

Princeton Arts Society

Policy and Procedure Documentation

FINAL (2010 -2011)

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Princeton Arts Society

I. Cover Page

II. General Documentation

A. Bylaws

1. Article I: Name

The name of this organization shall be the Princeton Arts Society.

2. Article II: Purpose

The Princeton Arts Society is organized for the promotion and enjoyment of a broad spectrum of fine arts through public exhibits, class instruction and workshops for children and adults, and educational lectures by art experts.

3. Article III: Membership

Sec. 1: The membership of the Princeton Arts Society shall consist of individual, family, student, and sustaining members. The Society is open to all artists and friends of the arts. A person may become a member by paying annual dues in such amount as may be fixed by the Board of Directors.

Sec. 2: The Princeton Arts Society annual calendar runs from September 1 to August 31. Dues are payable to the treasurer on September 1 each year. Each December, the membership listing is reviewed by the treasurer and inactive (unpaid members) are periodically purged from the membership listing. Only active (paid) members are eligible to exhibit in Princeton Arts Society sponsored shows. At times, non-members from other arts associations are invited to exhibit at PAS sponsored events.

4. Article IV: Officers

Sec. 1: The officers shall consist of a president, vice-president, recording secretary, corresponding secretary, and treasurer, each of whom shall be elected annually by the members.

Sec. 2: The officers shall perform the duties that customarily pertain to their respective offices:

- a. The president shall preside at all meetings of the Princeton Arts Society and the Board of Directors. The president shall be a member of all committees and will make an annual report of the activities of the Society. The overall responsibility of the President, in partnership with the Board, is to provide leadership and to ensure the overall success of the organization in keeping with its stated purpose.
- b. The vice-president shall, in the absence of the president, assume the duties of the president.
- c. The recording secretary shall keep a record of all meetings of the Society and the Board of Directors.
- d. The corresponding secretary shall be responsible for keeping a correct list of the names and addresses of all members; sending out notices of meetings, class schedules and copies of correspondence pertaining to the Center.
- e. The treasurer shall have charge of all financial matters pertaining to the Society including disbursements, account management, and related reporting as required by the Board.

5. **Article V: Directors**

Sec. 1: A Board of Directors consisting of a minimum of six to a maximum of nine members and five officers ex-officio shall have charge of the affairs and property of the Princeton Arts Society. The terms of the directors shall be staggered. Each year, two to three board members will be elected to a three year term.

Sec. 2: The Board of Directors shall have the power to fill all vacancies in officers or on the Board of Directors between annual meetings of the members.

Sec. 3: Directors who cannot attend meetings shall notify the corresponding secretary in advance of such meetings.

Sec. 4: In addition to the duties customarily performed by Boards of Directors, the Board shall have the power to:

- a. Set an annual budget and approve priority and plans for the coming year
- b. Act upon all applications for the organization of classes.

- c. Act upon all applications for the use of the name of the Princeton Arts Society in connection with any event.
- d. Establish fees and other charges to be paid by members for instruction.
- e. Appoint such committees as the Board may from time to time deem necessary.
- f. Employ such persons as it may deem necessary to conduct the activities of the Society, and to fix their remuneration.

6. Article VI: Finance

Sec. 1: The fiscal year of the Princeton Arts Society shall end on August 31.

Sec. 2: The Princeton Arts Society operates as a non-profit organization but is not registered as a 401 (C3) entity and therefore individual contributions are not tax deductible.

Sec. 3: The Treasurer maintains accountability for all payment processes and shall be the primary signatory for both the Society's checking account and investments. A secondary signatory, assigned by the President to one of the Board Members, provides back up coverage as needed.

Sec.4: The Treasurer processes all routine payments consistent with the Society's purpose upon receipt of proper documentation. Payments over \$100.00 or outside of approved budget require the approval of the President. Payments over \$200 or outside of approved budget require the approval of the Board.

Sec. 5: The Treasurer shall submit a brief written financial status report to the Board following the close of each fiscal year including:

- a. Income by major category (membership fees, grants, fund raising events (e.g. art shows, classes, etc)
- b. Expenses by major category (rent, insurance, events, and other budget categories, etc)
- c. Yearend financial status (income minus expenses) reflecting surplus or deficit
- d. Current checking account and investment balances

Sec 6: The above report will be used by the Board to set a budget for the coming fiscal year and to put forth proposed plans and priorities for the upcoming period within the constraints of the budget. Proposed plans and priorities that exceed the forecasted budget will need to include proposed fund raising events and will require the approval of the Board.

7. Article VII: Meetings

Sec. 1: Meetings of the members of the Princeton Arts Society shall be held at least annually, and meetings of the Board of Directors shall be held at least four times a year. The president shall call a meeting of the Board of Directors upon the written request of three Board members, and a meeting of the members of the Princeton Arts Society upon the written request of five Society members. The President can call additional meetings as deemed appropriate.

Sec. 2: The annual meeting of the members shall be held in September.

Sec. 3: Each member is entitled to vote at all meetings of members. Election of officers and directors shall be by voice vote unless a member shall request that a written ballot be taken.

