

Central Minnesota Watercolorists  
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Organization Guide 2023-2024 (revised on 12/11/23)

Index	Page
I. CMW Mission Statement/Structure	2
Organizational Status	2
Mission Statement	2
II. Governance	
Overview	2
Board Purpose	2
Board Members and Support Personnel	3
Board Meetings and Transitions	4
III. Membership	
Eligibility and Terms of Membership	5
Benefits	5
Meetings	5
IV. Collaborative Relationships	
Paramount Center for the Arts	6
Other Local and State Links	6
V. Communications	
Newsletter	6
Website	7
Brochure	7
Ad Hoc	7
VI. Resources	
Key Contacts	7
Addendums (Attachments):	
Addendum A – Paramount Center for the Arts Agreement	8
Addendum B – Privacy Statement	9
Addendum C – Tax ID Document	10
Addendum D – Tentative Meeting Schedule, Workshops, Retreats, and Art Crawls	10
Addendum E – Event Planning Notes Sample	12
Addendum E.1 – Annual Dinner Meeting Worksheet	14
Addendum E.2 – December Holiday Meeting Worksheet	15
Addendum F – Past Demo Artists and Workshop Instructors	16
Addendum G - Website Information & Guidelines for Artist's Pages	20
Addendum H - Guidelines for Shows	23
Addendum I – Submission of Member News for Social Media	24
Addendum J - Notes on Shows/Exhibits	25
Addendum K - Public Address System Operation	32

I. CMW Mission Statement/Structure

**Organizational Status:** CMW is an independent community organization based in St. Cloud, MN which serves artists mostly within a 60+ mile radius. There is no geographical requirement to be a member. All members serve as volunteers with no compensation for labor. CMW began as a small group of artists with a great love for the watercolor medium. From that foundation CMW has evolved to provide opportunities for interested artists to participate, meet, paint, learn, network, and exhibit their art in a variety of local, state, and national events. CMW is structured as an LLC.

**Mission:** Our mission is to provide opportunities and service to our area artists and members, to provide creative environments for all CMW members, and to encourage and strive toward creative excellence in all water mediums.

## II. Governance

**Overview:** CMW is governed by a designated board of directors. The existing board will review board composition annually and consider any necessary changes. All CMW members are eligible to become board members and act voluntarily in that position. There is an annual solicitation of volunteers to fill open board, chair, and support positions.

**Board Purpose:** The CMW board is responsible for the overall direction and support needed to keep CMW functioning. These responsibilities are listed below.

- Meet the fiduciary responsibility by establishing, monitoring and maintaining a budget.
- Determine future direction for CMW.
- Determine the calendar for the year and venues for listed events.
- Ensure that board positions are filled, and new persons are oriented.
- Identify support positions needed (i.e. event chairpersons, equipment and management).
- Obtain demonstrators for meetings.
- Determine exhibit and show opportunities.
- Facilitate member registration and renewal.
- Conduct the annual member meeting.
- Maintain and develop collaborative relationships with local theaters, galleries, and art venues/groups.
- Identify and facilitate workshop and other educational opportunities.
- Keep the CMW website and Facebook content current.
- Conduct a variety of communications as needed to include ad hoc emails, the website, blogs, and a CMW brochure.
- Store important documents and history of CMW. Most items are archived on Google Drive Workspace.
- Keep the CMW Organizational Guide current.
- Establish and maintain a privacy statement and ensure adherence.

## Board Members and Support Personnel

**President:** The president runs the monthly board and member meetings and oversees all aspects of CMW and its activities. The president delegates tasks to board members and general membership as needed. Other presidential tasks are listed below.

Schedule, prepare agendas, and conduct board and membership meetings. Monthly board meetings should be scheduled approximately two weeks before regular CMW meetings so information can be disseminated at regular meetings.

- Establish the annual calendar in coordination with the vice president.
- Ensure the goals and objectives of CMW are met through communication and delegation.
- Communicate with board and members as needed, especially regarding any necessary changes to plans.

Supervise and ensure coordination of all events conducted by CMW.  
Communicate with the Paramount staff to schedule space for meetings and workshops and maintain the Annual Memorandum of Understanding with the Paramount.

Represent CMW leadership in the community.  
Write the brief monthly President's Message for the members on the website on Google Drive Workspace.

- Ensure all board positions are filled as needed.
- Identify and select opportunities for group shows and sign agreements as needed.
- Maintain a supply of CMW brochures and distribute as needed at shows and events.

Ensure that these guidelines are reviewed and updated biannually.

**Vice President:** The vice president is the backup to the president and performs in the event the president is unable to conduct business. Other duties are listed below.

Schedule demonstrators for monthly meetings and communicate and provide support for them.

Greet demo artists and monthly meetings and assist with setup.

Lead activities to secure instructors for workshops and coordinate with the venue.

Coordinate the annual dinner meeting with delegation to others as required.

Maintain contracts or documentation for demo artists.

Participate in the setup and takedown of exhibits or delegate to other member(s).

Initiate and update the Event Planner and any tracking documents to enable the board decision making process.

**Treasurer:** The treasurer manages the finances for the organization and informs the board regarding budget decisions. Other duties are listed below.

Develop and present an annual budget for board approval.

Be present at events and monthly meetings to receive dues, registrations fees, and to issue payment(s) as needed for CMW incurred expenses.

Deposit checks and manage the CMW checkbook and reconcile bank statements.

Maintain financial spreadsheets related to income and expenses.

Create financial statements and reports for the board.

Keep the membership list updated and notify other board members of changes.

Serve as primary contact for new members by sending out a new member welcome packet and referring specific questions from new members to appropriate board members.

Create a master registration list for art shows/exhibits and title cards (some variation in this duty may relate to requirements of the venue for shows/exhibits) .

Coordinate with the Social Media Coordinator to enable creation of website galleries.

Participate in the setup and takedown of exhibits or delegate as needed

Bring payment for demonstration artists to the CMW meeting and present to him/her at the break. \$150 for member artists and \$250 for other artists.

**Secretary:** The secretary takes, distributes, and maintains files of board meeting minutes. Other duties are listed below.

Record monthly board meeting minutes and distribute via email to board members.

Greet members at monthly meetings and facilitate sign in.

Assist the Social Media Coordinator with note taking of meeting demos as requested.

Maintain the list of CMW property and location of storage.

Adhere to the privacy statement in sharing of emails only as allowed by members.

**Social Media Coordinator:** Primary duties are to create, support, and maintain content for the website and Facebook. The board selects the person for this position. When needed the coordinator should have knowledge of offsite backup support options as needed. Other duties include:

Gather information from board and member meetings to be conveyed to the general membership via the website and to Facebook visitors.

Post CMW news and information on the website and social media websites.

Act as a resource to members in maintaining the artist's personal portfolio.

Manage Facebook page so that members can post paintings, write notes, send messages, and share the site with their "friends"

Schedule Board Meetings on Zoom

Keep website Calendar up to date.

