

WASH POLICY AND PROCEDURES MANUAL

Revised: October of 2024

I. RESPONSIBILITIES OF WASH BOARD MEMBERS

1. President
2. Secretary
3. Treasurer
4. Program Chairperson (1st Vice President)
5. Membership Chairperson (2nd Vice President)
6. Workshop Chairperson
7. Newsletter Editor
8. Past President
9. SFAC Board Liaison
10. Webmaster
11. Scholarship Chairperson

II. WASH POLICIES

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2. Lifetime Membership
3. Personal Publicity

III. APPENDICES

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9. Instructions for using email (sac.watercolor@gmail.com) and eblast (mailChimp)
10. Graphic Standards for the WASH corporate logo

PRESIDENT

The PRESIDENT shall serve as executive head of WASH, preside at all meetings, call special meetings when necessary, appoint CHAIRPERSONS as needed, and make public statements in the name of WASH. At the end of term of office, shall become a member of the Board of Directors for one year in an advisory capacity as the PAST PRESIDENT. (Bylaws, Article VI, Section 2, a.)

SPECIFIC DUTIES

1. Chairs Board and General meetings as needed and sets agendas.
2. Provides assistance to Board members in performing their responsibilities.
3. Provides leadership in planning and budgeting. Submits budget to the Board in October for discussion. Presents final budget to the Board in November for approval and acceptance.
4. May appoint Board members as needed to fill vacancies prior to a formal election and vote.
5. Establishes annual calendar and distributes it to the Board at January meeting.
6. Appoints Nominating, Budget, and other committees as needed.
7. Annually initiates a review of the WASH Constitution/Bylaws and the Policy/Procedures Manual to identify areas needing to be updated.
8. Submits articles and news items for bimonthly newsletter.
9. Attends to maintenance of non-profit status by filing annual statement of new officers with the Secretary of State.
10. In consultation with the Treasurer selects a non-member temporary auditor to conduct a periodic financial report if required by the Board. (ByLaws Article. X Sec. 1)
11. Prepares or delegates meeting reminders and special advertising for WASH events.
12. Monitors the gmail account linked on our web site and distributes email as needed.

SECRETARY

The SECRETARY shall take minutes; keep records of the business of all meetings; keep the Constitution and By-Laws and all documents belonging to the organization; and correspond as directed. (Bylaws, Article VI, Section 2e)

SPECIFIC DUTIES

1. Attends all Board meetings.
2. Takes minutes of both the WASH Board and WASH General Meetings.
3. Emails or mails (if no email is available) the **Minutes of both meetings** to Board members within one week following the meeting.
4. Emails a copy to the WASH Webmaster after the Minutes are approved and corrected at the next meeting.
5. Maintains a binder with the Agenda, corrected Minutes of the Board and General meetings, as well as the Treasurer's Report. Other information distributed at the meeting should be included if it relates to an agenda item.
6. Has available a copy of the Bylaws, Procedures, and a list of WASH members for reference.
7. Maintains a list of Board members with their name, phone number, and email address; distributes a copy to each Board member.
8. Contributes news items or articles to bimonthly newsletter.
9. Prepares correspondence as needed, including such things as thank you notes and condolence cards.

TREASURER

The TREASURER shall collect dues and fees, keep an accurate account of all financial transactions, and shall sign checks unless absent, in which case checks shall be signed by the designated elected officer(s). The bank recognizes the president, secretary and treasurer as appropriate to sign checks. The TREASURER will submit a financial report to the BOARD OF DIRECTORS at the monthly Board meetings and provide an annual financial report at the end of the fiscal year. (Bylaws, Article VI, Section 2, f.)

