

POLICIES of the LAKESIDE PUMPHOUSE ARTISTS' ASSOCIATION

A. Duties of the Executive

a) President

Leads the organization toward the accomplishment of its mission and works with the Executive to develop strong cooperation between the Executive members.

Duties and Responsibilities

- i. Chairs every meeting of the members and of the executive.
- ii. Oversees the general management and supervision of the affairs and operations of the Association.
- iii. Becomes ex-officio of all Association Committees.
- iv. Along with the Membership Chair, signs all membership certificates.
- v. Appoints an Acting Secretary for meetings in the absence of the Secretary.
- vi. Ensures that a membership list is made available to all members. This list is not to be used for any other purpose than information for Association members.
- vii. Sets the date for an Annual General Meeting (AGM) of the membership. Such meeting shall be held within 60 days of the fiscal year end. The president shall further ensure that a quorum of members is present at the meeting. The meeting shall receive and consider reports by the president and treasurer as well as minutes of prior meetings, and other reports and new business as may properly come before the members for discussion and decision.”
- viii. At the beginning of the new executive’s term, as new business during an executive meeting, review all Standing Orders for relevancy.
- ix. Notifies any Life Members that their Life Membership has been revoked, when applicable.
- x. Presents nominations for “Honorary Membership” received by the President for review and consideration to the Executive. The President will inform the Nominator of the Executive decision, and if successful, notify the recipient.
- xi. Has oversight responsibilities for facility rental times for Association activities, including reviewing monthly rental invoices.

b) Vice President

Assumes all the duties and responsibilities during the absence of the President.

Duties and Responsibilities

- i. Works with the President to be prepared to assume that office, if necessary.
- ii. Works with the president and other Executive in planning, organizing, and implementing programmes.
- iii. Plans, develops and enforces policies and objectives for the association to ensure it maintains its values and meets established goals.
- iv. Plans and coordinates demo activities for the Association.

c) Secretary

Keeps the minutes of the Executive meetings, special meetings, and the AGM; and to send out notices and correspondence that do not fall under the responsibilities of other officers.

Duties and Responsibilities

- i. Attends all Executive and Annual General Meetings of the Association to record the minutes of all proceedings.
- ii. Receives reports from the Executive to include in the minutes.
- iii. Distributes copies of the minutes to the Executive committee for review within two weeks after the meeting, and before they are sent to the Executive Committee.
- iv. Assists the President in preparing the agenda for Executive and Annual General Meetings.
- v. Retains minutes as a permanent record bring the minute book containing past minutes to meetings for reference purposes.
- vi. Retains all Executive papers and records; knows where the archives are located.
- vii. Acts as a signing officer for official documents and financial accounts.
- viii. In the absence of the President or Vice-President, the Secretary calls meetings to order at the designated time and presides until the election of a temporary chair.
- ix. Sends out “Thank You”, “Sympathy”, “Get Well”, "Congratulations", and “Thinking of You” cards on behalf of the Association.
- x. Performs other duties from time-to-time as requested by the Executive.

d) Treasurer

Manages the Association's money, its collection and disbursement, by ensuring good financial stewardship.

Duties and Responsibilities

- i. Collects and deposit dues and fees and deposits all monies in the name and to the credit of the Association in the bank or trust company designated from time-to-time by the Executive.
- ii. Keep full and accurate accounts of all receipts and disbursements of the Association, in proper books of account.
- iii. Maintain a petty cash float of not more than \$200.00 to facilitate reimbursement of minor expenses incurred by members. All disbursements shall be documented by a proper invoice or cash register receipt provided by the member.
- iv. Disburse the funds of the Association under direction of the Executive. All cheques or other banking documents require at least two Executive signatures.
- v. Prepares a monthly written financial statement and presents at Executive and Annual General Meetings for approval and inclusion in the minutes.
- vi. Within two months of the end of the fiscal year, prepares and presents to the membership, at a general meeting, an audited financial statement for the previous year.
- vii. Collaborates with Workshop Coordinator to ensure all workshop registration fees are banked in a timely fashion.
- viii. Collaborates with the President, and Vice-President, to develop and monitor the annual budget.
- ix. Orients the new treasurer.

e) Membership Chair

Manages of the Association's Membership List, and acts as the liaison to new members and guests.

