



# Feltnakers at Bicton College



2016

Handbook



## **Welcome to the fAB Members' Handbook**

Dear Member,

We are delighted to be introducing our new Members Handbook.

We hope that you find the enclosed information helpful and informative.

Please use this handbook as your principal resource for fAB operations. It includes information on such topics as the mission and purpose of our organisation its aims and objectives.

fAB is linked with The Cornwall College Group (TCCG) Department of Visual Arts: Cultural and Visitor Economy, which is based at Bicton College, East Budleigh, Devon.

<https://www.cornwall.ac.uk/>

<http://www.bicton.ac.uk/>

In turn we also have our own website:

<http://www.feltnakersatbictoncollege.org.uk/>

There you will find up-to-date information about our activities as well as links to supporting organisations.



## **Mission Statement**

The group's aim is to support Fibrecraft courses at Bicton College (TCCG) by promotion, encouragement and education; by developing and expanding individual knowledge and skills; to share with each other, and where appropriate with course students and to support the expansion of craft skills in the South West.

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## **Section 1**

### **History of fAB**

February 2016: the current core members constitute Alumni and Associates. This Educational Enterprise evolved in 2014, based on a Peterborough City College (Crafts) model whereby students control the promoting, marketing and selling of their work at College led or sponsored events and being, an extension of the NCFE Fibrecraft Award. The fAB group has expanded upon this model to include Alumni and Associates

### **What do we do?**

Promote Educational Fibre Craft Courses at Bicton college through Events, Shows, Workshops, within and external to college. In addition to supporting new students, the group hosts a wide range of events, shows, fairs, workshops, and demonstrations across the South West, beyond the fibrecraft remit and in collaboration with the wider College activities and departments. Create and maintain relationships with a range of agencies eg local breeders, suppliers of materials and services, charities, and a broad range of arts and crafts people.

Members meet monthly, usually last Sunday of the month. Committee business is conducted first, followed by

demonstrations, artistic/technical sessions the latter being open to wider membership. The group can avail itself of classrooms L30/L31 as agreed with College, on occasional weekends, for visiting textile artist at no cost.

### **Where are we based**

We are part of The Cornwall College Group, (TCCG) Department of Visual Arts: Cultural and Visitor Economy, based at Bicton College, East Budleigh, East Devon.

### **Events and accomplishments**

The group establishes and hosts an annual program of events within the academic year selecting to attend those events which support its aims and objectives in the South West. These events can include commercial trade shows as well as craft festivals and expositions; an archive of past events has been created. Previous students (alumni) in addition to supporting students voluntarily have been invited to share their specific expertise as paid demonstrators.

In 2015, fAB initiated a monetary prize to be awarded at the Annual Award Ceremony; selection for the award made by two members of this group.

Complimentary stands at Bicton supported Craft events attract an agreed percentage of all sales which is re-invested in the fAB initiative.

### **Resources, Library**

Bicton College LRC (Resource Centre) has a range of books and DVDs, available for reference. The LRC has display cabinets showcasing fAB

## **Section 2**

### **Membership**

This eclectic group of professional fibre art practitioners whose specialism's include felt making, illustrative needle felting, spinning, knitting, organic dyeing, embroidery and fibre producers.

Alumni Membership of fAB is open to all who have completed an Accredited Fibrecraft Course at Bicton.

Associate Membership of fAB is open to those having a positive interest and commitment to learn more about this craft by supporting the aims and objectives of the group by volunteering to assist at events.

Word of mouth and personal endorsements are key to spreading the message that fAB activities are an enjoyable way of maintaining contact with past friends / alumni, making new ones and supporting Bicton College.

### **Membership Process**

Individuals may apply to join fAB as Alumni or Associate status.

The 'fAB Membership Application Form' is available from the Secretary or Annex 'C' of this Handbook.