SPECIFIC DUTIES

1. Receives all WASH funds.
 - a. **Membership fees:** Receives and deposits cash and checks written to WASH, receives a periodic check from SFAC for membership fees paid to SFAC via cash, credit card or check.
 - b. **WASH-sponsored shows:** For online shows, receives a check from the online show vendor, deposits the check and forwards disbursement information to the Show Committee. In the event the vendor direct deposits entry fees in the WASH account, it is only necessary to disperse information as indicated above. Procedures for no on-line entry are outlined in number 8 below.
 - c. **Workshops:** Receives Workshop fees from the Workshop Chairperson for deposit. Issues check(s) for the instructors' fees and expenses as itemized in the contract; reimburses Workshop Chairperson and/or committee for expenses.
 - d. **Scholarship fund raising activities:** Receives donation money after amount has been verified by at least two people; writes receipt for Scholarship Chair.
 - e. **Donations:** Receives checks and cash for donations after having been verified by at least two people; writes a receipt for funds received and returns the receipt to the appropriate person(s).
2. Deposits all incoming funds as promptly as possible.
 - a. Lists all cash and checks on a bank deposit slip.
 - b. Posts an itemized list of all deposits and receipts in the Treasurer's record as well as the bank records.
 - c. Posts the income and distributions in the spreadsheet, indicating the appropriate fund allocation, e.g., Memberships, Scholarship, Shows, Workshops, Bills, Reimbursements and other Expenditures.
3. Makes payments based on receipts, contracts, Board-approved expenses.
 - a. Prepares checks for guest artist demonstrators and instructors based on contracts supplied by the Program and Workshop Chairpersons.
 - b. Writes award checks and juror check after Show Chairperson provides a list of awards to be paid and a copy of the juror contract specifying juror payment.
 - c. Reimburses out-of-pocket expenses for which a Request for Reimbursement form with attached business receipt has been received.
 - d. Writes checks for SFAC payments, billings and other expenditures approved by the Board. Routine expenditures such as the gallery rental are approved by the Board as part of the budget. Expenditures for special events such as gallery rental for a club anniversary party must be approved by the Board.
 - e. Posts all checks in checkbook and spreadsheet as they are written.
4. Keeps books updated at all times reflecting current financial status.
 - a. Reconciles monthly bank statement when received.
 - b. Balances checkbook and spreadsheet with bank statement each month.
 - c. Checks to see that all deposits and payments are reflected in both the bank statement and spreadsheet.
5. Prepares and makes reports to Board and/or Membership.
 - a. Prepares a monthly Treasurer's Report which includes both a balance sheet and a budget report.
 - b. Emails a copy of the monthly report to Board members prior to the Board and/or General Meeting.
 - c. Attends all Board meetings and submits a Treasurer's Report.
 - d. Attends General Membership meetings and presents a Treasurer's Report as needed.
 - e. Prepares Show reports.
 - f. Prepares an Annual financial report and presents it to the Board at the January Board Meeting and to the general membership at its January meeting. (ByLaws Article. X Sec. 1)
6. Files annual electronic report(s)

- a. Completes and files form 990N IRS epostcard with the Internal Revenue Service (IRS) prior to April 15.
- b. Completes and files form 199N California FTB epostcard with the California Franchise Tax Board (FTB) prior to April 15..
- c. Completes and files form SI 100 California FTB and the filing fee with the California Department of Secretary of State every second year (odd years) prior to April 15.
7. Provides assistance in preparing for an audit. Makes available all relevant information for purposes of audit if or when requested.
8. Duties at a WASH Show "Receiving" (only with no online entry)
 - a. Collects show entry fees for shows where fees are not collected via online entry.
 - b. Issues receipts for each person when entry fees are not collected via online entry.
 - c. Keeps separate any membership fees that may be received and deposits them separately from show entry fees.
 - d. Lists each check amount.
 - e. Lists all cash received.
 - f. Deposits all funds received into the WASH bank account as soon as possible.

PROGRAM CHAIRPERSON

The PROGRAM CHAIRPERSON plans and arranges the program calendar for the year, and in the absence of the PRESIDENT shall serve as first Vice President and preside at WASH Board and/or General Meetings. (Bylaws, Article VI Section 2, b.)

SPECIFIC DUTIES

1. Identifies and contracts with demonstration artists for each WASH meeting.
2. Sets monthly program schedule for the year from January through November with the exception of July and August.
3. Gives a list of the artists with dates and titles of their presentation to the Board.
4. Provides a short bio of each artist for the Webmaster and Newsletter editor sufficiently in advance of newsletter deadlines. Deadlines are generally the 5th of the month before the month of publication.
5. Contacts each demo artist at least one month prior to that artist's presentation with a cover letter, the contract, and a self-addressed, stamped envelope.
6. Gives signed contract to the Treasurer who writes the check to be given to the demonstrator after the program.
7. Arranges for any special equipment needed by the demonstrating artist.
8. Greets the demonstrating artist and assists in setting up his/her presentation, providing refreshments and generally making him/her welcome.
9. Introduces the demonstrator and gives a short bio.
10. Saves artist statement, bio, and any sample artwork sent with the contract, placing all items in a binder for future reference.
11. Attends all Board meetings and advises the Board of progress or concerns.
12. Presides at Board or General Meetings when the President is absent; sets agenda if the President is unable to do so.
13. Maintains a list of artists who may substitute for the demonstrating artist.
14. Coordinates a member(s) to set-up the facility and AV equipment for WASH General meetings.