Create and update Artists personal portfolios.

Post on the website upcoming events and show details in a timely manner.  
Respond to CMW emails sent to: [contact@centralminwatercolorists.org](mailto:contact@centralminwatercolorists.org)  
Communicate news and events with members email or Mailchimp.  
Share CMW News and info on Facebook page

**Internet Technology Master:** The Board selects the person for this position. The person should have training and skills in website maintenance and an understanding of the importance of cybersecurity resources.

Monitor and identify security issues and bring such information to the board for action as needed.

Identify and bring policy issues to the board for resolution.

- Ensure that fees for the domain site subscription Wix and Google Workspace are paid.
- The coordinator will provide an annual budget for website operation.
- Prepare web page for shows with appropriate information.

**Key Support Positions:** These may include those who volunteer to arrange the meeting room, coordinate workshop activities, and other needs as they arise.

**Board Meetings:** The board meeting schedule is established by the president. Meetings normally occur monthly approximately two weeks prior to the monthly membership meeting. Ad hoc meetings can be called if needed. Each member of the board has one vote; the goal is to gather consensus on issues that come before the board.

**Transitions:** Board members serve for a two-year term or complete the term of a vacated position (the board will appoint an interim member for vacancies). At least two positions will rotate each year to ensure there will be an overlap of positions and enable continuity of CMW activities and policies. This makes it possible for experienced board members to train new board members. To facilitate this process, new board members should attend one or more board meetings before their term begins in January. This guide serves as a manual for new board members to follow and will be distributed accordingly.

**General Recommendation for Rotation is as Follows:**

President and Secretary – terms end on even years.

Vice President and Treasurer – terms end on odd years.

Website Administrator - requires specialized training and is a long-term position.

Terms need to be staggered to ensure continuity of leadership and understanding of procedure of organizational needs.

Social Media Coordinator - appointed at the Board's discretion

### III. Membership

**Eligibility and Terms of Membership:** Any interested person regardless of experience level is eligible for membership in CMW. The term of membership is for one year upon payment of annual dues. This fee is determined by the board on an annual basis.

**Benefits of Membership:** Benefits include:

Monthly meetings which may include artist demonstrations and allow networking.

Area workshops including at least one annual workshop given by a nationally known artist along with other local and regional workshops and paint-ins.

Participation in art crawls, and regularly scheduled shows and exhibits.

The option to have an individual portfolio page on the CMW website.

Be part of the CMW Facebook page and display art there.

Network and make new artist friends and connections.  
Receive current information for registration and important event dates, announcements, and member achievements of interest.

**Meetings:**

CMW hosts nine monthly member meetings per calendar year. Meetings are held in February, March, April, May, June, September, October, November, and December. President may call other meetings based on emerging needs.

**Meeting Details:**

**Who:** Members and guests of members are welcome. Guests may attend one meeting without payment. Guests may attend subsequent meetings for a fee of \$5.

**Where:** Most regular meetings are held at the Paramount Center for the Arts (913 West St. Germain, St. Cloud, MN – (320) 259-5463). Alternate sites may be selected for the annual dinner meeting and the annual holiday card exchange. In special circumstances, Zoom may be used for virtual CMW meetings.

**What:** Demonstrations by guest artists or CMW members, member news, announcements, networking, artistic camaraderie, creative opportunities, and coffee.

The annual dinner and holiday card exchange both allow for the president to report on activities of the organization and to request input from members at both meetings on programming and other issues that may arise.

**When:** Second Monday of the month at 6 PM though the time may change as needed and determined by the President.

**IV. Collaborative Relationships**

Collaborative relationships enhance opportunities for CMW members. CMW collaborations include:

Paramount Center for the Arts – CMW collaborates with the Paramount for activities such as art exhibits, education, and workshops. CMW and the Paramount sponsor a minimum of one annual workshop by an accomplished artist. (See Addendum A for details of the collaboration.)

Sartell Community Center & Whitney Senior Center are options for members to pay at their own expense. . Linkages with other local and state groups provide opportunities which are arranged by the board.

**V. Communication**

**Website** - [centralmnwatercolorists.org](http://centralmnwatercolorists.org): This site provides many dimensions of information and education about CMW and the art of watercolor. Most importantly it provides a gallery of current shows. It also provides an individual artist a portfolio option so that the public can access and arrange with individual artists to purchase art. Viewers can send email inquiries to the Website Administrator for a facilitated response. Website fees incurred are paid by the CMW treasurer.

**Brochure:** This small publication is updated as needed and distributed to exhibit locations, meetings, organizational, and educational sessions. It provides information about CMW and benefits of membership. It is given to new members. All members may request copies from any board member.

**Ad Hoc:** Emails for immediate communication are sent out by the president or other board members as designated by the president.

## VI. Resources

### Contacts:

1. Paramount Center for the Arts – Derick Segerstrom – 320-257-5928;  
[dsegerstrom@paramountarts.com](mailto:dsegerstrom@paramountarts.com)

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## **VI. Resources**

### **Contacts:**

1. Paramount Center for the Arts – Derick Segerstrom – 320-257-5928;  
dsegerstrom@paramountarts.com

Prepare agenda

Prepare Silent Sale (registration process and bid sheets)

Assign tasks per worksheet (See Addendum E for details)



**Memorandum of Understanding**

Paramount Center for the Arts (PCA) and Central Minnesota Watercolorists (CMW)  
January 2022-December 2022

The parties agree that the Paramount will provide the following facilitation and contracting services through its Visual Arts Studios

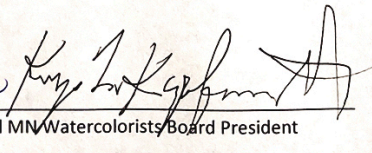
1. Recruit and contract artists to present workshops
2. Promotion and marketing
3. Registration and participation communication
4. Facilities and equipment
5. Artists Fees
6. Hospitality for workshops (coffee, water, sugar, etc)
7. Reimburse CMW at an agreed rate or discount members who register
8. Host monthly meetings in Studios, at no cost during regular open studio hours, the second Monday of the following months: October, November, December, January, February, March, April, May, June
9. Include CMW in partner organization listings
10. Provide secure storage space for CMW tote with meeting supplies
11. Receive mail on behalf of CMW
12. Provide exhibition space as CMW presentations are planned with PCA staff

The parties agree that CMW will provide the following services through its Officers and membership

1. Provide guidance and recommendation for teaching artists to pursue
2. Marketing assistance through newsletter and website
3. Hospitality: food and beverages determined per individual event or deduction from reimbursement to CMW (as identified in item 7 above)
4. A key contact for workshops, as determined by the president
5. Assistance with meeting the needs of the visiting artists, as determined by the president
6. Pay \$10 per hour scheduled outside of open studio hours (as required by all groups)
7. Include PCA as a partner in regular advertising
8. Members volunteer to demonstrate and display work during community events including Art Crawls and Autumn Moon
9. Set up chairs for meetings and return them to their original location

The PCA and CMW will pay invoices within 30 days. Any additional services will be negotiated and documented on an ad hoc basis.