Completed forms should be returned, preferably by email, to the Secretary who will then, inform by email, all current members of fAB with the following message:

*'An application for membership of fAB as an (Alumni / Associate) has been received from (Name) who indicates that they will bring (Copy of Application Paragraph 3) to fAB.*

*Should you have an objection to (Name) becoming an (Alumni / Associate) of fAB you have 7 days from the date of this email to raise and voice your concerns. If no objections are forthcoming by (Date – Time) then (Name) will be duly elected as an (Alumni / Associate) of fAB on successful acquiring their DBS check.'*

If an objection/s are received then the application will be discussed at the next meeting.

Candidates will be required to apply for Volunteer status at Bicton College (TCCG) and to complete a Statutory Disclosure and Barring Check (DBS). Once satisfactorily completed, an induction and Safeguarding session and overview of local Health and Safety will be carried out.

### **Membership advantages**

In addition to supporting new students, this enterprising synergy, hosts a wide range of events, shows, fairs, workshops, and demonstrations across the South West.

### **Web Site**

The fAB group have their own website;

<http://www.feltmakersatbictoncollege.org.uk/>

This profiles the work of the group with its current and future activities.

## **Section 3**

### **The rules and ethics of FAB**

fAB members should:

- strive to improve their professional and technical knowledge and skill.
- continually seek to raise the standards of aesthetic and functional excellence, design education, research, training, practice, and professional excellence
- avoid conflicts of interest in their professional practices and fully disclose all unavoidable conflicts as they arise
- consider themselves ambassadors of the craft of felt making.

## Section 4

### The structure of fAB

The structure of fAB conforms to the standard requirement for an organisation with elected officers being:

**Chair** – leads the group, taking responsibility for strategic planning of fAB and maintains high level communication with Bicton College.

**Deputy Chair** – performs the duties of the Chair in the Chair's absence.

**Secretary** – is the main administrator of the group recording and distribution of meeting minutes, manages correspondence, establishes and maintains appropriate files and records. In the event of receipt of a complaint, the complaints procedure in 'Annex B' must be followed.

**Treasurer** – manages and maintains the financial matters for the group, which include being the prime signatory of the Bank Account, keeping auditable accounts in a form recognised by Bicton College (TCCG) and to keep fAB informed of the financial position at each meeting, the money available and the implications of any proposed expenditure.

**Bicton Liaison Secretary** – this post has been established to ensure good two-way communication between the group and Bicton College (TCCG).with the remit of ensuring that fAB is represented at decision making level.

**Leads** – It is a well understood that as a voluntary group the emphasis must be on an enjoyable experience with each member playing a part without becoming too onerous.

With that in mind the work load has been spread creating six groups or 'Leads'.

**Events Lead** – A team of two persons are needed to propose an outline Event Programme for the academic year (September to August). This includes attendance at craft fairs, craftsman shows, as well as internally delivered workshops.

They are required to identify the costs involved with attendance at or the cost of staging/delivering each event.

The Events team are also charged with ensuring that at external 'fairs' there is a balanced mix of Student and fAB members exhibition work, this will impact upon potential financial support from Bicton College.

The proposed Events Programme will be put before the whole group and a finalised Events Programme will

published on the web site. The necessary Application Forms sent to the organisers as appropriate or for internal events booking of lecturers and the venue.

- To prepare and send out event planning forms
- To prepare rota of support and help for events

**Finance Lead** – One person is needed to manage, in conjunction with the Treasurer, the budget set for each event the group elects to support, together with the ability to seek sources of additional funding should it be considered appropriate.

They are also responsible for setting appropriate fees for the fAB members wishing to sell their work at craft fairs and for ‘workshops’ and setting the charges commensurate with the cost of hiring the lecturer and their covering their expenses. To keep a record and paperwork for each event and to record who sold what and record each price.

To pay each maker their amount due (minus any commission pre-agreed).

**Marketing Lead** – Two persons are needed to promote fAB – members and students – by raising awareness in the press and appropriate publications, in particular promoting those venues where fAB will be supporting Bicton College.

In addition it will be their responsibility to ensure that the fAB website is kept up-to-date with forthcoming events and news.

They also maintain the LRC showcase.

