00 am, provided the peak temperature of the program is not reached before 9:00 am, which is the start of normal studio hours. **It is the responsibility of the user to program the kiln accordingly to ensure these parameters are met.**

- Once the kiln reaches the ending temperature (the last temperature shown on the program), the program is considered complete. At this point the kiln stops the heating process and shifts into a natural cool down mode until it reaches an ambient temperature.
- The Fusion 10 Kiln will beep when the program is complete. The beeping continues for about 10 seconds and then stops. This is an indication that the program is complete. No action is necessary.
- **Note: It is not necessary to turn the kiln switch “off” once the kiln has reached the completion temperature. The program will turn the relays off and prevent any further heating and allow the kiln to go into a natural cool down mode.**

Returning to the Studio After Hours. If you return to the studio, be sure to:

- Sign in on the Sign in Sheet located at the front of the Studio,
- Turn out the lights, and
- Lock the door when you leave.

When to Remove your Items

Once the kiln is cooled to approximately the temperature of the room, the kiln is opened, the pieces removed and the kiln is vacuumed of all kiln paper residue. Please wear a mask when vacuuming the kiln paper residue. All molds are cleaned and returned into inventory.

Kiln must be emptied, cleaned and vacuumed by 8:00 am on the day immediately following the day blocked off on the calendar. This allows the kiln to be used by the next user.

Exhaust Fan

Be sure to turn on the exhaust fan whenever the kiln is in use. If you turn off the kiln, the exhaust fan shall remain on until you remove your items from the kiln.

Alarms

In the event of a power failure, a kiln alarm sounds, or if the monitor or another member is concerned about the operation of the kiln, the kiln will be shut down.

Kiln Usage – Studio 8, Small Jewelry Kiln

The small Jewelry Kiln may be used only when someone is in the studio. Users are required to log their usage in the binder located in drawer directly below the kiln. There is no need to sign up in advance to use this kiln. The drawer located directly below the kiln contains the following:

1. Log Book
2. Timer
3. Gloves
4. Extra Batteries for the Digital Pyrometer

This kiln is not programmable. Users must understand the temperature requirements to create the desired result and manually turn the dial to “high”, “low” and the numbers in between. Listed below are the general operating instructions. If you are unsure how to operate this kiln, please ask another experienced member.

1. Sign the log book with date, name, and description.
2. The lid consists of two separate pieces. A top piece and a side panel.
3. Use the handle to lift both pieces of the lid at the same time.
4. Place a sheet of kiln paper on a tile that is placed directly on the kiln shelf.
5. Load your glass directly onto the kiln paper.
6. Be careful to never touch the thermocouple.
7. Plug in the kiln.
8. There is a digital pyrometer attached to the wall directly behind and to the right of the kiln.
9. Turn the digital Pyrometer “On.”
10. Close both pieces of the lid.
11. Turn the dial to the desired selection, “High”, “Low” etc.
12. Setting the Timer – Hang the timer around your neck or put in your pocket. This will keep it with you at all times.
 - a. For Cabachons – Set dial to high and timer for 30 minutes. Look through window and increase by 5 minute intervals until you reach your desired result. This should take approximately 45-55 minutes.
 - b. For Murrini Rods – Set dial to High and timer for 20 minutes. Look through window and increase by 5 minute intervals until you reach your desired result. This will take approximately 40-45 minutes.
13. Pay attention to the temperature readout on the digital pyrometer.
14. When you have achieved the desired result, turn the kiln dial to the “off” position.
15. Put on gloves
16. Vent the kiln by using the handle to open the top lid slightly so that the movable stop keeps the lid open. DO NOT OPEN THE LID COMPLETELY.
17. Keep the kiln vented until the temperature is reduced to 1000 degrees. Then close the lid.
18. Watch the pyrometer to ensure the temperature does not increase past 1200 degrees. If so, vent the lid a second time.
19. When the kiln stays steady between 1000-1200 degrees, you may leave the kiln to cool. This should take approximately 6 hours.
20. Turn the Digital Pyrometer to “Off.”
21. When cool, remove your items, vacuum the used kiln paper and replace the tile.

Molds

The studio has many molds that may be used by the members. Molds are located in various cabinets. There is a 3-Ring Binder listing all the molds and their dimensions.

If a member wishes to use a mold, they will sign the mold out on Mold Sign Out Sheet located on the left inside door of the Warm Glass Cabinet.