Duties and Responsibilities

- i. Keeps a record of the names, addresses, phone numbers, and email addresses of all members and distribute membership cards.
- ii. Ensures that new members receive a copy of the Association Constitution and Policies.
- iii. Processes membership applications and renewals.
- iv. Provides regular and ad hoc membership lists, statistics, information and reports as required to the Executive.

- v. Responds promptly to member/potential member enquiries (telephone, email, etc.)
- vi. Undertakes other relevant tasks as required by Executive.

f) Workshop Coordinator

Ensures that a series of interesting and useful painting workshops are available to the membership each year.

Duties and Responsibilities

- i. Works with the Executive to identify workshop topics and potential leaders to satisfy membership needs for both one and two-day workshops.
- ii. Reports proposed workshops for the next year to the Annual General Meeting.
- iii. Serves as contact person for workshop presenters and ensure payment after workshops are complete.
- iv. Schedules workshops and secures venues, ensuring the Vice President is informed of this information.
- v. Before the workshop is promoted, prepares preliminary workshop budget to present to the Executive for approval. Presents an 'actuals' budget at the next Executive meeting following the workshop.
- vi. Promotes upcoming workshops at weekly Association meetings.
- vii. Keeps the President informed of any issues and registration numbers. Twenty-one days before the scheduled workshop the Coordinator and President will decide whether a workshop is to proceed or be cancelled.
- viii. Compiles promotional materials, such as workshop descriptions and biographical information for upcoming event, (including a materials list and reference photos,) and provide these to the Newsletter editor and website coordinator.
 - a. Newsletter editor within a month of the publication date.
 - b. Website coordinator within two months of the workshop.
- ix. Facilitates setup of the venue for the workshop and coordinates the daily operation of the workshop.
- x. Distributes and collects evaluations for each workshop. Evaluates workshop success and makes suggestions for future changes.
- xi. Collaborates with Treasurer to ensure all registration funds are collected and banked in a timely fashion.
- xii. Ensures that the workshop leader is given an appropriately dated cheque upon completion of the workshop.
- xiii. Contributes to the Association annual budgeting process.

- xiv. Undertakes other relevant tasks as required by Executive.
- xv. Responsible for a set of keys to the Pumphouse and Association storage cupboard.
- xvi. Orients the new workshop coordinator.
- xvii. Because of the time involvement in preparing and running the workshop, the Coordinator will only pay half of the workshop registration fee.

g) Art Show Coordinator

Art Show Coordinator oversees the planning, preparation and running of exhibits for the Association. The Coordinator also schedules volunteers for the exhibition needs, and may also arrange for art work to be transported if needed.

Duties and Responsibilities

- i. Establish dates for the Art Show, books the Pumphouse for those dates, and ensures the Vice President is informed of this information.
- ii. Meets with the Promotion and Publicity Coordinator to discuss needs for signage and media and determines the associated costs.
- iii. Discusses with the executive the arrangement and budget for refreshments for the Friday Opening Reception.
- iv. Prepares a budget estimate for the show and present to the Executive prior to the show for approval.
- v. Prepares an actual spending budget after the show and present to the Executive
- vi. Establishes the cut-off date for “Call for Entry”. This includes the cut-off date for payment and entry form to be received.
- vii. Prepares a job list and ensure participants are assigned to fill all jobs
- viii. Prepares a list of participants names with relevant details of their paintings; title, medium, size and price.
- ix. Opens the Pumphouse on the days of the setup and show.
- x. Sets up the Red Binder for completion by the participants who are tending the pumphouse during the show

h) Newsletter Editor

Initiates, coordinates, writes, edits, produces and delivers the Association’s newsletter, ARTmatters, quarterly.