MEMBERSHIP CHAIRPERSON

The MEMBERSHIP CHAIRPERSON registers new members, gives them information about WASH, and keeps the Board informed and updates the email list. In the absence of the PRESIDENT and PROGRAM CHAIRPERSON shall serve as second Vice President and preside at WASH Board and/or General Meetings. (Bylaws, Article VI, Section 2, c.)

SPECIFIC DUTIES

1. Registers all new members from the SFAC MembershipWorks web site.
2. Provides new members with membership information, including a “Welcome to WASH” letter and a current membership list.
3. Provides list of new members by newsletter deadline to Newsletter Editor for publication in the next newsletter.
4. Reminds members when it is time to renew membership. Makes announcements at General meetings, and sends follow-up reminders via email, mail, or phone.
5. Coordinates membership record-keeping with WASH Treasurer and with SFAC administrator to ensure consistency.
6. Prepares name tags for all members and makes them available at meetings.
7. Ensures that name tags are available at each meeting and put away at the end of the meeting.
8. Greets new members at meetings, provides visitor name-tags.
9. Prepares current membership roster and emails a copy to each member prior to the April meeting and the October meeting.
10. Attends all Board meetings and advises the Board of progress or concerns.
11. Presides at Board or General Meetings when the President and Program Chairperson are absent; sets Agenda if necessary.
12. Coordinates the maintenance of the WASH mailing list with the media Chairperson.

SHOW CHAIRPERSON

The SHOW CHAIRPERSON shall head a committee to put on WASH-sponsored Exhibitions.

SPECIFIC DUTIES

1. Plans and coordinates all preparations for presenting two shows a year, a Membership Show in the spring and an Open Show in the fall.
2. Recruits member volunteers to work on a Show Committee and to assist with various aspects of show production.
3. Prepares Prospectus which is in compliance with SFAC and WASH show rules and regulations for each show.
4. Establishes fees per entry and judge’s fee as discussed and approved by the Board.
5. Recommends changes in WASH show rules to Board for approval.
6. Oversees receiving and approving entries in shows.
7. Schedules receiving and judging times and locations with SFAC office staff.
8. Engages judges, obtains signed contracts, and release of liability for work shown during the show.
9. Prepares and presents to the Board a show budget with expenses not to exceed show entry fees collected.
10. Monitors expenses to see that cost of show does not exceed budget.
11. Schedules show hanging time with SFAC office staff. Oversees hanging of each show.
12. Solicits donations for awards; ensures that thank-you and appropriate recognition are provided.
13. Plans Second Saturday receptions and award ceremonies. May appoint a committee for this.
14. Uses a variety of means to promote participation in shows, including announcements at General Meetings, e-blasts, and social media.
15. Ensures that prospectuses, programs, and other show materials are printed in a timely fashion.

16. Informs WASH Treasurer of awards to be paid and amount to be paid to judge **according to the signed contract.**
17. Attends all Board meetings and advises the Board of progress or concerns.

WORKSHOP CHAIRPERSON

The Workshop Chairperson arranges WASH-sponsored workshops. (Bylaws, Article VI, Section 2, h.)

SPECIFIC DUTIES

1. Locate and obtain artists to present workshops as approved by the BOARD OF DIRECTORS. It is usual to hold two workshops a year—one in Spring and one in Fall. These can be one day or multi-day workshops. Multi-day workshops allow for artists outside of the region and are more profitable for the WASH organization. One-day workshops allow for an affordable opportunity for members.
2. In advance of each proposed workshop, submit a budget to the Board for approval.
3. Make arrangements with SFAC for available dates and add to SFAC calendar. Fill out rental contract for space with SFAC and obtain a deposit check from the TREASURER to reserve dates.
4. Send contract to artist outlining dates, times, place, fees, material list and other pertinent information. If artist is doing a demonstration at a WASH meeting as well as the workshop, include the demonstration fee in the contract. Coordinate this with the Program Chair.
5. Acquire contracts with workshop artists before January 1. (see new contract example)
6. Market workshop to membership. Work with webmaster and newsletter editor to do this. Announcements and flyers at WASH meetings are an additional possibility. It can be helpful to include a materials list in this information. Register students by email or phone. Obtain emails and phone contacts for nonmembers.
7. Request payment 6-8 weeks prior to workshop. Hold checks until the end of the workshop in case there are cancellations. Send material list and preparation directions for students. Reminders to be sent at least 3 times.
8. Provide Treasurer with a copy of contract and request a check to pay the artist. This should cover both the workshop and WASH meeting demonstration. Hold funds received for workshop until event is over and submit to Treasurer for deposit.
9. Obtain a key and code for alarm from SFAC. Check with SFAC for who else will be using the building during the workshop. This helps you to plan for smooth days. Set up workshop. Delegate helpers for welcome, kitchen (coffee, tea, light snacks), set-up of tables, AV equipment. Be available to assist the artist throughout the workshop. Clean up and leave room set up for next SFAC activity.
10. Return key to SFAC. If linens are used, wash and return them. Ask Treasurer to pay remainder of rental payment.
11. Solicit suggestions for future Workshops from members via email, newsletter and social media.