**Educational Lead** – As part of the educational remit of the group it is envisaged that from time to time ‘workshops’ be organised to be delivered by competent fAB members or visiting lecturers on topics relevant to both students and the members of the group. They may be residential as appropriate to the subject.

It should be stressed that ‘workshops’ are of an educational nature and not a marketing sales/opportunity for the lecturer.

**Creative Lead** - To encourage a creative development within the group, organising a program of creative technique demonstrations at monthly meetings, invite specialist speakers/crafters/IT/promotional/technical, or introduce an art form which the fAB members can be inspired by.

- to be delivered by fAB members or external crafts people  
To encourage fAB members to deliver and promote their craft at external organisations.

**Partnerships Lead** - To seek out, liaise with and follow up contacts with the aim of developing links which provide mutual benefits for both fAB and interested parties. Particularly in the area of suppliers, local enterprises and organisations who may be able to raise the profile of fAB and Fibrecraft courses and who will in turn benefit from added interest in their venue/products.

## **Annex 'A'**

### **Event General Guidelines – students and fAB members**

- The primary purpose of having representation at events is to promote and raise awareness of Bicton College – in particular the fibrecraft courses and workshops.
- Please talk to members of the public and encourage interested people to write their contact details on the 'Enquiry Sheets.'
- As most events are under the umbrella of Bicton, it has been discussed and agreed that individuals do not promote their own workshops unless previously agreed with Bicton Liaison Secretary, and in accordance with non-profit group guidelines.
- An event is an opportunity to showcase your work and is also often an opportunity to sell your work – useful for the 'enterprise' aspect of the course.
- If you are selling your work, please label every individual item with the price and your name (not just initials) This makes it much easier when we have a shared pack and pay system and also if others are selling your work on your behalf.
- You are required to make out a stock list of the items that you take to sell at an event – mainly for you to check against the sales sheets. Please give a copy to one of the fAB team to go in the sales record folder.

- Please indicate on your stock list if you have more stock for sale stored under the tables.
- Please also label your display props with your name – this is very important, particularly at the end of an event if someone else is packing up your work.
- Participants are required to set up and take down their own work at events. Where this is not possible the suggestion is for you to ‘Buddy up’ with someone who can do this for you.
- Do wear your work if possible, it’s a great advert!
- We use the planning forms that are sent out to arrange a rota for the Bicton stand – this enables people to move away from the stand to take much needed breaks – so please do not eat/drink whilst at the stand.

Please be aware of any Health and Safety issues in relation to the stand both for yourselves and for members of the public. Please don’t climb on tables/chairs, keep sharp objects somewhere safe and take care with any water/electrics. Ensure that table cloths do not drape on the floor – pin corners up to prevent a trip hazard.

## **Annex 'B'**

### **Complaints Policy of fAB**

fAB will respond to complaints in accordance with the policies and procedures of The Cornwall College Group (TCCG).

## **Annex 'C'**

### **fAB Membership Application Form**

#### **fAB Mission statement**

The group's aim is to support Fibrecraft courses at Bicton College (TCCG) by promotion, encouragement and education; by developing and expanding individual knowledge and skills; to share with each other, and where appropriate with course students and to support the expansion of craft skills in the South West.

1. Briefly state why you would like to join the FAB group:
  
2. Members of the group have taken on various shared roles i.e. 'leads' for events, marketing, education, finance, partnerships, creativity, I.T and newsletter editor. Which might you have a particular interest in?
  
3. What do you consider to be your main strengths and interests relevant to membership of this group?

Any comments/queries?

**Contact details:**

Name

Address

Tel. no.

Email address

Website/facebook page

Signed ..... I agree to accept and be bound by the Constitution and By-laws of FAB for the time being in force.

**Data Protection**

The contact information you supply will be held on a database and used for the purposes of communications keeping you informed regarding matters related to the FAB group.

**IMPORTANT: Please tick the box to indicate that you have read the statement above and agree for us to hold this information**

**For Office use**

Received date

Decision