Duties and Responsibilities

- i. Assembles, organizes and edits written content, including standing features. Much of this content will be provided by Association Executive and Coordinators. Encourage Association members to write/create for the newsletter and share ideas. The Editor may so ask for volunteer editorial assistance. Edit submitted articles for understanding, grammar, length and consistency.
- ii. Assembles visual content, including photos and graphics.
- iii. Inputs information into a desktop publishing program.
- iv. Publishes the newsletter quarterly at the end of the months of March, June, September and December.
- v. Sends advance copy to the Executive, to proof.
- vi. Prepares and sends copies of the newsletter for members who do not have email.
- vii. Records contact with all external organizations who may have something to contribute for future reference. e.g., Grimsby Gallery.
- viii. Attends Executive meetings, if possible. Submit a report to the President beforehand on your activities.
- ix. Prepares an annual budget of estimated expenses. Informs the Executive if you believe your expenses may exceed your approved budget. Reports on your actual expenses and income.
- x. Sends PDF version of newsletter to the Website Coordinator when it is ready for distribution.
- xi. Keeps Executive informed of all issues pertaining to the newsletter.
- xii. Keeps files and back-ups of all newsletters produced.
- xiii. Keeps an annual miscellaneous file in which articles, required each year are stored.

Skills and Experience

- i. Ability to know what is happening in the Association, so that articles are relevant.
- ii. Clear writing skills, ability to edit, sound judgment as to what should be included.
- iii. Ability to use a word processing or desktop publishing program.
- iv. Ability to do create and/or manipulate graphics.
- v. Ability to work to a deadline and prompt those who don't meet the deadline.

i) Promotion and Publicity Coordinator

Manages public relations, advertising and promotion for the association and its Art Show.

Duties and Responsibilities

- i. Member of the Executive. Attends Executive meetings, if possible. Submit a report to the President beforehand on your activities.
- ii. Manages all promotional activity for the Art Show – advertising, PR, posters and signage.
- iii. Prepares an annual budget of estimated expenses. Informs the Executive if you believe your expenses may exceed your approved budget.
- iv. Maintains relationships with key media outlets and community organizations to build and maintain awareness of the organization. Keeps files and back-ups of all advertising produced and an annual PR file in which any news articles about our association or members, are stored.

Key Activities

Art Show Promotion – begin 6-8 weeks prior to the show

- i. Creates and places advertising in the key local papers (At least a month ahead – to be placed for the week before or the week of the show).
Niagara This Week – Grimsby News and News Now
- ii. Places information in the free events section of “Events” Hamilton Spec, Niagara this week, News Now (Around Town “upcoming Events) St. Catharines Standard online and other online listings – try to run for three to four weeks before the event.
- iii. Designs and prints posters to be distributed to local area stores, outlets and community centers — Grimsby, Beamsville, Stoney Creek, Hamilton, St Catherine’s (locations listed in Pumphouse information manual)
 - a. Maintains and manages storage of adequate outdoor directional signage for the Art Show. This could include purchase and development of new signs. — Distributes and places the signage for the duration of the show.

Build Awareness of the organization to attract new members and support the work of members.

- i. Ongoing listings of the organization in free listings in community papers and online sites

- ii. Community Captured West Niagara Event Coordinator
 - a. Social Media – create and manage organization Facebook page

Skills and Experience

- i. Experience in public relations, marketing and advertising.
- ii. Ability to write advertising copy and create and/or manipulate graphics.

j) Phone Tree Coordinator

Serves as the initial point of contact for members without computer access. The purpose is to communicate a brief message quickly — whether it be an alert or social information.

A Phone Tree will be made to all members to notify them of:

- i. Cancellation
- ii. Change of venue
- iii. Demo notification
- iv. Special event or meeting notification

Long distance calls charged to members for Association business will be covered by the Association.

Duties and Responsibilities

- i. Liaises with the Membership Coordinator to get most current Membership List, and to maintain an accurate list.
- ii. Before winter sets in, initiates a test of the Alert System to all members. This includes testing email address for those who have them; and phone numbers, for those who do not have computers. (See *Procedures for Phone Tree Communications*.)
- iii. Communicates to members about canceled gathering days, events, other issues, and activities.
- iv. Reports feedback to the Executive.
- v. Undertakes other relevant tasks as required by Executive.

Alert System

- i. Issues Weather Alert — if the weather is questionable on a Wednesday morning, check for an Alert email shortly after 9:00.
- ii. If an Alert email has been issued — contact non-computer access members shortly after the email is received, using the Alert email as the script.

