

OTTAWA ART ASSOCIATION

MEMBERS' GUIDE

Please keep this guide for reference since it contains crucial information that you will need to get full value from your membership. Please carefully note the picture hanging information, especially for the Awards Shows and also the meeting and web site information. This information is also posted on the OAA web site www.ottawaartassoc.ca .

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Message from the President:

Dear Valued Member,

I would like to take this opportunity to welcome you and to congratulate you on your membership in the Ottawa Art Association. The OAA is an active, not-for-profit, two-dimensional visual arts organization for artists living within 100 kilometers of Ottawa. This association has the aims of developing the abilities and interests of the members and contributing to the growth of visual arts and the cultural development of our community. We welcome you into this community of Ottawa artists and look forward to mutually supporting and benefiting from your participation. Please visit your web site and take advantage of all of the benefits of membership. Also, please consider volunteering for a position on a committee or on the executive. All contributions are welcome. Any questions should be directed to the Executive who are all listed on every newsletter and on the website. On behalf of the Executive, I hope that you have a very productive year with art and your friends at the Ottawa Art Association

Yours sincerely,

Brian Seed OAA

President

Membership Information:

Membership fees are due after the June AGM and before September 30 to hang a painting in the October show. Membership runs for one or two years. One-year memberships are \$30 and two-year memberships are \$40. From Jan.1 to April 30th of any year, a one-year membership(only) may be pro-rated from \$30 to \$20. After April 30th, a new Member's fees(not a renewal) will be automatically be counted for the following year's membership. Membership fees are non-refundable. To cut down the load for our volunteer Membership Chair, we encourage members to consider renewing for the two-year option. Members are welcome to bring a guest to a meeting as an introduction to the OAA and many social events are open to guests at a slightly higher charge. The membership application form is available to be downloaded from the website. Only members may hang paintings at our exhibitions and no memberships will be sold at the hangings. To hang a painting in one of our two awards shows, your membership must be valid as of the last day of the preceding month

Membership benefits include:

- o Monthly meetings with guest speakers and social intermission
- o Exhibition opportunities in the Ottawa Little Theatre lobby
- o Monthly newsletter (9 issues a year); opportunities to announce shows and workshops
- o Networking opportunities
- o Website gallery and links to promote and sell your art are available for a small annual fee
- o Discounts from supplier companies are mentioned in the newsletter from time to time. You may also inquire at the time of purchase with art supply stores and framers.
- o 2 Awards Shows: November (People's Choice) and April (Juried), including light refreshments, door prizes and awards. Guest tickets to these events may be purchased at the hangings or at the door.

Newsletter

The newsletter is distributed by e-mail (or mailed to those with no e-mail service) to each member, nine times a year. We like to publish news items and also our members' achievements in the newsletter. The details of events (who, what, where and when as well as promotional requests) should be submitted to the Newsletter Editor **at least 3** weeks before the coming meeting. If you are a member of other associations or know of shows, workshops, educational opportunities or anything that might be of interest or a service to our members please forward the information for inclusion to the Newsletter. Items may be edited for length or, if there are more items than space is available, may be printed in order of reception until the space is full. If you fail to receive your newsletter before the monthly meeting, please contact the Membership Coordinator to verify your e-mail and mailing address.

Meetings

Meetings are held 7:30 – 9:30 PM at the Heron Road Multipurpose Centre, third floor amphitheatre. An elevator services the building. The meetings are on the second Tuesday of the months Sept., Oct. and Jan., Feb., March, May and June. Instead of regular meetings, in November and April, our Awards Show openings will be held at the Ottawa Little Theatre. Anyone who would like an escort to the parking lot after the meeting, please mention this to one of the Executive at the meeting. Meeting reminders and topics are published in the Newsletter that is distributed prior to the meetings. Newsletters and announcements are also posted on the OAA web site <http://www.ottawaartassoc.ca>

At our meetings, a short informal announcement period is followed by the scheduled activity that is usually a talk, a demonstration, a critique or social function. The Annual General Meeting (AGM) takes place at the June meeting and a slate of officers is presented to the membership. If you would like to volunteer your talents on a committee or the Executive, please see the president prior to the June meeting.

The Executive and Coordinators also meet monthly at 6:15 P.M. in the third -floor Board Room just prior to the monthly general meeting. Please contact the President if you wish to attend or have an item discussed at the meeting.

As a courtesy to all, please refrain from wearing perfume and having cell phones ringing at OAA events.

Website (www.ottawaartassoc.ca)

Members are encouraged to have images of their artwork and a brief artist bio/mission statement posted on the website gallery. There is a fee for this service that is non-refundable. Check the website for directions on how to do this. Links to members' individual websites can also be made. Please check your gallery images frequently and make sure the information and pictures are correct, sized properly and up to date.

Show Hangings

All members are invited and encouraged to participate in our monthly group exhibitions at the Ottawa Little Theatre. (There will not usually be hangings in December, July and August.) All paintings must be priced and for sale and must remain hanging for the duration of each month's show. There is a nominal, non-refundable entry fee of \$3.00 for each

piece of (two-dimensional) artwork submitted. We expect that only one medium-sized work (or equivalent) will be hung for each member in any one show but a second work may be hung (for an additional fee) at the discretion of the Gallery Coordinator. Please sign up on the sign -up sheet at the previous hanging to indicate that you would like to hang your work or, if you are unable to do this, call the Gallery Coordinator.