NEWSLETTER EDITOR

The NEWSLETTER EDITOR shall publish and distribute a newsletter as scheduled by SFAC containing items of interest to members, show announcements, current art news, coming programs and guests, and other WASH business. (Bylaws, Article VI, Section 2, g.)

SPECIFIC DUTIES

1. Attends all Board meetings.
2. Collects and edits articles or news items submitted by others.
3. Writes articles for newsletter.
4. Encourages others to submit articles and or news items.
5. Initiates ideas for contents, e.g., topical series, interviews, etc.

6. Organizes and presents newsletter contents in an attractive format.
7. Takes photos or arranges to have them taken of WASH programs or events.
8. Meets publication deadlines set by the SFAC administrator. Deadlines are:
 - December 5th for Jan/Feb publication
 - February 5th for Mar/April publication
 - April 5th for May/June publication
 - June 5th for July/August publication
 - August 5th for Sept/Oct. publication
 - October 5th for Nov/Dec. publication
9. Emails copy of newsletter to the Webmaster.
10. Emails copy of the Newsletter to SFAC for publication in the Art Journal.
11. The Newsletter Editor should receive articles for publication by the 3rd of the month preceding publication.

PAST PRESIDENT

The PAST PRESIDENT shall serve for one year in an advisory capacity to the Board and shall be responsible for interpreting parliamentary rules and procedures. (Bylaws, Article VI, Section 2, i.)

SFAC BOARD LIAISON

The SFAC BOARD LIAISON shall serve as the WASH representative on the Sacramento Fine Arts Center Board of Directors. (Bylaws, Article VI, Section 2, j.)

SPECIFIC DUTIES

1. Serves on the WASH Board as a voting member.
2. Serves on the SFAC Board as a voting member. Arranges for a WASH Board member to serve as an alternate in the event that he/she is unable to attend SFAC Board meeting.
3. Attends all SFAC Board meetings and participates in planning and decision-making for the full range of SFAC activities and memberships.
4. Represents and communicates WASH interests and concerns to the SFAC Board.
5. Attends WASH Board meetings in order to report SFAC discussions and decisions. Seeks input from the WASH Board regarding potential decisions which may affect or pertain to WASH planning and activities. May submit a written report of SFAC activities if unable to attend the WASH Board meeting.
6. Reports WASH ideas discussed that may impact SFAC facilities, schedules or budget to the SFAC Executive Director **in a timely manner**.

WASH WEBMASTER

The WASH WEBMASTER is appointed by the President and shall maintain the WASH website to inform members and the community of WASH activities and watercolor-related events. (Bylaws, Article VII, Section 1, c.)

Technical/Software Requirements:

The WASH WEBMASTER job requires the following software and the knowledge and skills required to operate the software:

Word Press

HTML

Photographic editing tools such as: Gimp, Lightroom, Photoshop and Aperture

SPECIFIC DUTIES

Update the WASH web pages with the agreement of the WASH Board to include:

1. Add/remove photographs as needed.
2. Add/remove web pages as needed.
3. Post new Newsletters and Board Meeting Minutes.
4. Update pages to keep the content fresh, for example, removing and adding new calendar entries and new show postings when appropriate.
5. Attend the WASH Board Meetings to identify new options for the web pages and to allow opportunity for the Board to request changes.
6. Respond to user comments regarding suggestions and problems with the website.
7. Work with SFAC staff to verify that SFAC rules are followed.