Sec. 4: Notice of the place and time of each meeting of the members shall be sent via e-mail or prepaid U.S. Postal Service, to each member at least one week before the date set of such meeting. The notice of any meeting of the members other than the annual meeting shall state the purpose for which the meeting is called.

Sec. 5: Notice of the place and time of each meeting of the Board of Directors shall be sent electronically or via U.S. Mail or verbally by telephone at least three days before the date set for such meeting.

Sec. 6: At annual member meetings of the Princeton Arts Society, 15 Society members shall constitute a quorum. At meetings of the Board of Directors, four members of the Board shall constitute a quorum.

8. Article VIII: Miscellaneous

Sec. 1: The Society is a volunteer organization and no officer or member will hold paid positions.

Sec. 2: No part of Society activities shall consist of carrying on propaganda or otherwise attempting to influence legislation, unless arts-related and approved by the Board.

Sec. 3: If the Princeton Arts Society should dissolve or terminate its existence, all assets remaining after settlement of any remaining liabilities will be distributed by Board vote.

Sec. 4: These by-laws may be amended by vote of two-thirds of the Society members present at any meeting of the Princeton Arts Society at which there is a quorum; but no amendment shall be acted upon unless notice of such proposed amendment, briefly describing the nature thereof shall have been given with the notice of the meeting.

B. Other Position Descriptions

1. Exhibit Coordinator (See Section on Events and Activities)
2. Web Master and Blog Coordinator (See Section on Communications)
3. Publicity Coordinator
 - a. The Publicity Coordinator works closely with the Board of Directors to promote PAS sponsored events and activities. This volunteer position ensures that the community is made aware of all exhibits, fund raising activities, and educational programs and workshops conducted or supported by the Society. The Publicity Coordinator acts as liaison between PAS Members and PAS program leaders and various local and area newspaper contacts. While not creating such announcements, the position does review, edit, and submit such announcements and articles to appropriate news media for publication.
 - b. In addition, the Publicity Coordinator maintains a directory of other art related associations in the region and forwards announcements to them as well and on a reciprocal basis receives and distributes other art association announcements to PAS members.

III. Detailed Documentation

A. Facilities

1. Purpose and Use of Princeton Arts Society Space at the Princeton Center

The Princeton Arts Society rents space from the Town on the second floor of the town-owned Princeton Center building located on Boylston Street in Princeton.

This space is used by the Society and is available to its members for the following uses:

- Classes and Workshops
- Exhibits and Shows
- Meetings
- Social Events
- Access to Society Art Library
- Temporary Studio Space

Members can reserve this space by contacting the Society President who maintains the master schedule.

Based on availability, usage is granted by the President on a first come first served basis.

Requests for usage must be submitted in advance and include requested dates and intended purpose of such use.

Usage must comply with all Town and Building rules and regulations. No alcoholic beverages can be served unless a permit is issued by the Town.

All costs associated with the use of this space must be covered by the member reserving the space.

If the space is to be used by members for the purpose of generating revenue, the Society is expected to receive 25% commission on all art work sold or 25% of the net proceeds received from the event.

Events involving children must include adult sponsors with adult supervision present during such events.

Use of the room for temporary studio space must not conflict with other scheduled events. Members using this space cannot leave any flammable materials in the space overnight and assume all risks related to materials temporarily stored in the space.

Use of the space may be granted on a fee-basis to non-members at the determined by the Society President.

All users of this space are responsible for leaving the space in its original state following the completion of the event including:

- Returning the furniture to the storage place or where it was found prior to the event.

- Emptying all trash into the designated outdoor container.
- Leaving tables and floors clean.
- Unplugging all electrical plugs (coffee pots), turning off all lights, etc.
- Returning all folded chairs to proper storage areas
- Closing windows
- Locking the door and returning keys according to instructions

2. Insurance Coverage

The Princeton Arts Society, in compliance with Town requirements, maintains a Commercial General Comprehensive Liability Insurance Policy to protect itself against damage to the rented space at the Princeton Center Building on Boylston Street and to cover any personal injury claims resulting from the use of this space by its members or to other parties.

The Insurance Policy is reviewed by the Board of Directors and renewed by the President on an annual basis.

3. Lease Agreement and Payments

The Princeton Arts Society rents second floor space in the Princeton Center Building on Boylston Street from the Town.

The Building Committee sets the rate each year.

The Princeton Arts Society issues rent payments to the Town on a quarterly or semi-annual cycle.

At present, the use of space is based on an expired lease agreement and both parties operate under a verbal agreement with either party able to terminate at will. Originally, rent was based on 25% of our earnings but was subsequently changed to a flat rate.

