

Greenwich House Pottery
Advisory Committee Meeting
March 18, 2026

Kiln + Heat Update : CB will update with the latest

Registration

Spring Registration snapshot as of March 18 (Opened March 9)

- Jones Street 72% full before second session 63% total
- Chelsea 72% full before second session 51% total
- Slipcasting moving to Barrow Street
- Total enrollment full term thus far, 58% capacity and 86% of budgeted goal.
- Total Jones+ Chelsea seats in weekly classes: 898 (Winter had 849). 524 enrolled

Benchmarking Against Winter:

- Winter term was at 70% capacity three weeks before the start of term

Membership

- December 15 fully open with 6 wheels
- 3/1 members: 13 , 3/15 members: 17. Up from 22 in February. 42 unique participants since November

Gallery

Renovations in the gallery to add Pot Shop Sales space and storage for Gallery furniture. Plan to move Liaisons into gallery as reception.

Upcoming Events

- April 6 Spring term starts
- April 6 Janisse Gracia Residency starts
- April 12 Open House at Barrow (slipcasting, membership, sidewalk sale, hands-on projects, demonstrations)
- April 22 Earth Day event at Washington Square Park
- May 7 Exhibition opening A Form of Reverence curated by Derek Weisberg
- May 11 Taste
- June 27 Jones Street Festival
- Summer Term start July 6

Coming up: Bus trip to Hudson Valley Pottery Tour (October), Old Church (early December), NCECA in Baltimore Late March 2027

Town Halls How often? September next one? Or earlier?

Potlucks Advisory Committee help organize?

Open Discussion / Q&A

Make up class snowday scheduling SNAFU addressed with staff

Clay- troubleshooting with facilities. The pug mill is located next to the heating pipe and heats the clay a great deal in the pugging process. Requested better insulation for that space around that pipe to help prevent this. Staff is mixing the clay wetter- but the heat so close to the pug mill is causing a concrete like mix.

From Larry:

1) Any update on a Sawyer alternative? Had demonstration by Kiln Fire. Meeting with company at NCECA next week. <https://kilnfire.com/> Need to balance specialized software with need to integrate database functions with Greenwich House

2) Sawyer-adjacent issue?

At least one student has complained about booking studio time and showing up, only to find that the studio was closed in order to accommodate a make-up class. If the make-up class was already scheduled, Sawyer should have reflected this and not allowed studio time sign up that conflicted with it. Alternatively, if the make up class was arranged after people had signed up for studio time, Sawyer should have spit out a list so these people could be notified and make other arrangements. I have brought this to the team. Definitely Sawyer adjacent. Calendar does not automatically update

3) 2nd Floor Wheel Room (and maybe 3rd):

Can we have a good mop with a wringer stationed next to the sink? (Preferably with a sign that encourages its use when the floor by the sink is wet.) Also a dust-pan & brush! We used to have these available but at some point they went away and never came back. Will explore Mop. Dust pan and broom no. Industry standard has updated to be far more cognizant of the risks of clay dust. Clay should be cleaned only with wet sponge or mop. Silica dust can stay airborne for up to three days

4) Low turn-out for Town Hall Meeting:

Some of this may be due to apathy, kiln-anticipation fatigue, etc. but also possibly because people couldn't find a link to the meeting. I think the registration confirmation email had the "Join Meeting" button embedded in it, but many of us didn't save it or couldn't find it when the time came.

It might be useful to send out a second, general mailing with registration link the day before the meeting. In the event, I found the registration email 5 minutes before the meeting started, and had no problem getting in. Agreed. I wasn't aware of how registration was done in the past. I created a secure link with the Zoom software. Will not send direct link to meeting out before the meeting- simple security protocol. Have had pretty terrible experiences with Zoom bombs in public meetings. Will do a better job on the "how to" next time.

