



Iowa City Area Craft Guild

Handbook

The Iowa City Area Craft Guild (ICACG) is a nonprofit organization that was founded in 1939 to promote interest in traditional handcrafts. Its specific purpose is to educate, support, and inspire community members through individual and group instruction, coordination of state/regional workshops and conferences, and demonstrations or displays of handcrafts in the community. The ICACG is open to the public. Adults, age 18 or over, are invited to participate in craft group activities focused on weaving, spinning, knitting, quilting, ply-split braiding, or pottery. Most group meetings take place at the Guild House, located at 815 Oakland Avenue in Iowa City, IA. Specific information about meeting locations and schedules is found at icacraftguild.org, the ICACG website.

PARTICIPATION

Meetings, workshops, conferences, and other guild activities are open to the public.

The Guild welcomes nonmembers (Guests) to participate in our activities. Each Guest is invited to attend one regular meeting (virtual or in person) of each craft group of the Guild at no cost, provided there is not a paid outside speaker at that meeting. Attendance by Guests may be restricted by lack of space.

If a paid speaker is presenting, the chair of the craft group may collect a speaker's fee from all Guests in attendance, whether or not it is their first meeting. Any subsequent attendance of that craft group regular meeting by the Guest will be assessed a facilities fee of \$10.

The craft group chairperson is responsible for collecting any fees and remitting same to the Guild Treasurer, noting whether the fees are for facilities (and thus go to the general fund budget line item) or for speaker's fees (and thus go toward the craft group budget line item).

Guests are also welcome to participate in Guild workshops. A workshop fee is determined by the chairperson of the hosting craft group and will be assessed commensurate with use of the Guild facilities/equipment and organizational time, in addition to the instructional fee. Those fees will be remitted to the Treasurer to go toward that craft group's budget line item.

A craft group that meets outside of the Guild House may choose not to assess a facilities fee, particularly if the meeting is being held in a public venue for which the Guild is not charged, such as the public library. However, a speaker's fee may still be appropriate in this circumstance.

Becoming a guild member affords participants additional benefits.

Individual members pay \$80 dues for a full year, September 1 to August 31. They receive full access to the Guild House; free access to craft group meetings; the option to borrow table looms, spinning wheels and other small equipment and use of floor looms in the house; access

to Guild lending libraries; copies of the Guild newsletter; and the options to serve on Guild committees, register early for workshops, and show or enter exhibits as an ICACG member.

Family membership is available to an immediate family member of a Guild member who lives at the same address. Junior membership is available to a person who is age 12–18 who is an immediate family member of a Guild member. Junior members must always be accompanied in the Guild House by the adult member. The dues for an additional family and junior member are \$40 for a full year.

VOLUNTEER OPPORTUNITIES

There are no paid positions in the ICACG. Volunteers are relied upon for programming, education, governance/committee work, and house cleaning/maintenance. Members of the Guild are encouraged to share their time and knowledge as a contribution to the maintenance of a vibrant organization and a clean, safe facility.

COMMUNICATION

Website: The ICACG website is for both internal communication between members and public outreach. A calendar of meetings is posted there as well as a blog and contact information for members of the public interested in Guild activities.

Newsletter: A newsletter is published regularly, typically every other month, and emailed to all members. It is intended to facilitate communication between groups and establish a permanent record of all Guild activities (craft and educational activities, governance matters, and building maintenance issues.) It includes a list of board members, copies of board meeting minutes, the membership list, and other reports. Members are invited to contribute to the newsletter by sending information to the Secretary.

Bulletin boards: Information about upcoming events and craft group activities is often posted on bulletin boards at the Guild House. The house calendar (for reserving the meeting room for special events) and a current member list are also posted.

GOVERNANCE

ICACG is governed by a Board of Directors composed of member-elected officers. Officers include President, Vice President, Secretary, and Treasurer. These officers are elected at the Annual Meeting of all Guild members each spring. Chairs of each of the craft groups also serve on the Board. Chairs are elected by craft group members each spring. Board meetings are open to all members. Minutes of the board meetings are included in the ICACG Newsletter.

Suggestions or concerns may be directed to any board member.

Governance details are found in the Bylaws of the ICACG, which are available on the website.