4. Rental of Space to Non-Members (see Workshops)

B. Financial Worksheet Template

Income			
		Year Ending 20XX	Budget for Coming Year 20XX
	Membership Fees	0	0
	Spring Show	0	0
	Winter Show	0	0
	Other Shows	0	0
	Print Sales	0	0
	Grants	0	0
	Donations	0	0
	Workshops	0	0
	Miscellaneous	0	0
	Total	0	0
Disbursements			
	Rent	0	0
	Postage	0	0
	Insurance	0	0
	Sponsored Events	0	0
	WAM PASS	0	0
	PO Box	0	0
	WEB Maintenance	0	0
	Office Services (copies, supplies, etc.)	0	0
	Other	0	0
	Total	0	0
	Amount Underspent or (Overspent)	0	0
Investments			
	Checking Account Balance	0	0
	CD Balance	0	0
	Total Assets as of EOY	0	0

C. Membership

1. Membership Classifications

The Princeton Arts Society is open to all artists and non-artists alike and offers the following types of membership:

- Individual Membership
- Family Membership
- Student Membership
- Sustaining Membership

Annual membership runs from September 1 to August 31 of the following year in parallel with the Society's fiscal year.

2. Membership Benefits

- Invitations to Society Meetings and Annual Member Meetings
- Membership Voting Rights
- Invitations to Society Events, Workshops, Educational, and Social Activities
- Participation in Member Art Exhibits and Shows
- Society Newsletters and Announcements
- Ability to submit information to be posted on the Society's Web Site and Blog
- Access to Member Directory and Contact Information
- Use of PAS Center Building space

3. Membership Fees

Membership fees are set by the Board of Directors and are reviewed on an annual basis. Current membership fees are as follows: Student Rates (\$15.00), Individual Rates (\$30.00), Family Rates (\$40.00), and Sustainer Rates (\$65.00).

The Society grants a number of complimentary (free) memberships to various organizations including other area art associations, service providers, and some vendors. Complimentary members receive Society Newsletters and Announcements.

4. Membership Identification Cards

The Society does not provide Membership Cards to its members.

5. Membership Master Listings

The Society's Secretary maintains the Membership Master Listing that includes names, addresses, telephone numbers, email addresses (if provided), and paid or unpaid status, etc..

6. Policy on Use of Personal Member Contact Information

The Princeton Arts Society maintains and publishes a roster of members' contact information including mailing addresses, phone numbers and email addresses. The roster is published to its members on an annual basis.

The Arts Society will limit the use of this roster to the delivery of information regarding Princeton Arts Society events, member news, show openings, and community events that may be of interest to its members.

The Society does not share its member contact information with other organizations except as detailed at the end of Section D.1.

Contact information can be used by its members for contacting other Society members, but cannot be shared with organizations or individuals outside of the organization.

Contact information is only as accurate as the information provided by its members.

D. Communications

1. Newsletters and Announcements

The Society publishes two scheduled newsletters each year, the first in the Fall (on or about September 30th) and the second in the Winter (on or about February 28th).

The September issue includes the following:

- The annual member roster and contact directory
- The planned activities and events for the upcoming year
- A reminder regarding membership dues
- Member submitted announcements on artist awards, upcoming shows, etc.

The February issue includes the following:

- An update on Society activities completed to date
- More details on upcoming events

- A second reminder regarding membership dues (for those not yet paid)
- Member submitted announcements on artist awards, upcoming shows, etc.

Both issues are distributed to members via U.S. Mail. In addition, extra hard copies are placed in the Center Building PAS space and posted on the Society's web site.

To ensure inclusion in Newsletters, members need to submit input 7-10 days in advance of scheduled publication dates. Input may be submitted via hard copy to the Society's P.O. Box, or via email to the PAS President or any PAS BOD member.

The PAS Newsletter Editor will compile content for inclusion in the next Newsletter and will circulate drafts to the PAS President and designated BOD members for final review prior to publication.

In addition to scheduled Newsletters, the Society creates and distributes a number of other announcements during the course of each year including:

- Call for Artist Entries (for upcoming exhibits)
- Announcements on Society sponsored or supported exhibits
- Announcements on special programs and workshops

As authorized by the Board of Directors, the Society also provides member address labels to selected organizations such as the Princeton Library and the Audubon Association to announce events of interest to PAS members.

2. Website & Email Update & Maintenance Administrative Procedures

a. Purpose

This document provides an outline on the responsibilities, process, and calendar by which the PAS Website is updated and maintained and member contact information is kept current and accurate.

b. Responsibilities

Responsibility for the design, content, organization, and oversight of the PAS Website (www.Princetonarts.org) resides with the PAS President and Board of Directors. Annual reviews of the Website will be conducted to ensure the quality and effectiveness of the Website. Members can submit suggestions for improvement or advise PAS of website related problems at any time.

Responsibility for the creation and submission of material rests with individual PAS members; specifically those who have responsibility for the creation of reports, newsletters, meetings, classes, trips, special events, member updates, etc.

All PAS active members are responsible for providing correct contact information and promptly advising PAS of any errors or changes related to contact information including name, address, telephone number, and email address.

The PAS Web Master is responsible for all technical aspects of the PAS Website and works with the PAS Board to implement new design changes, add links to support member-owned and developed artist portfolio folders/websites, and resolve technical problems. The PAS Web Master also uploads all incoming updates to the Website.

The PAS Website Input Coordinator edits and approves all incoming updates and submits them to the PAS Web Master for uploading to the PAS Website.