5) At least one of the instructors who teaches in evening classes would like more emphasis on people cleaning up their workstation and the studio and be out of the room at 6:00. Student liaisons give people an hour's head's up, but this appears to be useless. Will add to Pottery Notes and share with staff

6) The second floor wheel room has a second, wedging board sitting at the end of the counter on the sink side of the room. Because it sits on the counter, its way too high for people to use. It would be great if we could have a step stool for people to stand on when they're wedging at this station. I'd also

consider chaining it to the side of the counter so it doesn't travel. **Will raise this with Ryan to add troubleshoot/ add to summer projects**

Also, I forgot to mention it before but while the sink and surrounding area is still most often a mess, things are getting better! Some days, its really spiffy clean!

Suggest:

- a) Student liaisons go around at 5:30 as well as 5:00.
 - b) At 6:00, liaisons should make a final pass and take names of people who are still working.
 - c) There should be some sort of consequence for scofflaws after 6:00. (Maybe charge a \$10 late fee?)
 - d) Also, I love the idea of liaisons going around to announce time with an old-fashioned, little house on the prairie school bell.
- 6) In addition to my idea about a video on studio etiquette, I'd also like to suggest another: "What's Wrong with This Picture?" An 8x11 captioned photo that both shows and tells. I made an example but even compressed, the photo is too big to send in an email for some reason.

What's wrong with this picture?

(Snapshot of the 2nd floor sink with 3 cups over-flowing with slip and clay. The faucets are also covered in clay.)

Answer:

Contaminated clay should be taken to the large black bucket in the hallway.

Did you know that the winged faucet handles on this sink are designed for hands-free use? They were designed by surgeons use their elbows to turn water on and off when scrubbing before being gloved for surgery. Here, they help keep down cross-contamination in a studio using different kinds of clay. **Love this!**

Barbara

Chelsea: Slab roller-has it been adequately fixed? **It is on our equipment list to replace- along with a wish to replace the too large Brent slabroller in third floor wheel**

Chelsea: Reinforcing shelves where work is dropped off for bisque firing

Chelsea: overstaying class ending time 2 and 6 pm; overstaying and/or jumping the gun on open studio sessions; not registering for studio sessions. Suggestion: staff should make the rounds as is done at Jones to make sure people are registered and have paid. **Speaking with Dustin and Wren to remphasize this with staff. ALSO- As of December, We have a weekly email (Fridays)- similar to Pottery Notes just for staff which has been an excellent way to centralize communication with the whole staff. Adding this to this week**

Sandi: I would like to add that many people have expressed concern that there needs to be an “ administrative presence “ at Jones st

I understand this concern, and I agree that having a visible administrative presence at Jones Street is important.

For context, until two years ago we operated as a single-building campus. Our expansion into a second studio, and now into a third this summer, has required us to distribute administrative staff across multiple sites rather than centralizing in one location.

In the fall, we adjusted schedules and office locations to increase administrative availability to staff during all shifts. While I am there daily, my schedule does not always align with peak student hours due to standing meetings (eg: Tuesdays and Fridays). Beginning in the spring term, I will shift to a 10am-6pm schedule to better overlap with student activity, and I have been working to create more holds on my calendar to visit during classes.

There are also physical constraints at Jones Street. The building currently lacks adequate office space, which we are working to improve. Some progress is tied to larger projects, including restoration of gas service, completion of gallery renovations, and planned summer work to address first-floor areas impacted by the radiator and kiln projects, including shelving and workspace reconfiguration. Given the active semester, major changes will need to take place over the summer, though we are advancing work where possible during gaps in the schedule.

Operationally, we have ensured that a manager is on duty during all shifts, and administrative staff schedules now include evening or weekend coverage to increase visibility. This spreads administrative schedules beyond the morning class sessions and into the evenings and weekends.

We are also planning to hire a dedicated, full time, Site Coordinator for Jones Street before the end of the fiscal year, which will significantly strengthen on-site presence. I know that Meghan’s presence helped a great deal and we are all looking forward to filling in this significant staffing gap.

For transparency, current administrative staff schedules are included below.

