



## Grants for Assistance Application

Central Cariboo and Cariboo Chilcotin

Saturday September 27th 2025 7:15 AM

**Name of Organization:** Cariboo Potters' Guild

**Mailing Address:** [REDACTED]

**Physical Address:** 90 Fourth Avenue North, Williams Lake BC, V2G 2C6

**Telephone (office):** [REDACTED]

**email:** wl.cariboopotters@gmail.com

**Purpose of Organization:** The Cariboo Potters' Guild provides studio space for community members who have joined the Guild to create things with clay, have their clay fired into bisqueware using the guild kilns, use the space and materials to glaze their clay creations and then have them fired into final pieces. Some members sell their items, some members make things as a hobby; it's up to members what they use the space for. It's also a place for potters to share and learn together. Information about the Guild: "The Cariboo Potters' Guild is a place for members to further their knowledge, understanding and appreciation of the clay medium. Guild potters work in a variety of clay media: porcelain, earthenware and stoneware. Members use hand building techniques and the pottery wheel to create functional and decorative pieces. Firing processes range from primitive sawdust firing and dramatic raku to the high temperature effects of the gas kiln and the precision of the electric kiln. The Guild holds bi-annual studio sales in the Spring and Fall each year as well as participating in the Medieval Market in November. These sales are open to all members of the Guild. Members' work can also be purchased year round at the Station House Gallery in Williams Lake." The Cariboo Potters Guild also contributes to the Cariboo Art Center's objective of highlighting and communicating the impact and benefits of arts and culture within our community. That being said, the Guild serves the community in a number of ways, including: • Organizing up "clay and play" events for community members to come into the studio to learn how to make clay pieces in short workshops without having to become Guild members • Teaching intake classes twice yearly to new members • We participate in Community programs or collaborations, which includes volunteer time from our members. Some examples include: - William's Lake Children's Festival (having a clay making station for kids to come and learn to build little clay items that they can take home with them) - Organizing Art Shows (example, Anna Robert's Stationhouse Show) - Library event (where different opportunities to do things in WL are showcased) - Performances in the Park - Earth Friendly Holiday Event - Pottery teaching to youth organizations (Embers and Girl Guides) - Empty Bowls fundraiser (and others, depending on the year) • We also hold and participate in a number of sales per year, to showcase the items produced by members and raise money to pay for maintaining the studio / guild fees.

**How long has the organization operated in the community?** Since 1967

**BC Society Registration Number:** N/A

**Federal Charitable Registration Number:** N/A

**Chairperson's name:** Jessica Way

Telephone: [REDACTED] email: [REDACTED]

Treasurer or Financial Officer's name: Maxine Schalles

Telephone: [REDACTED] email: [REDACTED]

Current Grant Requested from CRD: \$ 648.48

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## PROJECT INFORMATION

### 1. Brief Description of Proposed Use of Grant Being Applied For:

The Cariboo Potters Guild has a studio in the Cariboo Arts Center, and this will be used to purchase an air purifier. The Arts Center currently has no HVAC system, which means clay dust is not managed and this can be dangerous for members. An attachment to this application contains additional information on the unit we'd like to purchase.

### 2. How do you know there is a need for this service/project in our community?

As the studio is available to members 24/7, so the studio is used by members, daily. It is cleaned and maintained by members, but one unavoidable challenge is that clay creates dust and we know the long term impact this can have on people working with clay. The Cariboo Arts Center does not have an HVAC system as the building was not built for purpose, and we rent space. Guild members are taught about how to exercise caution around dust making and cleaning practices that minimize dust, but this is hard to manage and having an air purifier would significantly improve the working conditions and reduce the risk. Especially with the increasing frequency of wildfire smoke It is also an investment that can move with us, if we were ever to vacate the space and move to a different location

**3. Start date of the project:** 11/15/2025    **End date for the project:** 12/31/2035

**4. Describe the key activities and timelines to complete this project:** This is not necessarily an event, this would be the purchase of a semi-permanent fixture we will install into the guild studio that can move with us if we were ever to relocate.

**5. How will you determine if the project/event was successful?** Installation of the Air Cleaner will immediately reduce the risk to members using the space. Less dust in the air is one obvious result.

**6. Does your organization have sustainable funding? Please explain.** Yes, we do charge members dues to be part of the guild and use the space. We also raise some funds through pottery sales of items that guild members have produced. This information is used to pay for insurance, rent, and the purchasing of items we need to maintain the studio services (i.e.

cleaning products, glaze materials, signs, larger studio plumbing infrastructure, such as the clay trap, equipment to maintain our kilns etc.). We also periodically apply for grants to make larger purchases (i.e. such as this air purifier, or if a Potters Wheel needs replacing).