The PAS Email Coordinator controls the PAS Email address box and forwards incoming emails to appropriate members for action. The Email Coordinator also acts as a focal point for member-identified changes to member mail addresses, telephone numbers, and email addresses.

The PAS Secretary maintains and updates the Master Listing of PAS Member Information with contact information as submitted by the Email Administrator.

While individual responsibilities may be different all share accountability for the overall quality of the Website.

c. Process

PAS members submit all input to the PAS Email Address (contact@princetonarts.org) via email or to the PAS Postal address at PAS, P.O. Box 28, Princeton, MA 01541. To ensure the quality of the PAS Website and the accuracy of all member contact information all input should be reviewed and edited for accuracy prior to submission and be ready for processing.

Any questions regarding the appropriateness of input will be directed by the Website Input Coordinator to the PAS President prior to updating the information on to the Website.

d. Update Schedules

Unless there is a problem, all information will be processed as received in a timely fashion.

e. Key Contacts

- PAS President
- PAS Secretary
- PAS Web Master
- PAS Website Input Coordinator
- PAS Email Administrator

f. News Input from Members

Members submitting PAS news, trip reports, training reports, etc., for inclusion on the PAS Website should send information:

- Via Email (preferred method) to (contact@princetonarts.org)
- Via U.S. Postal Service to Princeton Arts Society @ P.O. Box 28, Princeton, MA 015451

Members wishing to share their individually developed and owned artist websites with other PAS members may do so by sending their links to PAS as provided above.

Information regarding member contact information changes (e.g. names, mailing addresses, telephone numbers, and email addresses) can also be submitted via the same method.

All information correctly submitted will be processed and updated in a timely fashion as received.

3. Princeton Arts Society Blog

a. Address: <http://princetonartssociety.blogspot.com>

b. Ownership: PAS Member , Beth Mellor, is the Blog Administrator and designed the blog and maintains the blog in behalf of the Board and Society members. Beth can be contacted at bethmellor@verizon.net

c. Purpose: The Blog has been developed to provide members with a more timely and user - friendly means for posting and sharing member news.

- d. Content:** Any PAS related items of interest are appropriate including updates on Portrait Group Workshops, Open Studio activities, upcoming shows, and other information about members.

While the blog by nature is intended to be free and open, the Blog Administrator will review usage to ensure that information posted on the blog is relevant to its charter. Information seen as outside the scope of PAS' charter will be deleted.

- e. Format:** Items are posted in chronological order with the most recent items appearing first.
- f. History:** There is no limit to the information retained on the blog.
- g. Process:** Any member can submit photos and/or news to the Blog Administrator at bethmellor@verizon.net for posting. Items are manually edited (if necessary) and then automatically formatted and loaded on to the blog as submitted by the Blog Administrator. Images should be in JPEG format. Postings occur in a timely fashion.

E. Events and Activities

1. Overview of PAS Sponsored Art Exhibit and Sale Events

The Society sponsors two primary art exhibit and sale events each year, both held in its Princeton Center Building location on Boylston Street in Princeton.

Both events are open to all paid members. In advance of each event, PAS issues a Call for Entries and a formal show announcement,

The Society coordinates the planning and management of these events. In return, PAS receives a 25% commission on all sales which help to defray the cost of such exhibits and fund other Society programs and workshops throughout the year. While the events are held in secured space and while volunteer personnel are on duty during show hours, the Society carries no insurance and artist members assume liability for any loss or damage to art work while on display.

These events are publicized via posters, town signs and inserts in local newspapers.

Due to the number of members and the size of the exhibiting space,

there are limits applied to the number and dimensions of art work members can enter and display.

a. The Spring Art Exhibit and Sale

This event is held on the third weekend of May or on the weekend prior to the celebrated Memorial Day Holiday and begins with a Friday night reception to which artists, members, and the general public are invited. The exhibit runs from Friday evening through Sunday afternoon. The exhibit is judged by an independent juror selected by the Exhibit Coordinator, and the Juror is paid for his or her services. Multiple cash, gift certificate and merchandise prizes are awarded and announced on opening evening. Each year the Exhibit Coordinator establishes a special theme for the exhibit. Artist may choose to exhibit work for sale or not for sale. The Society provides cash awards for first, second and third prize winners. In addition, one “Honorable Mention” is also awarded. Other awards (for cash, gift certificates, and merchandise) are donated by companies and private parties.

Companies, organizations and individuals donating prizes change from year to year. Examples of contributors and prizes donated recently include the following. See Exhibit H.

b. The December Art Exhibit and Sale (small works)

This event is held around the holidays and is a non-judged event. Its theme and title are “Small Works Art Exhibit and Sale” and is designed to present smaller works suitable for holiday gifts. All items on exhibit must be for sale. The timing of this event is intended to occur the weekend that other town-related holiday events are occurring and normally runs from opening on Friday through Saturday or Sunday.

i. Responsibilities

The Society relies on an Exhibit Coordinator and on other member volunteers who perform various tasks as assigned by the Exhibit Coordinator.