- iii. Leaves a message if no one answers the phone.

k) Team of Office

- i. All executive positions may be held for two consecutive terms and any subsequent consecutive term proclaimed by acclamation.

B. Art Show Panels

- i. At the discretion of the Art Show Coordinator, an [active/associate/Life/honorary] LPAA member may borrow “nn” panels for a one-week period. Panels are to be picked up and returned during a regular Wednesday session.
- ii. Panels are to be returned on time and in good condition.
- iii. The borrower is responsible for any replacement due to damage or loss during the time they were borrowed.

C. Demonstrations

An honorarium of \$100 will be paid to anyone giving a scheduled demonstration or lecture. In addition, pre-approved material expenses will be reimbursed.

D. Events

- i. For all events that require a participation fee (workshops, trips, art shows, etc.) payment in full is required no less than 14 days before the event. A notice of cancellation received more than 14 days before the event will result in a full refund. If, within 14 days of an event, someone is unable to attend the event, it is that individual’s responsibility to find a replacement or forfeit the fee.
- ii. Where there is a waiting list for the event, and the participation fee is not received as above, those on the waiting list will be invited to fill the opening(s), on a first-come-first-served basis. Those bumped from the activity list will be moved to the bottom of the waiting list.
- iii. At the discretion of the Executive, a refund of workshop fees *may* be offered by the executive on compassionate grounds to anyone who could not attend a workshop due to a last-minute serious health concern (doctor’s visit or hospitalization) or a death in the immediate family.

E. Kilometrage

Members who drive their vehicle on behalf of the Association, with prior approval of the Executive, will be reimbursed at a rate of \$0.45 per kilometre.

F. Complimentary Workshop Certificate

From time to time the Executive may issue a certificate to a deserving member, for outstanding services to the association, enabling the holder to one complimentary day of a workshop of their choice.

G. Financial

- i. No cheques of any kind will be issued without being made out to a payee.
- ii. The annual membership fee will be set in September, in consultation with the Treasurer, with membership renewal and the next year's budget in mind.
- iii. The baseline for Association contingency funds in the general account is set at a minimum of \$3000.00.
- iv. While the goal is to grow the organization, the annual budget for the Association will be determined by the President and Treasurer in consultation with the Executive, and to be presented to the Membership at the Annual General Meeting. This will be a Zero-Based Budget, which means that Income balances the Expenses. At the end of the fiscal year, it may be positive or negative, but near zero. The goal is for all workshops, exhibitions and events to be cost neutral; paying for themselves.
- v. Dues:
 - a) The weekly dues for attending members is \$3.00.
 - b) Weekly dues is waived for members 90 years old or older.
 - c) A guest may attend once for free, after which the fee is \$5.00 until that guest becomes a member.
 - d) For demos, everyone attending pays the same weekly dues as members. There are no exceptions.

H. Children Attending

Children may attend with a member, if room permits, on an occasional basis only.

I. Paints

At the weekly meetings, members are asked to work only in mediums that do not have odours.

J. Quorum

- i. An Executive meeting may be held with two of the four Executive present.
- ii. A quorum for changes to Policy requires the approval of four Executive plus at least two Committee personnel.
- iii. The quorum for the Annual General Meeting, or any other general meeting of the membership, is set at 10 or more members.

K. Life Membership

- i. An active member of the Association, along with at least five seconders, may nominate in writing to the President, another member (excluding current Executive) for new Life Membership – see application form. The nominee shall have represented the Association in an exemplary manner.
- ii. The application shall be signed by all and indicate a list of accomplishments, the time frame involved, and a description of how and why the accomplishments are considered exemplary. This application will be treated as confidential.
- iii. The Executive will determine by majority vote if the member nominated is qualified and their vote is final.
- iv. The nominator will inform the nominee of the Executive decision, if applicable.
- v. A member accepted as a “Life Member” will no longer have to pay annual fees or weekly dues.
- vi. Life Membership may be revoked by a vote of the Executive at any time should a Life Member bring dishonour to the Association or any of its members.

L. Honorary Membership

- i. This is an honorary membership status given by the Association to workshop artists who have shown their exceptional dedication and support of the membership of the LPAA community.
- ii. These artists may be nominated by a member of the LPAA, and the Executive will determine by majority vote if the status is to be granted.

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