FINANCES

All money collected goes into the Guild treasury, which is administered by the Treasurer. Separate accounts are kept for each craft group. There is also a Guild general fund into which all Guild dues are deposited. The general fund pays for utilities, lawn care, snow removal, and general building maintenance.

Expenditures from group accounts are designated by those groups, with Board preapproval required for any amount over \$500, or for expenditures that would impact other groups within the Guild (i.e., those requiring more space, more utilities support, or modifications of the building). Board preapproval is also required for any expenditures to be reimbursed from the general fund.

Receipts and a reimbursement request form are required when requesting reimbursement from the treasurer. Such records are required for the financial audits.

EQUIPMENT

Equipment and materials specific to a craft group are the property of that group while it exists within the Guild. Each craft group is responsible for the purchase of such equipment and materials and their maintenance. If a craft group ceases to exist, that equipment/materials become the property of the Guild.

Each craft group is responsible for maintaining an inventory of equipment and materials and establishing policies that assure safety and security.

RULES – Legal, Safety, and Maintenance

Guild facilities and equipment may not be used by individual members 1) for the creation of items for personal remuneration, 2) to seek or accept commission work, or 3) to offer private, paid instruction. These activities could jeopardize the Guild's not-for-profit status.

Facilities and equipment may not be used by anyone other than Guild members outside group meeting times.

Children are not allowed in the Guild House except during the annual open house in September.

Doors must be always locked except during craft group meetings. During winter, the thermostat is set at 60°F before leaving the building.

No smoking.

Clean up the area before you leave.

No parking in front of the garage belonging to our neighbor to the north.

Pottery Studio Rules

Orientation to the studio is required. It includes procedures for safe, considerate use of the facility, materials, and equipment.

Wear a mask and gloves when mixing chemicals.

The kiln is loaded, unloaded, cracked, and turned on/off by trained Guild members only. The exhaust fan is used when the kiln is firing. Only one kiln may be used at a time to prevent blowing fuses.

Cleanup after each studio session is important for studio maintenance and safety. Clay dust is hazardous. Cleanup includes cleaning the floor, wheel, and surfaces and wiping glaze buckets.

CRAFT GROUP OVERVIEWS

Daycrafters

This group, open to all crafters, meets in the morning on the second Thursday of each month in a member's home. This is an informal "gathering time" when people work on handcrafts, mentor one another, discuss activities of other groups, and visit.

Knitters

Knitters have two monthly meetings. The Daytime Knitters meet in the afternoon on the first Wednesday of the month at Panera's in the Marketplace Shopping Mall. They have short programs on occasion. The Evening Knitters meet in the evening on the third Wednesday of the month at the Guild House. Their meetings are informal. All meetings are open to the public, including everyone from beginners to experts. No previous experience is necessary. There are no formal knitting classes, but participants support one another in developing skills. The meetings consist of the sharing of ideas and knowledge as well as show-and-tell of completed projects.

There is one elected officer, the Chair, who represents the Knitters on the ICACG Board of Directors.

Ply-Split Braiders

Ply-split braiding is a craft that originated in Northern India where it was used to make animal harnesses and adornments. Contemporary braiders may use the technique to make jewelry, baskets, key chains, coasters, etc. Braiding utilizes a cord winder to make cords, and small tools to produce the desired item. The group owns two cord winders and supplies the tools for a small fee. Cotton yarn or Wraffia and various other yarns are used to make the cords.

The Guild has a small group of braiders who meet monthly, usually on the fourth Wednesday from September to May. Meeting times may vary to suit group schedules. Meetings may include learning a new braiding technique, working on group or individual projects, mentoring new members, etc. The group is small, informal, and open to all.

Potters

Potters have monthly evening meetings on the third Monday of each month at the Guild House. The meetings include discussion of recent projects and studio issues and individualized support for the work of members. Formal programs on topics such as throwing and making/applying glazes are presented periodically.

Monthly meetings are open to the public. Use of the studio is open to all members who have been oriented to the facility and received previous beginning pottery instruction elsewhere (e.g., through the Robert A. Lee Recreation Center, high school or university coursework, the Iowa Ceramics Center and Glass Studio [Cherry Building in Cedar Rapids, IA]). Beginning pottery classes are not taught at the Guild. Members provide and maintain their own tools and clay and are expected to participate in the annual deep cleaning of the studio.