This document will be reviewed and updated each December by the PCA manager of the Visual Arts Department and the current CMW president

  
Derick Segerstrom, Manager PCA VAS Department      Kay L. Johnson, Central MN Watercolorists Board President



## **Addendum B – CMW Privacy Statement**

### **Central Minnesota Watercolorists Privacy Statement Updated and Approved: October 2021**

Central Minnesota Watercolorists collects member names, home and email addresses, and phone numbers upon registration. CMW will protect member identification and their artwork as described below.

The membership list will not be distributed beyond the board. The list is kept on file with the treasurer for purposes of verifying member dues payment. It is not available to other organizations or vendors.

Members may share their contact information with other members as they wish.

If someone requests a member's information, a board member or the website/social media coordinator will contact the member to determine their willingness to be contacted by the requester. The contact information will be given only upon receiving the member's consent.

There is no tracking of those using the CMW website.

CMW has created a website through WIX.

Members need to understand that whenever they voluntarily disclose their personal information online on their personal page and for show galleries, this information is secure only as the website program provides. This security is outside of the control of the organization. In some cases, that information can be intercepted, collected, and used by others.

Members will be asked each time they renew their annual membership to grant specific permissions for the use of images of their artwork in the newsletter, on the website, or Facebook. They may decline any or all these options.

## **Addendum C – CMW Tax ID Document**

The document is not shown here for security reasons, Check with the treasurer. A copy of the document is in the financial files. CMW does not sell any goods or services, pay any wages, nor collect money for or related to taxes. Membership dues collected are expended for programming and materials to serve its members.

## **Addendum D - Meeting Schedule**

September 9, 2021 Annual Membership Dinner Meeting with Silent Sale (Atonement Lutheran Church)  
October 11, 2021 Member Meeting: Karen Knutson (Adding texture to your paintings with charcoal and collage)  
November 8, 2021 Member Holiday Meeting: Sharing of original cards and review of new website/potluck supper  
January 2022 No Meeting Scheduled  
February 15, 2022 Member Meeting: President's Challenge (Paramount "Sheer Beauty of Winter")  
March 14, 2022 Member Meeting: 3 Members' Demos (Paramount)  
April 11, 2022 Member Meeting: Demo Artist Marilyn Jacobson (intuitive, whimsical painting) (Paramount)  
May 9, 2022 Member Meeting: Demo Artist Pat Choffrut (Paramount)

June 13, 2022 Member Meeting: Demo Artist Sandra Muzzy (Paramount)  
July-August 2022 No Member Meetings  
September 12, 2022 Membership Dinner Meeting (Atonement Lutheran Church)  
October 10, 2022 Member Meeting: Demo Artist Catherine Hearing (Paramount)  
November 14, 2022 Member Meeting: Demo Artist Dan Wiemer (Paramount)  
December 12, 2022 Member Meeting: Potluck, sharing of original cards, program, holiday greetings (Atonement Lutheran Church)

### **Tentative Show/Exhibit Schedule**

September 2021 Arts in Motion on Lake Wobegon Trail in Holdingford  
October 2021 Great River Arts in Little Falls  
November 2021 Paramount Center for the Arts  
February 2022 CentraCare Plaza (virtual)  
February-March Whitney Senior Center Show  
April -May 2022 Good Shepherd Community  
May-June 2022 Falcon National Bank  
July 21, 2022 Munsinger-Clemens - Annual Art Fair in the Gardens (cancelled participation)  
October 2022 CentraCare  
November 2022 Paramount Center for the Arts  
December 2022 St. Cloud Hospital

### **Workshops**

September 23-25, 2021 Lisa Fertig Workshop on Landscape Painting  
(Postponed from 2020 due to COVID-19)  
March 19, 2022 Virtual Workshop by Keiko Tanabe  
September 27-29, 2022 Workshop by Tara Sweeney (Paramount Center for the Arts)  
Retreat  
May 2-5, 2022 Riverside Inn – Cold Spring, MN  
Art Crawls June, August, and October (Paramount). We need two volunteers for each event. Bring items for sale if you wish.

### **2023 Meeting Schedule**

January No member meeting  
  
February 13, 2023 Easel Night -President's Challenge - Darkness into Light  
(Paramount)  
  
March 13, 2023 Member Meeting CMW members Ralph - framing and Sandra -  
ready for web images/files (Paramount)  
  
April 10, 2023 Member Meeting - Dan Mondloch demo (Paramount)  
  
May 8, 2023 Member Meeting - James Turner demo (Paramount)

June 12, 2023	Member Meeting - Susan Frame demo (Paramount)
July/August 2023	No member meetings
September 11, 2023	Annual Membership Meeting - Atonement Lutheran
October 9, 2023	Member Meeting - Calvin deRuyter demo (Paramount)
November 13, 2023	Member Meeting - Carol Spohn - demo (Paramount)
December 12, 2023	Member Meeting Potluck, sharing of original cards, program (Atonement Lutheran)

**Tentative Show/Exhibit Schedule**

April - May 2023	Good Shepherd
May - June 2023	Whitney Senior Center
July 20, 2023	Munsinger Garden Art Show
September, 2023	Falcon Bank
November 2023	Art In Motion - Holdingford
November 2023	Paramount Show - Winter Light and Shadow

**Workshops**

September 19-21, 2023	Dan Wiemer (Paramount)
Retreat	
May 1-4, 2023	Membership retreat - River Inn Cold Spring, MN
Art Crawls	June, August, October 2 volunteers needed for each Crawl

**2024 Meeting Schedule**

January	No member meeting
February 12, 2024	Member Meeting President's Challenge - "Rock On" (Paramount)
March 11, 2024 Paramount as	Member Meeting - Michelle Kelly - info. on curating at the it relates to CMW (Paramount)
April 8, 2024	Member Meeting - Julie Schroeder demo (Paramount)
May 13, 2024	Member Meeting - Jinger Markley - demo (Paramount)
June 10, 2024	Member Meeting - Nette Beebe - demo (Paramount)

July/August 2024	No member meetings
September 9, 2024 (TBD)	Annual Membership potluck, silent auction and business meeting
October 14, 2024	Member Meeting Daniel Kuchenbecker demo (Paramount)
November 11, 2024 Intellectual	Member Meeting Blaker Iverson attorney The Basics of Property for Artists
December 9, 2024	Holiday Party potluck and original card exchange

### **Tentative Shows/Exhibit Schedule**

March 2024	Art In Motion
May-June 2024	Good Shepherd
May-June 2024	Whitney Senior Center
July 18, 2024	Munsinger Garden Show and Sale
August 2024	St. Cloud Hospital
October 2024	Great River Arts (Little Falls) title Autumn Beauty

### **Workshops**

April 8, 2024	Julie Schroeder alcohol ink (Paramount)
September 25-27,2024	Dan Turner (Paramount)
Retreat	
May 6-9	Membership Paint In Retreat River Inn Cold Spring
Art Crawls.	Undecided

## **Addendum E – Event Planning Notes Sample**

### **Central Minnesota Watercolorists - Planning Notes - January 2022**

#### **Below is the planning guide used for 2023-2024**

1. President: Prepare email request for Paramount by January 1, annually.
    - a. No room needed for members' meeting - no January meeting.
    - b. Rooms needed for monthly meetings.
    - c. Provide Paramount with a list of new officers if changes have occurred or indicate there has been no change.
  
