

Committee Reports for AGM 2026

Membership Committee—Liz Burt, Membership Coordinator

Last year (2025-26) we added 5 new members to maintain our capped membership of 70 people. This year we had 5 membership openings available for 2026-2027.

Each year the new members are provided an orientation session with Marlene Macintyre at the studio. These new members have previously been provided, by way of email, a copy of the “policies and procedures” document along with Article 4 of our bylaws concerning membership. They are requested to read these documents so that there is an understanding of what is expected as a member. They are also added to our “Groups.io” email communication platform.

Membership is offered in chronological order of received requests for membership. The membership waiting list continues to grow. Currently, there are 73 people on our waiting list some of whom have been waiting since 2023.

The administration of the “Waiting List” is based on when the person requests membership. Usually this is done by email and when name is received, the google application is sent to this person for them to complete and return. The application is automatically added to the “google platform spreadsheet” upon receipt. Each application, in the past, have been reviewed by Barb MacDonald and Joyce Ling prior to the person being offered a membership.

As the Membership Coordinator, I would like to suggest that membership applications be reviewed at the time of receipt and not when there is a membership opportunity. Should there be a question about the person's application, it can be addressed early on in the “waiting” process. This has not been the process I have done in the past.

Note: We may also want to review the criteria for membership. In the past, all that was required was the completion of one 10-week session of a pottery class. We may want to increase the level of experience or include their willingness to commit to helping with running the coop as a factor.

Respectfully submitted, Liz Burt, Membership Coordinator

Classes—Barb MacDonald, Coordinator

We held 3 class sessions in 2025-26 (fall, winter, and spring) with 2 adult classes per week (Monday and Thursday in the winter, Tuesday and Thursday in the spring and Monday and Tuesday in the fall) plus 2 kids classes on Saturdays. Instructors were Marilyn MacLean (Mondays), Ron Arvidson (Tuesdays), Darren Mathson (Thursdays) and Heathyr Francis (kids). The classes are always full and the kids classes are sometimes over capacity (ie up to 9 per class).

In the fall, we changed the duration of the kids classes from 10 to 8 weeks and the registration fee was adjusted accordingly to \$180. The kids classes were taught by Brenna McIntyre and Heathyr Francis.

Due to the demand from returning kids who are now over the age of 14, we added another pilot class on Thursdays from 4-6 pm with Heathyr Francis in the winter term. It went really well, and we repeated it for the spring classes. We will need to decide whether or not to continue this in future years.

For the spring 2026 classes, registration fees were kept at \$300 for the 10-week adult classes and \$180 for the 8 week kids classes. Instructor pay remained the same as in 2025 per hour.

Registration has continued to be done online for the adult classes. Participants are selected randomly from among those who register. We continue to try to perfect the system and were considering having a one-time registration in the fall and choosing people off the list during the year (similar to what is done for Seniors College). Any suggestions on how to streamline the process to make it more fair are always welcome!

Beginning in the fall semester, we worked on having the kids classes more first come first serve. This seemed to be more fair since we had a lot of returning students and there were too many of them for the available spaces. There were a few disappointed parents and we are still working on the process.

Adult classes continue to be offered at the beginner level. However, with the random selection process there are some people who end up in the class who have had previous experience (some have ended up taking more than two beginner classes). There has been interest expressed in trying to offer an intermediate/advanced class in future, particularly for members. We will be sending out a survey soon to get some feedback on what the timing, duration, and content of an advanced class should be.

A huge thank you to Lisa for all of her help in coordinating the online registration process. She creates the forms, does the randomized selection of names and trouble shoots when things go wrong (there is a lot of handholding required believe me!) Dave has also been very helpful in managing the website to allow us to proceed, and Heathyr also provides invaluable advice, especially on the kids classes.

During the 2025-26 year, Lisa basically took over the task of coordinating the classes to give me a much-needed break. Going forward, we will be looking for a member to work on the coordination of the classes. Please let me know if you are interested!

Workshops and Events Committee—Eileen Conboy

Eileen Conboy has been the chair of this committee for several years and has done a great job in organizing events. She set up several events in 2025, but had to step away from the role in mid summer in order to focus on becoming a new mom! She is hoping to volunteer in a bit

more passive way while she is adjusting to motherhood. Congratulations Eileen and thank you for all of your hard work in coordinating our events!

In 2025 we held the annual studio picnic in July. Not many people came so we may reconsider this in future.

A Coil-making workshop was held in August by Alexandra, a visiting potter from the Kawartha Potters Studio. This was very well attended and participants really enjoyed it.