The Exhibit Coordinator performs the following functions:

- Writing and sending “Call for Entries” to the Secretary
- Formatting and distributing posters for said exhibit
- Overseeing registration of entries on two separate occasions (see attached master control form). Two different times are scheduled for the convenience of participating artists. Normally, one drop off time is the Saturday prior to the show or on the Tuesday prior to the show.
- Soliciting and observing judge for awarding of prizes in exhibit
- Soliciting member to make award ribbons and putting ribbons on artwork. Certificates are also prepared for cash prize winners.
- Soliciting member to get cash and merchandise awards
- Soliciting person to create labels for artwork and putting finished labels on artwork
- Soliciting members to gallery sit during exhibit including opening and closing of building
- Soliciting members to bring food and refreshments to Exhibit Openings
- Supervising award giving and sales of artwork during exhibit

- Supervising pick-up and sign off of artwork on 2 separate occasions following close of exhibit. Artists may pick up their work immediately following the end of the show on the following Tuesday as communicated in Exhibit Rules.
- Overseeing return of PAS Room to orderly original state
- Reporting and accounting for funds received for sales and memberships fees collected during registration process. See attached example of report issued.
- Turning monies received over to the Treasurer for subsequent deposit and disbursements. Payments to artists are normally completed in two to four weeks following such events

2. Calendars

Planning and preparation for these events begin well in advance of such events. Attached are calendars.

3. Sale Procedure for Art Sold During Exhibits

Volunteer members who sit during gallery hours handle the sale of art following a standard process as outlined below:

- Write up sales in receipt book (see example) . Information captured on the sales slip is to include date of sale, buyer's name, artist's name, title of work sold, and type of payment (cash, check and check number).

- Give buyer a copy of the receipt when paid in full. Mark *Paid in Full* on both the buyer's copy and the PAS copy. File PAS copy in the Receipt Book. Note: Full payment or 25% deposit must be made to hold art. Full payment must be made at the end of the show. Buyers should make payments to PAS or the Princeton Arts Society. There is no provision for charging purchases via a credit card.
- While the buyer is encouraged to pick up the art at the end of the exhibit, buyers may want to take the item immediately or come back at the end of show. Either way is acceptable.
- Once sold, items on exhibit are to be marked with a red sticker to indicate the item has been sold.
- The artist and not the Buyer nor PAS is responsible for the payment of any sales tax.

4. Other Sponsored Exhibits

In addition to the above, the Society seeks out and coordinates other opportunities for exhibiting and selling member art work. At present, the Society coordinates the following exhibits and sales events:

- Town of Princeton, Bagg Hall (single member art exhibits on a rotational 60 day timetable)
- Barre Bank (Princeton Branch) (single member art exhibits on a rotational 60 day timetable)
- Audubon Association (1-2 day week end event) at the Wachusett Meadows Sanctuary during their Fall "Hey Day" celebration.

As in other PAS sponsored exhibits, the Society, unless otherwise communicated, applies a 25% commission for work sold during such events.

5. Additional Documents

a. Detailed Schedule of Tasks for Spring Exhibit

January:

1. Set firm date for May Exhibit. The May Exhibit is usually the weekend before the celebrated Memorial Day Weekend. Notify Board.
2. Start looking for a judge for the awards. Ask for suggestions.

February:

1. Write to Judge using PAS letterhead stationery.
2. Pick Award chairperson and have him/her write letters to out of state art supply companies asking for merchandise awards, ref. list of awards.

March:

1. Start thinking about a title for show and Call for Entries. The final version should be given to Secretary 5 weeks before show. It takes 1 week to get it out. Giving 4 weeks of notice to members is good timing. (Too early and it gets set aside, less than 4 weeks is not giving members enough time for framing etc.)
2. Check with Awards Chair on progress. Decide who to ask for local awards.
3. Get someone to make the award ribbons. Usually 12 – 13 are needed. All supplies will be reimbursed if receipts are saved for treasurer.

April:

1. Write Call for Entries. Leave enough time to rewrite Call before sending to Lou. Check dates, times and details before sending. Ask for opinions from 1 or 2 people about Call before sending final copy.
2. Get Committee for Hanging (5) and another person besides yourself for each of the 2 Delivery Days.
3. Publicity for newspapers should go out 3 weeks ahead. Find out who is going to do this and supply information about show. Also get info posted on website. Posters and Signs for building and Common should be readied.
4. Approach local sponsors for gift certificates, merchandise or prize money.
5. Find someone to do labels. Duties include getting copy of Gallery List at end of 2nd Delivery Day , writing and proofreading labels, cutting labels bringing to exhibit before show opens.

MAY:

1. Find Hostess to set up table for Opening. Duties are to provide tablecloth, plates, cups, napkins and punch. We have a punch bowl, ladle and white tablecloth in the closet. Receipts for supplies should be saved for reimbursement.
2. Ask Wachusett Garden Club about doing displays for show and centerpiece for table. They have generously done this for the past 5 years.