Name	Schedule	Primary Location(s)
Caitlin	Mon-Fri 10am–6pm; Sat 10am-1pm (class); additional on-call 2-4pm	Barrow (office); Jones (Sat)
Jenni	Mon 12pm-8pm; Tues-Wed 7:30am-3:30pm (Wed WFH); Thurs-Fri 9am-5pm	Barrow (Mon–Thurs); Chelsea (Fri)
Wren	Sun 9am-6pm; Mon, Tues, Thurs 8am-4:30pm	Chelsea
Kaitlin	Mon WFH 8:30am-4:30pm; Tues 12pm-8pm; Wed-Thurs 9am–4pm	Jones (Barrow until gallery reopens in April)
Ryan	Mon 8am-8pm; Tues-Thurs 8am-4pm; Fri 8am-12pm; Thurs PM on-call/teaching at Chelsea	Jones (primary); Chelsea (Thurs PM)
Vicki	Mon 10am-6pm; Tues 2pm-6pm; Thurs 10am-6pm; Fri PM on-call (teaching at Chelsea)	Barrow; Chelsea (Fri PM)

Dustin

Tues & Fri 9am-5pm (Jones) ; Mon 9am-5pm; Wed 12pm–8pm; Thurs 9am–5pm (Chelsea)

Jones ; Chelsea

From Carol: Wondering if there is a weekly systematic inventory review of studio supplies: glazes, washes, clay, slips. Over the last few weeks there was no black slip (no buckets even) in several classrooms, little white slip, little majolica glaze. It seems it is up to the students to inform the staff instead of the techs being on top of it. Also the earthenware was really dry n hard to work....this may have improved n be an old complaint ..., but there are regular complaints about clay quality.

From Jane: **forwarding directly to Ryan**

1) **Quality of clay:** This continues to be an ongoing issue. It sounds like at least part of the problem is the clay mixing room where the heat pipes are exposed which results in clay drying out when the heat is up. Additionally, the pug mill appears to be overheating at times (not sure if this is overuse or mechanical issue?) On Saturday afternoon we had a full bucket of white stoneware delivered to W3 which when opened was actually like sticking your hand into a low-temp oven. It was steaming and way too hard to use (Jenni can attest to this as she was in on Sunday morning and I asked her to take a look.) ALSO, I've heard that the lowfire earthenware is consistently too hard to use and the throwing clay is also on the hard side at times and quite consistently short. Hoping that we can get to a place where the clay is reasonably workable as nothing happens at a pottery without that.

2) **Clay reclaim and sink use:** I think that this is mostly a wheel room issue but I would like to recommend a reset for the Spring Term with technicians explaining again in detail how each student should reclaim their clay and frequent follow-up by faculty members to drill this down. TOO much clay is going down the drain of the sinks and there is a misguided idea that clay can just be left in the sink after clean-up for someone else to clean. It seems obvious but apparently it is not for everyone: If each person using the studio cleans up their own identifiable clay and properly disposes of this in the proper reclaim bucket, we don't end up with clay being washed down the drain or placed in a "catch all" bowl that sits on the sink rim that just ends up in the contaminated bucket. The W3 sink was again out of commission for much of a weekend two weeks ago because the drain was clogged with tons of clay and the now-too-common handful of bat pins. (Can we please go back to the era when students bought their own bat pins and, therefore, looked after them more responsibly?)

From Gina: Something possibly for the agenda/consideration today - a few folks were chatting in membership the other day and mentioned that they would pay extra for use of another shelf as we are waiting for enrollment to grow/fill. I've seen some new faces around this month, which is great! **Will explore how to make this easier!**

Larry Financial Aid: **Financial Aid Update Spring Semester**

Since launching the "Pay It Forward" option at registration, we have raised nearly \$8,000 in \$50 donations, reflecting strong community support. For the Spring term, contributions totaled \$1,550, which did not fully meet demand.

We received 31 applications and awarded all 31, continuing our approach of adjusting award amounts to support more students rather than declining applicants.

- 12 Jones Street and 12 Chelsea students redeemed awards

- Total awarded and redeemed: \$5,625

Next Steps

We are exploring tiered donation options at checkout to increase participation and better align funding with need.