  2. Online: Publish details for Spring Painting Retreat in Cold Spring. Update members on obtaining and correcting JPEG images of their artwork and possibilities for using the website (artists' pages). Publish details about upcoming demo artists and workshops, shows, and a reminder about dues. Members are asked to provide a 1-2 sentence describing their painting(s) submitted for showing. Downtown dates for St. Cloud Art Crawls and remind members that artists are needed for each of the four events. Art crawls are typically held in March, June, August, and October. Check the official webpage for information. **Note:** The official website is not always updated in a timely manner, so we may need to check with [www.visitstcloud.com](http://www.visitstcloud.com). Also, it helps to check with the Paramount staff Derrick or Michelle
  
  4. Remind members of upcoming shows and other events. Shows will be confirmed/changed each year.
- Deadlines for Shows: Note: deadlines may need to be adjusted based on the venue. For example, the Paramount show had different deadlines because of the docent preparation.
5. Treasurer needs to pay Munsinger Clemens Botanical Society Art Fair Fee
  
  6. Review shows from previous years and discuss possible changes.
  
  7. Information sheets need to be prepared for each show. Ideally these will be provided to all participants when they sign up or as soon as possible. In the case of some events, final details on hang and take-down dates are delayed because of the need to coordinate with other artists using the venue. Details are shown below:

#### **Show Information Template- (Name of Venue)**

**Venue Address -**

**Important Dates:**

**Deadline to Commit to Show**

**Deadline to Submit Information and JPEG(s) to Internet Technology Master**

**Hang Date and Time -**  
**Take Down Date and Time -**

**Other Details:**

**Number of Artwork Pieces/Artist -**

**Total Number of Pieces for Show -**

**Size Restrictions -**

**Contract – (At times the President can sign for everyone.)**

**Commission and Tax -**

**Information for Board:**

**Addendum E.1 – Annual Meeting Dinner Worksheet**

**Advance Planning:** Acquire a venue (Atonement Lutheran Church) and make payment (Treasurer). Determine if meal will be catered or potluck (potluck chosen). Visit venue. Vice President to organize and facilitate the planning details at the August board meeting. Usually attendance is 30 members (21 in 2022). President prepares an agenda for the annual meeting.

<b>Setup</b>	Determine room setup for buffet, eating, and silent sale		<b>Agenda &amp; Timing:</b> 4pm: board arrives to setup
	Table coverings		5pm: members arrive to sign in, pay dues, check in silent sale items, & socialize
	Determine decorations needed & decorate		6pm: Welcome by President Food service begins/meal
	Consider use of AV equipment		6:30pm: Annual meeting called to order; follows the agenda with time for input from members
	Setup of AV equipment/testing		7:30pm: Meeting Adjourns with drawing of door prize
	Make coffee & set up beverages		7:30-7:45pm: End of silent sale
	Food intake & layout		8pm: Cleanup
<b>Sign In</b>	Treasurer recruits two greeters		

	Materials for membership renewal (forms, pens, pencils, receipts, membership cards; meeting sign in book)		<b>Supplies</b>
	Collect next year's dues		Baskets & water –
	Nametags		Salt/pepper -
	Get cash for change		Beverages -coffee, tea, hot chocolate
	Sign up for door prizes		Bottled Water -
	Take in silent sale proceeds		Hot/cold cups Tableware & covers-
<b>Silent Sale</b>	Take in items for sale and assist members in completing the silent sale bid sheets		Sharpees, tape, scissors Pencils-
	Arrange the items, bid sheets, & pencils		Extension cords & PA system
	Take in payments for items		Powerpoint –
	Supplies: pencils & bid sheets		Computer/projector-Gordon
<b>Handouts</b>	Next Year's Calendar of Events (VP)		
	Financial Statement		
	CMW Show Registrations (VP)		
	Door Prize Registration Slips		
	Silent Sale Bid Sheets		
<b>Post-Meeting</b>	Cleanup Process -Vice President leads with help from the board		

**Addendum E.2 – Checklist for CMW December Party  
and Card Exchange at Atonement Lutheran Church**

Plan food to be served (potluck) and members invited to bring appetizers, snacks, and dessert  
Plan process for card exchange  
Plan agenda/program  
Table Covers  
Decorations  
Hot Cup  
Cold Cups  
Spoons  
Forks  
Napkins  
Paper Snack Plates

Multi-Colored Toothpicks  
 Coffee Maker - Paula  
 Second Coffee Urn for Hot Water at the church  
 Instant Hot Chocolate  
 Teas, Assorted  
 Sweeteners (Sugar, Splenda, Stevia)  
 Creamer  
 Masking Tape  
 Name Tags  
 Markers for Name Tags  
 Sign-In Book Meeting Book  
 Sign-up Sheets for Upcoming Shows  
 Sign-up Sheet for Retreat  
 Pencils  
 Receipt Book for Dues Payment, Show Fees, etc.  
 Paper Towels  
 Computer and Projector (Contact Gordon if we can borrow his) OR TV monitor for  
 Presentations, Wi-Fi Hot Spot  
 Christmas Music (Apple music and speaker)  
 Microphone (PA) system

**Addendum F – Past Demonstration Artists and Workshop Instructors**

**Update for 2023-24**

2001 Demonstrators	
October Meeting – Panel	Doug Lein, Kathy Braud, Flora Shinkle, Judy Wright
2001 Demonstrators	
March 13, 2001 Bela Petheo	
April 9, 2001 Michaelin Otis	
May 14, 2001 Russell Norberg	
October 8, 2001 Karen Knutson	
2002 Demonstrators	
March 11, 2002 Sandy Piano	
May 13, 2002 Mickey Cunningham	
October 14, 2002 Linda Drackert	



2003 Demonstrators	
May 12, 2003 Gail Speckman	
2004 Demonstrators	
March 1, 2004 Andy Evansen	
April 5, 2004 Ellen Jean Diederich	
May 10, 2004 Andy Evansen	
October 11, 2004 Terre Christian	Card Making
2005 Demonstrators	
March 14, 2005 Marion Alstadt	
April 18, 2005 Nancy Carney	
2006 Demonstrators	
March 13, 2006 Richard Graves	
April 10, 2006 Heidi Nelson	
May 8, 2006 Judy Blain	
2007 Demonstrators	
February 12, 2007 Lisa Carlson	Figure Drawing
March 12, 2007 Panel	Business End of Art
April 9, 2007 Dick Green	
October 8, 2007 Dick Graves	
2008 Demonstrators	
October 12, 2008 Frank Wetzel	
2009 Demonstrators	