In order to hang your work at the OLT we ask that you present the work at the stage side door (on Besserer Street) between 2:00 and 2:30 PM. on the day of the hanging. Please ring the lower bell if the door is locked but it will not be opened before 2:00 PM. Before that, the committee will be busy taking down the previous show. A release form for regular shows (a special form is needed for the 2 annual awards shows) must be filled out and signed. The hanging dates are always on a Sunday and are published in the Newsletter and on the website. Please check below for size and framing requirements. Oversized pictures will not be hung. This maximum dimension may be reduced in the future by advance notice in the Newsletter if we anticipate receiving more pictures than can be accommodated in the OLT in order that all members have an opportunity to hang their work. Please note that since we sell to the public, all works must be properly framed and finished front and back. Only works that are securely framed with wires firmly attached will be accepted. Also only gallery canvases with the sides fully painted will be accepted without frames. **All artists must be responsible for insuring their own artwork. The OAA and the Ottawa Little Theatre cannot be held responsible for any damaged or lost art.**

Please respect the specific times for drop off and pick up of your artwork. You will be charged a storage fee by the OLT for artwork that is not picked up by 2:30 PM. If you are unable to pick up your work, arrange to have a friend pick it up to avoid the \$20 Ottawa Little Theatre storage fee.

The decisions of the jury in April are final. No discussion will take place on the Awards selection with the members. The anonymous jury members for OAA exhibitions are not members of OAA. Tickets for the Awards Shows cost \$6 and include the hanging fee and the reception. Guest tickets to the reception are available at a cost of \$6. Light refreshments will be served.

OAA November Awards Show and General Hanging Regulations

Requirements for a painting to be hung in the Ottawa Little Theatre for all hangings **except the April Juried Show**: Valid membership is required by the last day of the previous month.

- **Maximum size INCLUDING FRAME: 30 inches on the smallest side by 40 inches on the largest side.** (Please note: the canvas of a framed picture must be smaller than 30 x 40)
- **It must be properly framed: *(see EXCEPTION below)**
 - o **secure frame in good condition;**
 - o **wire attached firmly one quarter to one third of the way down from the top of the frame;**
 - o **all sharp edges of wire covered with tape.**
 - o ***Exception: an unframed extra deep (1½ inch) canvas (**gallery canvas**) with the outside edges fully painted (Decision of the hanging Chair is final)**
- **All sources must be acknowledged on the back of the work**
- **Due to space limitations, only one painting per artist may be entered.**
- **Release forms are available in the lobby of the OLT.**

OAA Spring JURIED AWARDS Show Regulations

- **Art work must be original (NOT a copy of anyone else's work)**
- **Works done from photo-reference must be from photos taken by you.**
- **Works may not have been painted in a class, or been formally critiqued. You may not have received help from any other person. The work must not have been previously shown at any other juried show.**
- **Maximum size INCLUDING FRAME: 30 inches on the smallest side by 40 inches on the largest side.** (Please note: the canvas of a framed picture must be smaller than 30 x 40)
- **It must be properly framed: *(see EXCEPTION below)**

- **secure frame in good condition;**
 - **wire attached firmly one quarter to one third of the way down from the top of the frame;**
 - **all sharp edges of wire covered with tape**
- **Due to space limitations, only one painting per artist may be entered.**
 - **Release forms are available in the lobby of the OLT.**
- *Exception: an unframed extra deep (1 ½ inch) canvas (gallery canvas) with the outside edges painted (Decision of the hanging Chair is final)**
- **Artists must have a valid membership as of the last day of the previous month**
 - **Due to space limitations, only one painting per artist may be entered.**
 - **Release forms are available in the lobby of the OLT.**

Special Events

We are committed to serving the needs of our members. The OAA has, as one of our goals, the provision of networking and educational events for its members. If you have any suggestions for events that you believe would be of interest to members, please contact your Programme Coordinator. Trips, workshops, tours and paint-outs that are supported by our members will be arranged. We will advertise events in the Newsletter, so read it carefully and act quickly to register if something interests you. Events that do not receive sufficient registration will be cancelled and the registered participants will be notified.

Invitation to Participate

We welcome volunteers and make a formal request at the Annual General Meeting each year for additional helpers. We have limited space for additional volunteers for the hanging crew, but need volunteers in many other positions. If you think you can play a role on the Executive, please let the President know, preferably before the June meeting. Job descriptions are available for Executive and Coordinator positions. Occasionally you may be asked directly to consider taking on more responsibility. We ask that you reflect on this request seriously. It may take you out of your comfort zone but promises to be a great learning experience!

Executive Members and Coordinators who volunteer usually commit for a two-year term (except the vice-president who becomes President and Past President which amounts to a 5 to 6 year commitment). We are very fortunate to have several volunteers who have devoted many years beyond the original two-year obligation and we are most grateful to them!

If you have accepted a responsibility and find that you are unable to carry it out because of changing personal, work or health circumstances, please do not hesitate to discuss it with the President. Circumstances change for all of us. All we ask is that you transfer as much knowledge and documentation (hard copy and electronic copies) to a member of the Executive or the replacement as soon as possible.

Reviewed December 2011