3. Confirm date with Judge by contacting him/her. The judging can only be done on the Wednesday or Thursday before the Opening.
4. Ask Treasurer for checks for judge, (175) 1st, (150) 2nd, (125) and 3rd, (75). These are needed before the judge comes.
5. Get posters out to local venues 2 weeks before the show. Put up sign in front of building 2 weeks before show. No permission is needed for this and it will spur interest in those driving by the building.
6. Ask Secretary for updated membership list before 1st Delivery Day.
7. First Delivery Day, have 1 person besides yourself to help and get room ready as much as possible for Hanging on following Tuesday.
Forms needed are:
 - a. ID form to be kept with entry.
 - b. Gallery List for labels.
 - c. Schedule for sitters for show to get volunteers from artists entering show.
 - d. Updated Membership list to collect membership dues not paid
 - e. Membership forms to be filled out and attached to payment. The 2nd Delivery Day follows the same pattern as the first, except that the complete Gallery List is given to the person making the labels after a copy is made for you.

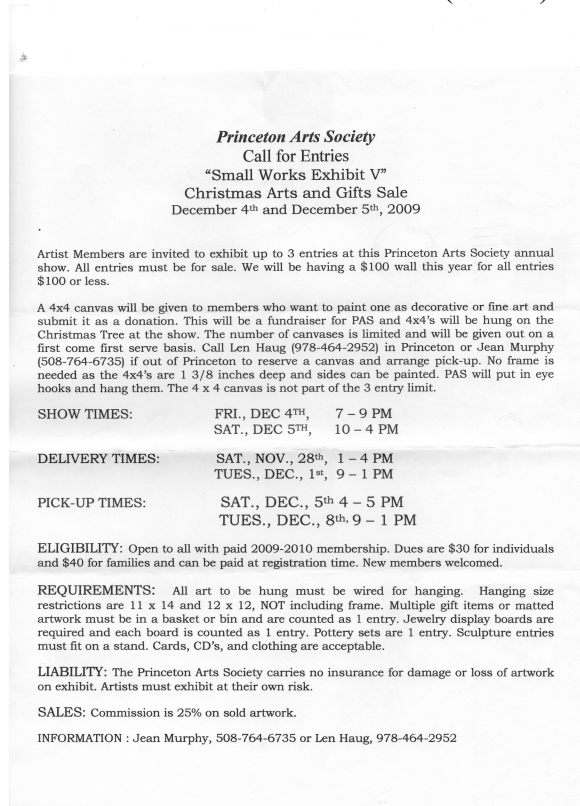
- f. After hanging: number each entry and post on wall next to artwork. This is for the judge's convenience. The number of entries MUST equal the number of labels to be made.
- g. Judging Day: Need check for judge, clipboard, pencil with eraser.
- h. Notify Prize winners by phone and ask whether they will be present at Opening.
- i. Certificates for 1st, 2nd, 3rd, and any other cash award are needed. These are done on the computer and are put in a large envelope with the check. Also, a Certificate of Honorable Mention awarding 1 year membership to recipient is needed. You may do this or get someone else, maybe the awards chair.
- j. Write up awards presentation info. Acknowledge the Garden Club. Make it short and sweet. If the sitter schedule is not filled, telephone artist members who have not volunteered to ask for sitters. Add a person to open the downstairs door on Sat. and Sun. and someone to be responsible for locking it.
- k. Opening night: Need putty for labels, sign in book, receipt book for sales. Put up labels & sign on building. Put up award

ribbons. Post sitter schedule on door.

- l. Closing: Have Gallery List ready to sign or initial as artwork is taken by artist. Take charge of Receipt book and Purse with money. Take membership money and forms. Return room to a more normal state. At Tuesday pickup, call artists who have not picked up and arrange time to pick up.
 - m. Account for all money taken in sales using the receipt book. Include amounts giving 25% to PAS and 75% to artist. This is given to Naoko. Any receipts for purchases for food table or stationery supplies or craft supplies for ribbons will be reimbursed by treasurer. Specify who gets the refunds. Specify which artists get paid and how much they get so Naoko can send checks. It makes for a good relationship with the artists if you get their money out as soon as possible.
 - n. Money for memberships goes to Secretary. Note who is receiving a free membership for the following year- Honorable Mention award and send also.
8. Have award chairperson write thank you notes to award sponsors. Write T.Y. to judge
 9. Write report on show and submit to Board.

b. Detailed Schedule of Tasks for Holiday Exhibit (sample of 2009 Schedule)

- Complete Call for Entries and Send to Secretary (Oct 15)
- Mail/Post Call for Entries (Oct 22)



- Send publicity to Newspapers giving four weeks of advance notice and assemble team responsible for registration and hanging; assign roles for creating labels and refreshments (Oct 29)
- Distribute posters and prepare signs; obtain permits as required by the Town (Nov 5)
- Saturday Registration Date (Nov 27)
- Tuesday Registration Date and Hanging Day; Begin preparing labels (Nov 30)
- Friday Opening Night (Dec 3)
- Saturday Small Works Exhibit and Sale Day (Dec 4)
- Tuesday Post Show Pick Up Date (Dec 7)

c. Exhibit Gallery List (used to sign artist work in and out of Exhibits)

Exhibit Name	Artist Name	Area Code & Phone #	Title	Medium	\$	Refreshments Volunteer?	Gallery Sitter?