March 9, 2009 Mark Granlund	
April 13, 2009 Catherine Hearing	Pouring Demo
May 11, 2009 Fred Dingler	
October 12, 2009 Steve Brumbaugh	
2010 Demonstrators	
March 8, 2010 – Heidi Steadman	Dir. Of Visual Arts MN
April 12, 2010 Fred Somers	
May 10, 2010 Dan Weimer	
October 11, 2010 Kathy Braud	
2011 Demonstrators	
March 14, 2011 DVD John Salminen	Gary Hanson cancelled due to surgery
April 11, 2011 Richard Graves	
May 9, 2011 Terry Genesen-Becker	
2012 Demonstrators	
March 12, 2012 Cal DeRuyter	
April 9, 2012 Deb Magelssen	
May 14, 2012 Doug Meythaler	
September 10, 2012 – Bonnie Cutts	Golden Products Rep. at Annual Dinner
October 8, 2012 – Dan Mondloch	
2013 Demonstrators	
March 11, 2013 Donna Jarve	
April 8, 2013 Frank Zeller	
May 13, 2013 Kathy Kovala	
October 14, 2013 Sharon Nieters	
November 11, 2013 Andy Evanson	

2014 Demonstrators	
March 10, 2014 Anita Hendricks	Abstract with Calligraphy
April 14, 2014 Jean Larson	Landscape/Skyscape
May 12, 2014 Heidi Nelson	Portrait Demo
October 13, 2014 Cathy Hearing	Winter Scene
2015 Demonstrators	
January 12, 2015 Julie Schroeder	Living Landscape Watercolors
March 9, 2015 Carol Spohn	Watercolor on Batik
April 13, 2015 Peggy Hall (Cancelled)	-----
May 11, 2015 Bonnie Schwichtenberg	Gilding
October 12, 2015 Kerry Kupferschmidt	Colorizing Architectural Layouts
November 9, 2015 Duane Barnhart	Watercolor Painting: Tips for Success
2016 Demonstrators	
March 14, 2016 Gail Speckman	Abstract Paintings Inspired by Music
April 5, 2016 Don Andrews	Landscapes and Figures
May 9, 2016 Ellen Jean Diedrich	Combining Reference Photos in a Painting
October 10, 2016 Susan Fryer Voigt	Watercolor Painting Using Trowel and Roller
November 14, 2016 Peggy Hall	Mixed Media and Watercolor
2017 Demonstrators	
March 13, 2017 Bonnie Cutts	Use of Golden Products for Texture and Effects
April 10, 2017 Katia Irie Bitterman	Development of a Portrait
May 8, 2017 Judy Fawcett	Value Sketch to Color Sketch to Final Painting
October 9, 2017 Suz Galloway	Creating Underwater Rocks
November 13, 2017 Karen Knutson	80 lb. Paper, Matte Medium and Texture

2018 Demonstrators	
March 12, 2018 Kathy Braud	Value Sketches and Saving Old Paintings
April 9, 2018 Georgia Kandiko	Lizard Scales and other Techniques
May 14, 2018 Catherine Hearing	Building a Painting from a Photo/Judging
October 8, 2018 David Feinberg	No Need to Fear Color/Help from G. O'Keeffe
November 12, 2018 Catherine Hearing	Color Theory and Harmony-Intentional Choices
2019 Demonstrators	
March 11, 2019 Judith Hallbeck-Meyeraan	Learning Techniques Painting a Rose
April 8, 2019 Sonja Hutchinson	Adding Textural Elements to Watercolors
May 13, 2019 Tara Sweeney	Portraits with Glowing Color
June 10, 2019 Lisa Fertig	Realistic Landscapes and "Repairing" Paintings
October 14, 2019 Fred Dingler	Realistic Landscapes
November 11, 2019 Carole Eurele	Loosely Painted Animals on Hot Press Paper
2020 Demonstrators	
March 9, 2020 Dan Mondloch	Simplifying Scenes and Mixing Colors
April 13, 2020 Duane Barnhart	Postponed due to COVID-19
May 11, 2020 David Smith	YouTube-Cityscape Painting
June 8, 2020 Susan Fryer Voigt	Postponed due to COVID-19
October 12, 2020 Andy Evansen	Landscape-Connecting Shapes & Finding Values
November 9, 2020 Pat Undis	Portraits - Limited Palette – Zoom with Google Classroom
2021 Demonstrators	
March 8, 2021 Marty Owens	Sketchbook Tour & watercolor /gouache -Zoom
April 12, 2021 Paul Oman	Painting a MN Lake Scene with emphasis on birch trees-Zoom
May 10, 2021 Keiko Tanabe	Composing and Enhancing a Painting from a Photo-Zoom

June 14, 2021 Duane Barnhart	Creating Luminosity with Watercolors - Zoom
October 11, 2021 Karen Knutson	Creating Texture with Charcoal & Collage
November 8, 2021 Tom Lynch	Vibrant Landscapes - Zoom
2022 Demonstrators	
March 14, 2022 Kerry Kupferschmidt, Yvonne Schrank, and Mary Buhl	Painting on YUPO, Fun with Art Supplies, and Information on Pigments and Paints
April 11, 2022 Marilyn Jacobson	Intuitive, Whimsical Watercolors
May 9, 2022 Pat Choffrut	Figures in Watercolors
June 13, 2022 Sandra Muzzy	Watercolor Journaling
October 10, 2022 Catherine Harding	Creating Shadows in Watercolor
November 14, 2022 Dan Wiemer	Landscape Art with Acrylic and Watercolor
2023 Demonstrations	
March 13, 2023 Ralph Carpenter & Sandra Theis	Framing by Ralph, Images/files on the web by
April 10, 2023 Dan Mondloch	Basic technique and value study
May 10, 2023 James Turner	paintin on Yupo
June 12, 2023 Susan Frame	Sumi-e Chinese Brush painting
October 9, 2023 Calvin deRuyter	abstract watercolor
November 13, 2023 Carol Spohn	Watercolor Batik
2024 Demonstrations	
March 11, 2024 Michelle Kiley	The Art and Business of Curation
April 8, 2024 Julie Schroeder	Latest technique on paper and watercolor board
April 13, 2024 Jinger Markely	Color Triangle
June 6, 2024 Nette Beebe	Intuitive Mixed Media
October 14, 2024 Daniel Kuchenbecker	TBA
November 11, 2024 Blake Iverson	Intellectual Property

### Past Workshop Instructors

1996 – Marion Alstadt  
 1997 – None  
 1998 – Gerry Korte  
 1999 – Raleigh Kinney  
 2000 – Tony Couch  
 2001 – None