The annual fundraising sale was held on August 16. This year we returned to the Farm Centre but held it at a new time—11 to 3. It went really well! We have already booked the Farm Centre again for the sale on August 22, 2026

We also participated in a scaled down version of Art in the Open in August. It was more passive (a few members provided pieces for a display on the grounds at Beaconsfield for a weekend). We will need to reevaluate our participation in this event going forward based on what they decide to do with the event.

A raku-firing workshop with Tim Isaac was held on October 26 at Nancy's place in Kellys Cross. It was very well attended and went really well! Thanks so much for hosting it Nancy and Peter—it was perfect!

We had our annual Christmas gathering at the studio on December 10. Quite a few members came to enjoy some amazing treats and wish each other good cheer. Thanks to everyone who came and brought special treats--it was very festive!

For the coming year, we will be looking for someone to replace Eileen in the role of Coordinator of Workshops and Events and would also like to add one or two members to help the coordinator in their role.

One idea was to hold more member-to-member skills workshops and perhaps have regularly scheduled "challenges" as a way to build community. We were also considering having a pottery show of members work and are investigating options at the Guild and Ellens Creek Gallery.

There is a suggestion box at the studio for future workshops that members would like and for now you can also email any ideas to bajmacdonald@gmail.com

Cleaning Committee—Debbie Lyons-McKee and Linda Nicholson

Cleaning days were held at the end of each pottery class session. An extra was added in late summer to prepare for Fall pottery classes. For each cleaning session members were advised ahead of time, of the date and time, instructions were posted and snacks were available for participants. It is always a nice time to reconnect with fellow potters.

Thanks must be given to all members who worked at these events. This work ensured that the studio is at its best for pottery work. Thanks as well to those who committed to maintain a specific area throughout the year. Your efforts are appreciated.

Weekday cleaning by Brian, certainly lessen the volume of work. Brian's paid work covers the daily vacuuming, washing of floors, bathroom, sink traps, slop buckets as well as regular basement vacuuming. Thank you Brian for all your work!

Thank you, Nancy Richards for taking care of the laundry (towels and aprons)

We operate as a co-op and as such cleaning up after use of the studio and participating in the scheduled joint work days are part of each members responsibility. There is still a need for all members and students to commit to cleaning tools and wheels fully before they leave the studio, as well as putting items used back where they belong. This goes a long way to keep the studio ready for use at all times. There is a cleanup check list posted on the bulletin board at the studio which provides a helpful guide on what is expected.

We do our best to schedule times for cleaning that allow for maximum participation. It is a busy studio and when we each do our part our to support our Co-op, everyone benefits.

Respectfully submitted, Debbie Lyons-McKee and Linda Nicholson

Reclaim committee—Tracey Campbell

Here at pottery reclaim we have seen some recent changes. We now have a wonderful crew consisting of Sarah, Debbie and Gina. Heathyr also helps us often and Lisa Steele is a always great source of knowledge on reclaiming.

There have been some changes with our process recently. We are keeping our dry scraps but we are no longer going to have all the buckets of water and wet slop. This may affect elasticity and I am happy to get whatever quality feedback folks have. We may simply add some dry clay to the process.

Reclaim is a big undertaking and we would love to have four more volunteers so we could have a spring crew and a fall crew. It is heavy dirty work but very fulfilling!

We have had good feedback this year on quality however someone reported a sharp piece of plastic in their bag. During the process we do our best to look out for this but let me know if this happens again.

Thanks to everyone who helps and who buys our product! We continue to need pillow cases if anyone has these to donate!

Note: Based on some concerns about the amount of wet clay that had to be processed, the amount of work it takes, and the space it takes up in the basement, the board has decided to dispose of all of the wet slop we currently have. Going forward we will only keep the dry

trimmings they can be stored in bags. They can be set aside for an opportune time when a team can be brought together to process them. We have determined that the clay in the buckets we currently have can be disposed of as garbage once it dries out a bit. This new approach will reduce the quantity of reclaim that we have but we recognize how very difficult it is to continue the way that we have in the past.

Many thanks to Tracey and the team for all of your work on this to date. We hope that we can develop a new process to reclaim the dry clay that will stream line things and still produce good quality reclaim!

Glaze Committee—Jennifer Klaus

The glaze team includes:

Jennifer Klaus (glaze captain), Melissa Hamel, Ann Folkertsma, Debbie Lyons-McKee, Cindy MacLean, Tyson MacArthur, Jenna Baird, Tara Williams

Specific Gravity- Marlene Macintyre

Slips and Stains- Heather Reid

A list of our current standard dip glazes (22 in total): Monica's Gloss White, Satin White, Butterscotch, Nutmeg, Wood fired, Turquoise, Cash Blue, Noxzema, Blue Jeans, Floating Blue, Spearmint, Forest Green, Variegated Dove Grey, Temoku Red Gold, Licorice, Raspberry, Grape, Clear, Blue Chun, Pink, Bronze Green, Blue Grey Shimmer.