**7. Is your agency applying for funds from other sources for this project/event?**

No

If so, which organizations? N/A

**8. Describe the impact of this application being denied or approval of an amount less than requested. Will you be able to complete the project/event if you do not receive the funds applied for?**

If we receive funds towards this purchase, we will use the funds to purchase the item. We hope the grant would provide a good support of this worthwhile addition to the studio.

**9. Does your organization charge user fees/membership/admission? If yes, attach your current fee structure.**

Yes

**10. Does your organization receive any other support(s) from the CRD? (i.e. financial support, rental subsidies, contribution agreements, tax exemption, use of CRD-owned facility) If yes, what support(s) and how much?**

Over the years we have received support from the CRD & City of Williams Lake, Arts Levy on property tax, which is Administered by the Central Cariboo Arts & Culture Society.

**11. How will you recognize the CRD's contribution to your organization?**

We will place a sign on the side of the unit or in the studio that recognizes CRD's grant contribution to this item. We would also be happy to have an article or recognition in the press.

**Date of your last Annual General Meeting (AGM):** 6/2/2025

**Previous Grant from CRD amount:** \$ N/A

**Previous project Description:** n/A

**I confirm: \***

 THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date:

Signature: (President/Chairperson) ?

9/26/2025



Please attach minutes, list of Directors, and Financial Statements \* ?

**File Name**



2025 April 7 - Guild Meeting Minutes.pdf

2.6 MB



2025 June - AGM Guild Meeting Minutes.pdf

1,009.0 KB



2025 September 8 - Guild Meeting Minutes.pdf

826.3 KB



Year Sept 2024 - Aug 2025 Financial Report .pdf

45.7 KB



Directors - Executive Team.docx

14.5 KB



CRD Grant Application - Rikon Air Cleaner - Model Information.docx

912.1 KB

**A final report for your last grant received MUST be included with this submission, if not previously submitted.**

**If your organization charges user fees/memberships/admission, attach your current fee structure.**

**File Name**



CRD Grant Application - Membership Fee Structure.docx

16.1 KB

## May 2025 Cariboo Potters Guild Meeting Minutes

Date/Time: June 2, 2025 – 7 to 8:06 pm

Attendees:

- In person: Buff Carnes, Marie McCallum, Renelle Hunter, Christine Sweezey, Jes Way, Sarah Noble, Erica Pritchard, Caren Pritchard, Morgan Kean, Kayla Bush, Kristi Denby, Kim Brown-John, Talana Brown-John, Ray Coupe, Nola Keenan, Sheena Delany, Barb Fraleigh, Maxine Schalles, Lesley Lloyd, Christy,
- Zoom: Kiah E, Steph, Cindy Porter, And another iphone (we aren't sure who)

### Meeting:

- Updates from Sheena:
  - Grant Application: Sheena submitted a grant application to the Cariboo Arts Center for a new wheel in late May/early June – they will be reviewing by end of June so hope to get information on decisions soon
  - Empty Bowls: Natalie sent some information on Empty bowls via email to the Guild members and this is included in the treasury report – 161 sold. We will do things a little differently next year based on lessons learned, but want to do it again.
  - Children's event: Was a success! Heard it from both the CDC and CC RR (I don't know what these acronyms are, did I get it right?)
  - Makers Marks: Reminder to get your maker's mark to Maxine if you haven't. Most pots are being identified, Maxine will catch up with others who haven't soon.
    - Cat Stamp is Cinde Porter – some are still left in the studio from empty bowls, come grab them!
  - Mothers Day Sale: Dwayne approached Sheena and suggested that next year we do hot dogs, but need food safe to do this. There is a young man in town (Maddox) and he's built a hot dog stand, next year maybe we will invite him to the event – left it with the artists (He is approved by interior health)
  - Thanks to all who supported in these events and for all of the coordination effort!
- Clay Trap: Jes noted that we are able to get the exact same unit from a local plumber to replace the "clay trap" for around \$400
  - It was noted that we have an option to improve what we have (an actual clay trap), and then suggested that we stick with what we have (if it's good enough for the city, it's good enough for us).
  - Lesley proposed we purchase, Nola seconded – unanimous vote
  - Jes will see about purchasing (**Action**)
- Sales Coordination:
  - Nola needs help with the sales coordination, still looking for additional volunteers
  - Ideally, would have two people supporting on this
  - Let the executive team know if you are interested
  - Oversees the Fall sale and mothers day sale which is the mothers day sale
  - November sale needs to be booked (**Action - Complete**)
  - Involves:
    - Sending out emails, inviting the artists, sign up sheets, find volunteers, setting up, decorating and getting things organized
  - Kayla offered to be one volunteer to support on this