2002 – Ken Hosmer  
2003 – None  
2004 – Andy Evansen  
2005 – Dan Wiemer  
2006 – Judy Blain; Frank Francese  
2007 – Susan Fryer Voigt  
2008 – Karen Knutson  
2009 – Carl Dalio  
2010 – John Salminen  
2011 – Dale Laitenen  
2012 – Rose Edin  
2013 – Rose Edin  
2014 – Linda Kemp  
2015 – Lian Zhen  
2016 – Don Andrews, Lian Zhen  
2017 – Ted Nuttall, David Smith  
2018 – David Smith (one day at Linden Hill retreat), Andy Evansen  
2019 - Jennifer Stone  
2020 - Lisa Fertig (Cancelled due to COVID-19)  
2021 - Lisa Fertig  
2022- Virtual Demo by Keiko Tanabe, Paramount Demo by Tara Sweeney  
2023-Dan Wiemer  
2024 1 Day Julie Schroeder  
2024- James Turner

### **Addendum G (Part 1) - CMW Website Guide ([centralmnwatercolorists.org](http://centralmnwatercolorists.org))**

The CMW Website exists to promote and support the work and activities of its members. The Social Media Coordinator is a board member specifically appointed to be the contact for the website. The role is defined under the Governance section of this CMW Guide. That person may be contacted by any member with questions about the function and content of the website. The website has been redesigned end of 2023 by John Theis and with the assistance of Sandra Theis, and direction from the Board.

Specific Information - Using the Website

If you need Help with website contact Sandra Theis  
Your Artist Page on [Centralmnwatercolorists.org](http://Centralmnwatercolorists.org) Website (Addendum G Part 2)

Here are recommendations for you to submit information for your Artist page on the CMW website. Submit your information and/or ask questions of the CMW Social Media Coordinator

A jpeg photo of the artist

Contact information: phone #; email address; website, business information.

Artist Statement: Written summary of what painting/creating art is about for you. Your painting approach or what inspires you etc. What you wish for your viewer or anything else you want them to know. How you came to be an artist, who has influenced you, you can include workshop instructors, education, or other sources helpful to you. Can include other group memberships or affiliations, art travel, awards, show acceptances, places your work has been shown, publications or anything you want your viewers to know about where your art has taken you.

Images: Submit up 1 to 20 images. For each image change the file name to lastname\_title\_size.jpg For example Jill Jones has a painting called "Walking Through the Tall Grass" and the size is 11"x14" so the file name would be, Jones\_WalkTallGrass\_11x14.jpg. This will be used as the label for the painting in your online gallery.

Promotion: Inform your family/friends or anyone else about the CMW website and where they can see your own gallery at [centralmnwatercolorists.org](http://centralmnwatercolorists.org)

### **Addendum H - Guidelines for Shows**

1. CMW arranges shows and exhibits for the benefit of members. There are specific times to deliver and pick up paintings. If an individual member cannot meet those deadlines, they need to make arrangement with someone to bring or pick up their painting(s). Activities and deadlines such as intent to show, submission of jpegs and art descriptions (if needed) are coordinated between the and website administrator.
2. Each show venue has different requirements for showing. In some cases, each individual artist must sign a memorandum of understanding (MOU). In other cases, a CMW board member will sign for the organization and thus all members. For the Paramount Show an artist description of the painting is required. Members will be made aware of requirements for showing at a given venue.
3. An artistic description of your painting adds interest for the viewer and lets them know something about your inspiration, technique, or objective. For example, "I saw this house on a trip through the Appalachian Mountains and hope that my painting captures for you the simple beauty of the area and its people." Please keep your descriptions to two short sentences or less.
4. CMW and, in most cases the show venues, do not provide for insurance or other coverage relating to loss or damage of paintings. Individual artists must decide if they wish to have coverage. Sales tax is ultimately the responsibility of each artist. Members should check with their tax preparer or read up on Minnesota sales tax associated with the sale of arts and crafts.
5. Best practice for preparing paintings for exhibition include proper matting and framing. Framing is not required on canvas wrapped paintings that are prepared for hanging. In all cases though, hooks with connecting wire are required so paintings can be hung on the drop-down hanging systems. It is helpful to cover the wrapped wire on the back of painting with tape to prevent injury to those who hang the show. Also, be sure that the wire will not show when the painting is hung. Do not place a business card or any other information on the front of the painting or frame. You may place that on the back of the frame if you wish.
6. Deadlines for Shows will be based on the Venue
7. Online form when available

## **Addendum I – Submission of Member News for Social Media**

Members are encouraged to submit news to CMW about their watercolor experiences such as entry into other art shows, awards, and items that other members would be interested in. Notice should be given to invite members to do this and that the members send it via email to the Social Media Coordinator, who will post it on the website and on FaceBook.

## **Addendum i - Notes on Shows/Exhibits**

Information is current as of December 2023. Contact persons and other details may change.

### **Notes on Shows/Exhibits Central Minnesota Watercolorists**

**Information is current as of December 2023. Contact persons and other details may change.**

#### **1) Good Shepherd Community**

**When:**

Usually April through May Yearly - President should reserve spot for upcoming year when current year show is hung.

**Where:**

Good Shepherd Community  
1115 4th Ave N  
Sauk Rapids, MN 56379

**Contact Person:**

Primary contact person is Jodi Speicher, VP of Sales and Marketing 320-290-6813 (cell); 320-258-9364 (office) jodispeicher@gsc-mn.org. Heather is her assistant.

**MOU's and Sales:**

Each artist must sign a separate MOU. Good Shepherd will accept cash or check payments and pass on to the artist. There is not a set percentage recommended for the sales. They do ask that artists who sell paintings consider a donation to the Good Shepherd Lutheran Foundation. If a painting is sold early in the show, they ask that the artist provide a replacement painting.

**Details:**

We have hung 40+ paintings at this venue (assumes a relatively small number of large paintings). Jodi has a good supply of wires for the display rails. There is room for full sheets or smaller. Jodi does assist with hanging paintings. In terms of hanging dates, she prefers that the exhibit space not be open during the weekend since that is when community residents have visitors. Thus, if the beginning or ending dates are near the weekend, be sure to check about preferred dates.



**Social Media Coordinator's Responsibilities:**

1. Collect artist and painting information as well as JPEGs and artists statements.

**Internet Technology Coordinator**

1. Prepare web page for show with appropriate information

**Treasurer's Responsibilities:**

1. Prepare receipts for show fees. Send a copy of the signup sheet for the show to the Social Media Coordinator so it will be known who is expected to show paintings. Send reminder emails regarding drop-off and take down times.
2. Prepare a duplicate set of listing exhibitors. One copy goes to the venue and place the other in the CMW files. For each artist, the list should include their name and contact information and the cost and title of the painting. The list should have a column to indicate that the show fee has been paid.
3. Prepare exhibit labels which include: Title, Artist Name, Email/Phone, Price and Artwork Number. The artwork number should correspond to the list. Attached to the label is the 1 or 2 sentence artist statement.
4. Post two or more information sheets about CMW.