The user is responsible for kiln washing and cleaning of the mold and returning it to its proper place in the cabinet or wire shelf.

How to Kiln Wash a Mold

Molds rarely need to be kiln washed more than the initial kiln washing. This is because slump glass in a mold does not reach a full fuse temperature, and therefore does not burn off. (Note: If you are using a mold and firing to a full fuse temperature, then you may need to kiln wash prior to firing.) To check if there is sufficient kiln wash on the mold, run your finger across the mold. If you have a white residue on your finger, the mold has sufficient kiln wash.

1. If kiln wash is needed, prepare Kiln Wash according to the instructions on the Bucket of Kiln Wash located in the Warm Glass Cabinet. Normally, there is sufficient kiln wash in the containers located in the Warm Glass Area opposite the kilns.
2. Stir the kiln wash completely so there is no residue settling on the bottom of the container.
3. Using the provided Haik Brush, apply two coats of kiln wash.
4. Continue to stir the kiln wash as you are using it to prevent settling.
5. 1st Coat - Brush the kiln wash in one direction only. Do not paint it on like you are painting a wall.
6. 2nd Coat - Brush the kiln wash at a 90-degree angle, cross hatching the first coat.
7. CLEAN the brush with water before putting it away.

Cleaning Molds

After using a mold, please brush out the mold before putting it away. If the kiln wash has built up on the mold, use of a rough DRY sponge can be used.

Kiln Paper or Fiber Blanket For Sale

The studio has kiln paper and fiber blanket for sale. Prices are listed on the black rectangular kiln paper box located in the Warm Glass Section of the studio. The member is responsible for determining the amount needed, cutting and paying for their selection. This is on the honor system.

Warm Glass Classes

Approximately twice a year, the studio will provide a warm class glass, available to Stained Glass Members only. During these class sessions, kiln usage will be for the class members only. The Warm Class Instructor will block out the appropriate days on the Evenheat and Fusion 10 calendars for the duration of the class.

Kiln Safety

Here are a few pointers to follow:

1. Do not open the lid until the kiln has cooled to room temperature.
2. Do not touch the thermocouple located on the inside of the kiln.
3. Do not touch the heating elements with anything until all switches are off.
4. Do not place anything on top of the kiln lid, even when the kiln is off.
5. Do not remove your pieces until the kiln has cooled to room temperature.
6. Do not wear loose fitting clothing around a hot kiln
7. Maintain, at least, 12" of clearance around kiln at all times. Nothing should be around the kiln.
8. Turn on the exhaust fans while the kiln is running and until it has reached room temperature.
9. Do not use cracked kiln shelves. They could explode inside a kiln.

10. If you smell burning plastic, turn the kiln switch off. Examine the wall outlet and supply cord for signs of burning.
11. Never fire tempered glass inside a kiln. It could explode.

APPENDIX D - COMMITTEES

Name	Duties
Equipment	Maintain and repair club equipment.
	Maintain inventory of Club-owned equipment and assets.
	Research new equipment purchases.
	Provide equipment demonstrations and training in conjunction with the Education committee
	Maintain and post a list of individuals certified to operate specific equipment. Note - Kilns included under Warm Glass Committee
Monitor Coordinator	Maintain Monitor Monthly calendar. Provide Monitor Training. Change Keylock when needed. Maintain Monitor profile on Website.
Displays	Maintain studio artwork displays, including Front & back windows and Display wall & shelves.
Education	Maintain Class Notebook.
	Identify teachers for classes.
	Coordinate class schedules with teachers.
	Present education plans to Board.
	Schedule Orientation and continuing education classes
	Co-ordinate equipment certification training with equipment Committee.
	Co-ordinate Monitor training with Monitor Coordinator.
Fund raising	Coordinate and oversee fall craft fair. Coordinate one fund raiser a year.
Warm Glass	Coordinate warm glass and kiln training with education Committee
	Maintain kiln mold and supply inventory
	Develop a kiln molds purchase and breakage log.
	Reconcile inventory with molds log and research discrepancies
	Oversee kiln maintenance and repair
	Update kiln procedures and instructions, as needed.
Social	Plan, coordinate and execute Club social events.
Library	Maintain pattern and book inventory
Membership	Maintain and post member and emergency contacts list
	Assign drawers and storage space for toolboxes
	Reconcile dues and fees with treasurer.
	Seek out prospective members at NHO events
Club Web Site	Maintain Club web site with current information