**d. PAS Exhibit Entry ID Label Form Information
(used to tag and control art work while on display)**

ARTIST _____

Title _____

Price _____ **Medium** _____

Phone No. _____

e. Sales Form (Sample)

136026

CUSTOMER'S ORDER NO.		DATE	
NAME			
ADDRESS			
CITY/STATE/ZIP			
PAID BY CASH C.O.D. CHARGE (IN ACCT) NO. OF NETS PAID OUT			
QUAN.	DESCRIPTION	PRICE	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
RECEIVED BY			
4700 KEEP THIS SLIP FOR REFERENCE			

f. PAS Letterhead Logo (for use in promotional publications and press releases)

g. Volunteer Contact List

Name	Past PAS Exhibit Tasks	Phone # ,e-mail
Diane Moore	Registration for exhibit on Tuesday before show, Hanging exhibit	978-874-5670
Joanne Quinn	Procuring Awards for May show, contact for Wachusett Garden Club, Registration on Saturday. Open outside door at Center	978-464-5670 jmquinn2@gmail.com
Rig Washburn	Hanging exhibit	978-464-2812
Linda Johnson	Hostess for table at exhibit, Award Ribbons	508-755-4582 lljohn@charter.net
Judy Dino	Table Hostess, hanging of show	978-464-5679 Onidju@aol.com
Judy Tyler	Table Hostess, Labels for show	978-464-5226 tylerja@aol.com
Adele Firshein	Hanging exhibit	508-829-9562
Merry Pratt	Hanging Exhibit	508-856-7424 Merrybud4@aol.com
Gina Constantino	Contact for Wachusett Garden Club, participant in past WGC displays	978-464-2620 ginaconstantino@verizon.net

h. Past Award Sponsor Inventory List (note sponsors may change year to year)

Princeton Arts Society

First Prize: \$150 + Certificate + Ribbon
 Second Prize: \$125 + Certificate + Ribbon
 Third Prize: \$75 + Certificate + Ribbon
 Honorable Mention: One Year Membership + Ribbon

Other Sponsors

Worcester Art Museum: Scholarship for Free Class
 Contact: JanetManahan@worcesteraart.org

Canson, Inc: Watercolor Supplies and Paper
 Contact: Diane KUC, Marketing Dept. 21 Industrial Drive,
 South Hadley, MA 01075, 413-538-9250

Jack Richeson: Watercolor Set
 Contact: PO Box 160, Kimberly, WI 54136-0160,
 920-738-0744

Wachusett Meadow
 Contact: Deb Cary 978-464-2712

Steve Breen Memorial Award: \$100.00
 Contact: Judy Breen 978-464-4278
jbreen@princeton-ma.us

Gold Wan Gallery: \$35 Gift Certificate
 Contact: Lauren, 117 Worcester St. West Boylston, MA 01883

Dale Rowney: Oil or acrylic paint set

Contact: Phyllis Kelch, Media & Public Relations , 2 Corporate Drive, Cranberry, NJ 08512-9584, 609-655-5252

Prints & Potter: \$35 Gift Certificate
Contact: Norman Ringdahl, 142 Highland St
Worcester, MA 01609
508-752-2170

i. Exhibit Flyer/Poster (Small Works Sample)



j. Exhibit Flyer/Poster (Spring Art Exhibit/Sale)



k. Exhibit Report Samples

i. 2009 Small Works Exhibit and Sale

The Princeton Arts Society held their annual Christmas Arts and Gifts Sale on Dec 4th and 5th, 2009 at the Princeton Center School. Twenty four artists participated, showing a total of 57 items. This is about average and I'm not including the 4x4 canvas painters.

A new project this year was the offering of 4x4 decorated canvases as a fund raiser for PAS. Members were given the canvases to paint and returned them before the show as a donation to be sold at 20\$ each. 18 canvases were sold out of the 30 ordered for a total of \$360 for PAS. The cost of the canvases was 72\$. Many members who had not participated in past exhibits donated canvases. A list of participating artists was deemed not to be necessary.

The Opening was well attended and the Princeton Historical Society graciously opened their doors during the hours of our exhibit.

Sold were 5 paintings, 2 Drawings, 9 packages of cards, 1 photo, 2 pieces of jewelry, and 1 tile and 1 print. Gross sales Totaled 944\$ plus the small canvases.

Ten Memberships were paid and a total of \$345 was given to Lou Trostel.

Outstanding volunteers were Len Haug, Judy Tyler, Mary Trostel and Susan Ulrich.

Recommending Len Haug to chair this show next year. I volunteer to do the posters. What a deal!

ii. 2010 Spring Art Judged Exhibit and Sale Report

The following is a report on the 19th Annual Members Exhibit, "Green Paths"

"Green Paths" was held Friday, May 21st, 22nd and 23rd, 2010. There was a very good turnout on Opening night. There were 64 entries representing 42 artist members competing for 12 awards. This was 10 more entries and 11 more artists than last year's show. The judge, Cameron Bennett from Manchester NH, a painter and illustrator, chose 7 entries whose creators had not won any awards in past PAS exhibits.