- 2) CentraCare Plaza (NOTE: This information also pertains to shows at St. Cloud Hospital.)

**When:**

Often February or June Yearly - President should reserve spot for upcoming year when current year show is hung.

**Where:**

CentraCare Plaza (Woodlands Entrance)  
1900 CentraCare Circle  
St. Cloud, MN 56303-5000

St. Cloud Hospital  
1406 6th Ave N  
St. Cloud, MN 56303

**Contact Person:**

Primary contact person is Liz Becker, an Administrative Assistant for CentraCare. She does not participate in hanging at either venue.

**MOU's and Sales:**

The president signs the MOU on behalf of the participating artists. The gift shop at the Plaza or the SC Hospital will accept cash or checks for paintings. Payments may be picked up by the artist at the end of the show. Paintings will be given to buyer when they pay.

**Details:**

Both the CentraCare Plaza and St. Cloud Hospital sites require a CMW member or members be present for hanging and take down. The gift shop personnel will not assist with hanging and there seems to be reluctance to hold paintings if someone can't come and pick up their work.

The hanging hardware is limited and there is no one to assist with hanging. If there are any spare parts, they are kept in the Gift Shop. The Gift Shop is staffed by volunteers who frequently do not know where spare parts are kept. The number of paintings varies based on size but 22 quarter size sheets or smaller is a good target. Important: It is helpful to bring a pair of pliers that can be used to adjust the hanging hardware. The available equipment has screw-in bolts to secure the hanging material. There was difficulty with the hardware at both locations. Perhaps number of paintings on display will need to be reduced in number for future shows.

**Social Media Coordinator's Responsibilities:**

Collect artist and painting information as well as JPEGs and artists statements.

**Internet Technology Coordinator Responsibilities**

1. Prepare web page for show with appropriate information.

**Treasurer's Responsibilities:**

1. Prepare receipts for show fees. Send a copy of the signup sheet for the show to the Social Media Coordinator so it will be known who is expected to show paintings. Send reminder emails regarding drop-off and take down times.
2. Prepare a duplicate form which lists exhibitors. One copy goes to the venue and place the other in the CMW files. For each artist, the list should include their name and contact information and the cost and title of the painting. The list should have a column to indicate that the show fee has been paid. Note: Addition information if required for the Plaza show. The Saint Cloud Hospital Volunteer Auxiliary Artist Information sheet is provided by this group and requires additional information including Artist Name, Frame Size, Sale Price, Price including Tax and columns for Date Sold, Check/Cash/ To Whom Sold. Because of the Sale Price and Price including Tax requirement, one needs to either calculate the tax (search online for current St. Cloud sales tax) or back calculate if the artist has indicated that tax is included. CMW will figure out the sales tax amount; members only need to assign their price.

(For CMW Board Member Use: Assume current tax rate is 7.625%. The artist indicates that tax is not included, and the price is \$50.00. Multiply \$50.00 x 0.07625% to get find tax. Tax would be \$3.81, and the listed price would be \$53.81. Again, assume rate is 7.625% and that the \$50.00 includes tax. Divide \$50.00/1.07625 to determine base price which would be \$46.46. \$50.00 - 46.46 gives a tax amount of \$3.54. You can check the amount by multiplying \$46.46 x 0.07625 which gives an amount of \$3.542575 which rounds off to \$3.54.)

3. Prepare exhibit labels which include: Title, Artist Name, Email/Phone, Price and Artwork Number. The artwork number should correspond to the list. Attached to the label the 1 or 2 sentence artist statement. Note: The Auxiliary provides their own labels.

4. Post information sheets about CMW with website listed.

**3) Art in Motion - Holdingford**

**When:**

The President needs to inquire with Lily on a yearly basis on whether CMW can have a show.

**Where:**

Art in Motion  
1400 4th Street  
Holdingford, MN 56340

**Contact Person:**

Amanda Pentzak-Zlatic is the contact person. The phone number is 320-746-0680

**MOU's and Sales:**

There is no MOU for this show. Arts in Motion handles the sales and contacts the artist. There is a 40% commission. (20% for the winter exhibit).

**Details:**

Lily hangs the show. She has adequate hardware. The venue can easily accommodate 25-30 paintings and a few full sheets would work. They have a theme set for each show and members are encouraged to submit art that connects with that emphasis.

**Social Media Coordinator's Responsibilities:**

1. Collect artist and painting information as well as JPEGs and artists statements.
2. Prepare web page for show with appropriate information.

**Treasurer's Responsibilities:**

1. Prepare receipts for show fees. Send a copy of the signup sheet for the show to the Social Media Coordinator so it will be known who is expected to show paintings. Send reminder emails regarding drop-off and take down times.
2. Prepare a duplicate list of exhibitors. One copy goes to the venue and place the other in the CMW files. For each artist, the list should include their name and contact information and the cost and title of the painting. The list should have a column to indicate that the show fee has been paid.
3. Prepare exhibit labels which include: Title, Artist Name, Email/Phone, Price and Artwork Number. The artwork number should correspond to the list. Attach the 1 or 2 sentence artist statement to the label.
4. Post information sheet about CMW (website included). Also, post the "please contact the artist if interested in a purchase" sign.

**4) Whitney Senior Center****When:**

Varies - may not be every year. Board should decide yearly if a show should be requested for the upcoming year.

**Where:**

Whitney Senior Center  
1527 Northway Dr.  
St Cloud, MN 56303

**Contact Person:**

Amy Kloss, Art Curator (jmgrab@charter.net). Jim will post an information pack on the chains of the gallery or galleries used. Usually there is a sheet asking for a list of paintings with a value attached. This sheet can be attached to our standard information sheet and does not need to be filled out. There are staff that provide limited help with hanging. Some of these individuals leave at 3 PM so be prepared to finish the setup. Galleries: There are two galleries in the main dining room, one in front of the office area, and two along the west wall.

**MOU's and Sales:**

Shows are arranged through Amy(email works best). There are no MOU's or fees or commission. They do handle sales. They accept cash. If a potential buyer wants to use a check, they will contact the artist to determine if that is acceptable.

**Details:**

The galleries have chains which can be repositioned along the guide rail. It is helpful to bring extra S-hooks since not all chains have them and, in some cases, we want to double hang. In the confirming email, Jim will indicate which galleries are to be used and the number of chains available. This information can be used to estimate the number of paintings. The total number of paintings depends on the number of chains available. This varies from gallery to gallery. Most chains will support hanging two smaller paintings. Again, the galleries include two areas in the main dining area, the wall in front of the office area, and the west hallway.

**Social Media Coordinator's Responsibilities:**

1. Collect artist and painting information as well as JPEGs and artists statements.
2. Prepare web page for show with appropriate information.