- Art walk:
  - We've decided to participate as a guild
  - If people want to attend let Exec team know
  - Had a lot of businesses without artists in it, so have saved a spot for the guild. If people want to put pieces in for sale, contact Lesley, Lesley handing application – art walk in August.
- Firing schedule:
  - Kiln master firing through the summer
  - Gas Kiln:
    - Firing planned for 24<sup>th</sup> or 25<sup>th</sup> of June; Colleen no longer able to come
    - Lesley gas kiln master – if you didn't get a chance to to raku and have some high fire clay can be used to go into gas kiln, so feel free to build something and get it high fired. Can make something to go into the gas kiln, can use sculpture mix or high fire clay before the end of the month. Clay has to have an H in front of it. Some in the studio - could split a box with a friend and make a couple of things.
    - Christy has a bunch of free dried out clay that is high fire that you can reclaim if you want some.
- Executive Team and Planning for Fall:
  - We had talk about raising cost of membership – do we want to raise prices?
    - Wasn't much interest in raising at this point, but we'll see where we are at end of year when we look at volunteer hours and then get confirmation on the member list for next year.
  - Positions:
    - Natalie is stepping down from CAS position and the slop committee and Jes stepping down from Co-President role
    - Jes volunteered to take over the CAS position; Sarah volunteered to lead on slop reclaim, with support from Kristi - Jes offered to help if they need it (would like to learn)
    - Christy offered to be a point person for volunteers, particularly for sales where not coordinated by Nola and team (ie. seconds sale, farmer's market)
    - We still need another notetaker / secretary for the time period when Terry is away (Jan to June)
    - Kristi will remain in her role as intake coordinator (and after the meeting offered to coordinate for the Children's festival next year)
  - Exec positions, jotting down the responsibilities - something to happen in fall
- Update from Ray:
  - Ray has been working to clean up Anna's studio, her place has sold
  - A kiln and old kick wheel for sale, a balance beam scale
  - Kiln has element sticking out but works fine. Big kiln, can hold a lot. Can convert to a salt or soda kiln
  - 24<sup>th</sup> of June is the possession date.

- Other topics:
  - Still having issues with enough volunteers; need to have guild sharing responsibilities instead of all responsible on 10 or 12
  - Too much happening by too few people, don't want to people burnout –
  - People raised that communication might still be an issue:
    - Suggestion for Facebook – polls
    - Facebook groups – we have multiple facebook groups (we should remove the one that is not in use)
    - Could have a private facebook group just for members - Kayla Bush and Erica Pritchard offered to set this up (**Action**)
    - Someone wondered if we need a communications person
  - Someone wondered about moving meetings to alternating days
    - Other days of the week or on Saturdays – people not wanting to drive at night, and also some are not avail on Mondays
  - Sheena is planning a meeting in August with the executive team.
  - Still volunteer opportunities for this year: Farmers markets, cleaning (Need cleaners for July: Birgett offered - Morgan said she could help if the timing was right)
- Jes motion to end the meeting, seconded by Caren
- Meeting ended at 8:06

<b>Position</b>	<b>Executive Team Members</b>
Current President	Sheena Delaney
Past president	Buffy Carnes
Registration/Orientation	Caren Pritchard
IT and Website	Christine Sweezey
Gas Kiln Master	Lesley Lloyd
Treasurer/Kiln Master	Maxine Schalles
Secretary	Kiah Treacher-Flood
Intake Coordinator	Kristi Denby
Sales Coordinator	Nola Keenan
Reclaim Clay Management	Sarah Noble
Facebook Communications	Erica Pritchard
Newsletters	Christy Richardson
Past President/CCACS Liason	Jessica Way

# Cariboo Potters Guild

## Financial Report

September 2024 - August 2025

### Gross Revenue

Membership, Clay, kiln fees	\$13545.20
Event Sales	\$ 7092.76
CC Arts Society Grant	\$ 640.00
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	\$21277.96

### Expenditures

Rent	\$ 3839.46
Clay	\$ 5423.95
Event Sales	\$ 6092.70
Guild Expenses	\$ 4699.69
Bank Fees	\$ 71.40
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	\$20127.20

Net Revenue	\$ 1150.76
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Please provide a detailed financial budget for the project. \*

**File Name**



CRD Grant Application - Financial Budget .docx

14.4 KB