Last year we made 32 glazes in total:

Blue Chun x3, Monica's Gloss White, Test Clear - Dave worked on a few versions, we found they were not compatible with both the Duncan and Amaco underglazes, Val's Turquoise x2, Satin White x2, Campbell's Clear x5, Floating Blue x3, Raspberry x2, Red Gold Temoku x2, Licorice, Varigated Dove Gray, Noxema Blue, Forest Green x2, Pink, Bronze Green, Cash Blue, Spearmint, Nutmeg, Butterscotch, Grey Blue Shimmer

I completed an inventory last spring and ordered based on ingredients needed for the glazes. There have been a couple of ingredient changes due to mining changes. I will email the membership if using a replacement ingredient changes the appearance of the glaze.

Thank you everyone for your hard work! Members - please remember to mix the glazes well before dipping your pieces!

Thank you, Jennifer

Kiln Committee—Judy Cheverie

The kiln committee is strong. Lisa has made contact with Sarah and Tamara re helping with kiln shelves and the rest of us work well together. We had the usual near last class kiln crisis that we have at least once a year, but thanks to Lisa and Heathy, they saved us once again. Going great. Excellent group.

Procurement—Debra MacDonald

Debra continues to coordinate purchasing of supplies for the studio. She keeps an eye on the clay inventory and a couple of times a year she places bulk orders for clay, glaze materials and other supplies and also coordinates shipping and delivery. This approach greatly reduces our costs. She also works with the Treasurer to coordinate the accurate capture of procurement costs in the income and expense statement. Thanks Debra for all of your work on this!

2025 AGM report: Debra - Procurement

My spending for 2025 was very much the same as 2024. We continue to come in under budget for supplies. This is only for items that I ordered. There may be outstanding items that others purchased during the year.

2025 : budget \$20K actual : \$12,491.68 remaining: **\$7,508.32**

2024 : budget \$20K actual : \$12,395.44 remaining: **\$7,604.56**

The breakdown is as follows:

Pottery Studio 2025: Budget vs Actuals				
item	budget 2025		Actual expenses	remaining
Glaze	\$ 5,000.00		\$1,935.97	\$ 1,626.87
underglaze			\$1,437.16	
tools	\$ 500.00		\$272.73	\$ 227.27
kiln	\$ 2,000.00		\$1,518.52	\$ 481.48
clay	\$ 10,000.00		\$5,819.79	\$ 4,180.21
shipping	\$ 2,500.00		\$1,507.51	\$ 992.49
total	\$ 20,000.00		\$ 12,491.68	\$ 7,508.32

Building Committee—Judy Cheverie

A number of improvements were made to our building this past year, including replacing the steps and landing for the side entrance to the building, a new door and lock, repairs to a leak in the basement, and repairs to some electrical outlets. Painting of some of the walls was also completed. If anyone notices anything that needs to be addressed, please let someone on the executive know.

Website Update Summary: (Lisa Steele, David Lewis)

The organization’s website, peipotterstudio.ca, is now **substantially complete**. We are now shifting focus from development to additional features that promote more active community engagement. We want our website to serve as a functional hub for our members

and an access point for the broader pottery community. Key updates and upcoming features include:

Current Enhancements

- **Access Control:** We have set up member-only pages to ensure private content remains secure while public information stays easily accessible.
- **Improved Navigation:** We have a **Calendar page (visible only to logged-in members)** now created that is linked to a Google calendar. This will be updated with schedule information. Volunteer request: we would like someone to help with keeping the calendar up-to-date, including changes to teaching schedules due to weather-closures.
- **Forum Launch:** Community forums are configured and ready for a phased rollout. Volunteer request: Looking to create a small "beta" group of people that are good with testing software features (previous forum experience is an asset) to test the platform before we integrate the full membership list.

Future Initiatives

- **Centralized Management:** We are currently testing integrated tools to streamline membership renewals, payments, and mailing lists.
- **Automated Outreach:** If the mailing lists are successful, we could then switch over from our Groups.io email list to our own website (news, updates, newsletters etc.) A non-member mailing list could then be used to notify the public of news updates about classes and public workshops.
- **Onboarding:** To assist members with new site features, we are exploring the creation of video tutorials for the forum and member areas. This is further in the future, but also a volunteer opportunity.