**Treasurer's Responsibilities:**

1. Prepare receipts for show fees. Send a copy of the signup sheet for the show to the Social Media Coordinator so it will be known who is expected to show paintings. Send reminder emails regarding drop-off and take down times.
2. Prepare a duplicate list of exhibitors. One copy goes to the venue and place the other in the CMW files. For each artist, the list should include their name and contact information and the cost and title of the painting. The list should have a column to indicate that the show fee has been paid.
3. Prepare exhibit labels which include: Title, Artist Name, Email/Phone, Price and Artwork Number. The artwork number should correspond to the list. Attached to the label is the 1 or 2 sentence artist statement to the label.
4. Post information sheet about CMW (website is included) in each gallery area.

**5) Paramount Center for the Arts****When:**

November - yearly - President should reserve spot for upcoming year when current year show is hung.

**Where:**

Paramount Center for the Arts  
913 W. St. Germain St.  
St. Cloud, MN 56301

**Contact Person:**

Michelle Kiley

**MOU's and Sales:**

The president signs the MOU on behalf of the organization. Box office staff handle sales. There is a 40% commission for all sales. Their accounting office will deduct the commission and send a check to the artist.

**Details:**

Artists drop off artwork and CMW volunteers will hang the show. Paramount makes the labels and the artist statement goes into the docent prepared by the Paramount. The social media coordinator will provide a spreadsheet containing information requested by the Paramount as well as a JPEG of each painting. Information on the spreadsheet will be used by the graphic arts group at the Paramount to prepare the docent. The board should review the exhibition

description annually. Some selected images from the show will be used on the docent cover and on the Paramount website. The exhibit area can accommodate approximately 40 paintings assuming most are less than a full sheet.

**Social Media Coordinator's Responsibilities:**

1. Collect artist and painting information as well as JPEGs and artists statements.
2. Prepare Excel spreadsheet containing information requested in the MOU plus a JPEG for each piece of art.
3. Send requested show information to Paramount show coordinator so the docent can be prepared.

**Treasurer's Responsibilities:**

1. Prepare receipts for show fees. Send a copy of the signup sheet for the show to the Social Media Coordinator so it will be known who is expected to show paintings. Send reminder emails regarding drop-off and take down times.
2. Make show list based on Excel spreadsheet or file the spreadsheet.
3. Prepare simple temporary tags to identify paintings so that those hanging the show are clear on which label to associate with the painting.

**6) Great River Arts - Little Falls**

**When:**

Every other year in October- President should reserve spot for next show when current year show is hung. We show every other year, not yearly.

**Where:**

Great River Arts  
122 1st Street SE  
Little Falls, MN 56345

**Contact Person:**

Erica Powers, Executive Director - Email: [erica@greatart.org](mailto:erica@greatart.org) Phone: 320-632-0960

**Details:**

This is a large gallery with their "moving walls" system. The exhibit areas can accommodate 90 paintings. Full size and smaller work well. GRA staff make labels and hang the show.

**Social Media Coordinator's Responsibilities:**

1. Collect artist and painting information as well as JPEGs and artists statements.
2. Prepare Excel spreadsheet containing information requested in the MOU plus a JPEG for each piece of art.
3. As with the paramount, send a spreadsheet containing artist and painting information. As noted, GRA staff will prepare labels.

**Treasurer's Responsibilities:**

1. Prepare receipts for show fees. Send a copy of the signup sheet for the show to the Social Media Coordinator so it will be known who is expected to show paintings. Send reminder emails regarding drop-off and take down times.
2. Make show list based on Excel spreadsheet or file the spreadsheet.

3. Prepare simple temporary tags to identify paintings so that it is clear which label to associate with the painting.

Updated December 2023

## **Addendum K - Public Address System Operation**

### CMW PA System

#### Using the PA System and the HOTEK Headset Wireless Microphone

1. Charging the HOTEK components: Both the body pack and the receiver should be charged before use. These are easily charged the day before use.

Use the two lead USB cable. Connect one lead to each unit.

Plug the large end of the USB cable into a USB port on a computer or the plug-in unit of a phone charger.

When power is transferring to the units, there is a small LED indicator light on each unit near the port for the USB cable. The light will be red if the units are charging. When charging is complete, the lights will turn green. The units usually charge fully in 30 minutes to 60 minutes.

2. Charging the PA system: During use, the PA system can run on an internal battery or house current if it is plugged in. Please note the power switch is a three-position rocker switch. The top position is using house current but not charging the battery. The middle position is OFF. The bottom position is ON using house current but also charging at the same time. The PA system should be charged the day before use. The charge time varies, but you should expect at least two hours. There is an LED light that shows red if not charged fully. At meetings, an extension cord should be available so the system can be plugged in should the battery power run low.

3. Operating the system at a meeting: The HOTEK body pack should have the microphone connected. The HOTEK receiver unit should be plugged into the top of the PA system. The port is labelled MIC. Turn the volume on the PA system up about 1/3 of the way. There are POWER switches on both the body pack and the receiver. Push down each to turn on. On the body pack, the LED readout screen should come on and show blue information. On the receiver, there is a blue light which indicates the unit is turned on. A second blue light comes on if the receiver and body pack are communicating. The arrows below the LED screen on the body pack allow you to change channels if the two units are not communicating or if there is interference.

4. After the body pack and receiver are connected, gradually increase the volume on the PA system to the desired level (testing 1,2,3, etc.). There are four other controls on the PA system which are not used with the HOTEK system. Check the labels on the PA system to find the correct control knob.

### CMW PA System

#### Using the PA System and the HOTEK Hand-Held Wireless Microphone

For more details, refer to the headset microphone information sheet.

**IMPORTANT NOTE:** The receiver must match the microphone in use. The headset microphone must be used with the headset receiver and the hand-held microphone must be used with the hand-held receiver.

1. Unlike the headset microphone, only the receiver needs to be charged in advance. Follow the instructions for the headset microphone. The microphone requires two AA batteries. It unscrews much like a flashlight. Insert the batteries as indicated. There is a battery level indicator on the LED screen on the microphone.
2. Charging the PA system. See information on headset information sheet.
3. Operating the system at a meeting: Plug the receiver into the PA system. Turn on and the blue LED should illuminate. Press the gray on switch on the hand-held microphone.
4. Adjust the volume on the PA system as described for the headset microphone. Test to see if the two units are communicating.

**Auto-Pairing:** There are 25 frequencies that can be used to communicate between the microphone and the receiver. Should there be interference, you can use the Auto-Pairing button to select the best frequency. The button is in the battery compartment of the microphone. With the microphone on, unscrew the bottom of the microphone. The button is for auto-pairing is located just above the batteries. Press the button to pair with the receiver.

It is best practice to remove the AA batteries from the microphone when it is being stored for long periods without use.

**Two Microphones:** There are two microphones in the set. They can both be used at the same time if two people are presenting.

No Addendum L 2019 Member's Survey Summary