There is one elected officer, the Chair, who represents the Potters on the ICACG Board of Directors. The Chair also oversees the use and maintenance of the studio, firings of the kiln, and orientation of new members. New members may join the Potters Group in September and January.

Quilters

The Quilters Group meets in the morning on the first Tuesday of the month at the Guild House (or over Zoom) from September through June, unless otherwise noted. (Field trips and workshops may supersede a regular meeting.) All skill levels, from novice to expert, are welcome; participation is always at your comfort level. We focus on a different quilting topic at each meeting, chosen in advance by the group and posted on our annual calendar. (Calendar subject to change; watch for email updates.) At our meetings we also share our work, problem solve, motivate each other, and mentor those new to quilting, as well as providing opportunities to learn something new. There is one elected officer, the Chair, who represents the Quilters on the ICACG Board of Directors. The Chair also coordinates the group activities, provides reports to the guild newsletter and the annual meeting, reminds members of upcoming events, and keeps members updated on changes to the calendar.

Spinners

Spinners have monthly evening meetings on the third Tuesday in September through November and January through May, either at the Guild House or via Zoom. People whose experience ranges from complete beginner to very experienced are welcome. The meetings include a business meeting, followed by sharing of projects, individual support/teaching, and a program, whose theme has been determined by the group. It may be a breed study, spinning technique, preparation technique, equipment review, etc., and frequently includes the opportunity for hands-on experience.

There is a small library and an equipment inventory which includes wheels (typically used for students taking the beginning spinning classes), as well as hand carders, drum carders and spindles.

There is one elected officer, the Chair, who represents the Spinners on the ICACG Board of Directors. In addition, individuals may be asked to assist in planning/preparing for programs and workshops, teaching classes, and managing our equipment.

The ICACG and many individual members belong to the Iowa Federation of Handweavers and Spinners. The mission of that organization is to provide educational opportunities for people interested in the fiber arts and to promote connections among weavers and spinners and their guilds across Iowa. Meetings, hosted by Iowa guilds on a rotating basis each spring and fall, feature educational programs, opportunities to share fiber craft work, and often include vending/shopping opportunities for participants. The Spinners Group regularly hosts the spring Federation meetings as assigned.

Weavers

Weavers have monthly evening meetings on the fourth Tuesday in August through November and January through May. Meetings include a business meeting, project sharing, and a program. All skill levels are welcome. There are two elected officers, Chair and Secretary. The Chair appoints members to serve in the following roles: Program Committee, Equipment Chair, Librarian, Hospitality Coordinator, and Beginning Weaving Instructor.

Chair: presides at Weavers Group meetings, serves on the Board of Directors, submits copy for the guild newsletter, and writes a summary of Weavers Group activity for the Guild annual report

Secretary: prepares and distributes the minutes of Weavers meetings and may present a financial report when the guild treasurer is not a member of the Weavers Group

Program Committee: plans all Weavers Group programs and introduces all speakers

Equipment Chair: maintains weaving equipment and inventory of equipment, recommends new or replacement items, and facilitates equipment checkout

Librarian: maintains the Weavers Group library, recommends new purchases, completes an annual inventory, and assures regularly scheduled access to the locked library

Hospitality Coordinator: schedules volunteers to provide refreshments for each Weavers Group meeting

Beginning Weaving Instructor: maintains a list of prospective students, schedules the class, and coordinates the work of volunteers who support the class

The Beginning Weaving class is usually offered each fall. This is a 30-hour, 6-session class in which students are loaned Guild equipment and provided materials for use in class and to take home for completion of their weaving homework. Three projects are produced.

The Weavers Study Group is a subgroup for weavers who wish to explore topics in depth. It is open to anyone who knows how to dress a loom. The group meets on the second Tuesday evening of each month, September through November and January through May, at either a member's home or the Guild House. Study topics are chosen by the group.

The Weavers library includes an extensive collection of books, periodicals, and samples available for check out by members. This library is open at all Weavers Group meetings, the first Saturday of each month, and by appointment with the Librarian.

Table looms and small weaving equipment may be checked out by members at any Weavers Group meeting or by appointment with the Equipment Chair.

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