Total Sales were \$221 for 3 artists. PAS Commissions are: \$56.25. Dues collected were \$220 for 6 renewals and 1 new member. The poor sales reflect the present trend in many other regional exhibits. No expenses were reported thus far.

A wonderful surprise at the Opening came in the form of a gift certificate for 150\$ as I end my 11 years as Exhibit Chairman at PAS. I thank all on the Board who have supported me especially Susan Ulrich, our loyal, committed President, Lou and Mary Trostel, our faithful Secretaries and Naoko Gomi, our steadfast Treasurer. PAS is blessed with their talents and commitment. As if that was not enough, there was a lovely necklace made by Beth Mellor and a delightful card by Mary Trostel. It has been a pleasure working with all of you.

Our new exhibit chairman, Len Haug has taken the helm, and I have turned over the records I have kept to him. I have written up a list of exhibit volunteers, a list of awards with contacts and a schedule of monthly tasks for the May show. I will be available for information purposes in the future.

b. Hey Day Art Exhibit and Sale Flyer/Poster



Cosponsors: Town of Princeton Agricultural Commission
Princeton Arts Society

Hey Day / Farm Day

At Mass Audubon's Wachusett Meadow Wildlife Sanctuary
113 Goodnow Rd. Princeton, Ma

(turn on Goodnow Road, 1/2 mile west from Princeton Center on Route 62, follow to end)

Saturday, October 2nd 11:00-4 pm

Raindate: Sunday, October 3rd (if torrential rain- call 978 464 2712 to confirm or check website www.massaudubon.org or email wachusett@massaudubon.org)



Cider, cheese , ice cream , baked goods and sweets plus produce and products offered by the Princeton Farmers Market , Red Apple Farm, and other area farms and stores.



Chicken BBQ is Back!!! Please call to reserve your serving- 978 464 2712. Also available: hot dogs, hamburgers , veggie burgers and other goodies.



Princeton Arts Society will exhibit, demonstrate and sell their fabulous works of art. Throughout the day, guided nature walks will be offered.

Exhibits and hands on farm related activities for people of all ages including cider pressing, blacksmithing, hay rides and canoeing.

For children: Mini-maze, colonial era games, 4 H Club animals, vegetable and/or fruit critter design contest, pumpkin painting, and more!

Volunteers needed: Free admission if you volunteer!
Call 978 464 2712

Fee: \$5.00 per person. Family maximum, \$20.00 (children 3 and under free)

For more information contact:
Wachusett Meadow Wildlife Sanctuary
113 Goodnow Road Princeton, Massachusetts 01541
tel 978 464 2712 email wachusett@massaudubon.org website www.massaudubon.org

c. 2010 Community Out Reach Exhibits

Start	End	Loc	Artist	Number of Pieces
1/12/2010	3/12/2010	Barre BK	Bahosh	8
1/15/10	3/15/2010	Bagg Hall	Dean	8
3/12/2010	5/14/2010	Barre BK	Tyler	8
3/15/20010	5/10/2010	Bagg Hall	Leo	5
5/17/2010	5/31/2010	Barre BK	TPS Students	12
5/17/2010	7/17/2010	Barre BK	Winners of Spring PAS Show	10
5/17/2010	7/28/2010	Bagg	Rettstadt	8

		Hall		
7/17/2010	10/5/2010	Barre BK	Solomon	9
7/28/2010	9/28/2010	Bagg Hall	Stromberg	8
10/6/2010	11/15/2010	Barre BK	Driscoll	8
10/6/2010	11/15/2010	Bagg Hall	Driscoll	
11/15/2010	1/15/2011	Barre BK	Carter	
11/15/2010	1/15/2011	Bagg Hall	Carter	

H. Educational Programs and Workshops

1. The Portrait Group Workshops

The Portrait Group meets on a weekly basis and is a core component of the Society. It has been in existence for a long time and while many of its participants have been involved since its inception, the Group welcomes new members.

Each week, a designated member is responsible for finding and bringing a “sitter.” Sessions are schedule for three hours each Tuesday morning.

Due to lighting and space considerations, the Portrait Group has moved its meeting location from the Center PAS space to the First Congregational Church basement, just off the common.

2. PAS Workshops Conducted by Non-Members

Members and non-members alike can request the use of the PAS Center facility to offer and conduct workshops. Requesters need to provide the PAS President with a proposal that outlines proposed purpose, audience, fees (if not offered free) along with an outline of the workshop content, instructor qualifications, requested date and length of workshop, etc.

Due to limited space, workshops must abide by maximum class sizes set by the Facility Manager. For profit workshops will be charged a fee for use of the space with the actual rate set by the PAS Board of Directors based on

information provided by the requestor. The actual charge will also consider any other potential costs that PAS would incur to support such workshops.

Use of the space must also comply with all Center Building Requirements set by Facility Management.

I. History of the Princeton Arts Society (to be completed in 2011)

J. Reference and other Policies and Documentation

1. Financial Spreadsheet (2010 Financial Results and 2011 Budget)
2. 2010 Annual Report to Membership