Photographic Details:

1. Arrange for pictures of the WASH Show award-winning paintings for WASH Website and publicity.
2. Edit the images to show the paintings to their best advantage.
3. Arrange for pictures at the WASH Shows to provide slide shows for the website.
4. Arrange for pictures of the WASH painting of the month, of the Board members for the website and other photographs as needed.

WASH SCHOLARSHIP FOR THE ARTS

This committee is responsible for administrating the yearly AWARD program to recognize deserving high school and college art students.

Responsibilities

1. Conduct fund raisers at meetings
2. Maintain an email list of school contacts
3. Update address lists for mailing
4. Prepare promotional material for scholarship
5. Secure foyer for student display
6. Respond to questions regarding the procedures
7. Coordinate committee activities for reviewing and selecting scholarship recipient.

Scholarship Committee Procedures and Time line

January

Chairperson appointed and members solicited to serve on the committee. Send follow-up letter and/or emails to schools reminding them of the application deadlines.

February

Review rating system for reviewing applications. Determine if a juror will review portfolios and art work.

March 20

Deadline for application to WASH

March 30

Deadline for choosing award winners

April 5

Deadline for notifying applicants of the results

April or June

Awards are usually given at a WASH meeting (2nd Monday in June at 7 p.m.) or at a 2nd Saturday of WASH Member Show

June

Reserve Entry Foyer for Award winner of the next year.

Review procedures, application, etc., and make revisions based on what happened the previous year.

Request check from the TREASURER for the current fees due to SFAC for foyer rental.

Request deposit check from TREASURER for the next year.

June- September

Develop list of schools focusing on Sacramento County high schools and colleges with developed art programs.

September

Send letters and/or emails to high schools in Sacramento County. Book hallway for showing award winner(s) work.

FACEBOOK POSTINGS POLICY

Facebook Postings will be limited to the following:

1. Upcoming meeting announcements
2. Positive photos/posts about our meetings and presenters
3. Positive photos/posts about WASH shows, receptions, and show winners
4. WASH member celebrations (awards, recognitions, etc.)
5. Calls to Artists for WASH or other area watercolor shows
6. Support of SFAC events, shows, or activities
7. Any relevant watercolor shows or information
8. Promotion of watercolor classes and events that have been reviewed by at least two members of the WASH Board and verified as appropriate to the WASH mission
9. Member art work for critique or just to share, limited to one per month per member at the discretion of the Facebook Administrator. Information may be sent to the Facebook Administrator, who will post the information to the WASH Facebook page.

LIFETIME MEMBERSHIP POLICY

The purpose of a life membership is to recognize significant and/or long-standing service to the goals of WASH.

Long standing service for a member could include several years of service in one or more of the following:

- Board member
- Appointed position
- Show committee
- Continuous volunteerism at WASH events.

Significant service for either a member or nonmember could include

- Promoting of the arts through various means such as monetary support, donations for prizes, or legislation.
- Giving generously of time as a demonstrator or judge.

Lifetime members will be kept on all membership roles for their lifetimes, receive all newsletters and/or other mailings provided to active members and be invited to all meetings and events sponsored by WASH.

Lifetime members are not required to pay WASH annual dues but may do so if they choose.

This membership is strictly for WASH purposes and does not apply to the membership requirements of the Sacramento Fine Arts Center. Recommendation may be made to SFAC for lifetime SFAC membership.

Lifetime membership can only be granted by the unanimous vote of the WASH Board.

WASH PERSONAL PUBLICITY POLICY

In an effort to streamline our meetings and reduce the number of redundant announcements, the WASH Board of Directors has developed a policy reducing the number of announcements given by individual members at General Meetings.

WASH will accept limited advertising for individual members; the meeting facilitator will make the announcement. Members may provide advertising and sign-up sheets at the back of the room during the break. Members may also request that their classes and shows be posted to the WASH Facebook page. The WASH Facebook administrator will review the posting request and place it on the page if the content is appropriate to the club's mission.

The WASH Newsletter will provide a section for members to self report the shows that they have been accepted into and special awards.

Only sign-up sheets for WASH events will be passed through the group during the meeting, all others will be placed on the counter at the back of the room. A reminder that they are at the back of the room may be provided by the meeting facilitator.

Sign-up sheets that are being passed through the room will be monitored, if possible, two copies of the sign-up sheet will be circulated, one on each side of the room.

(Appendices follow)

APPENDICES

1. The History of WASH (Watercolor Artists of Sacramento Horizons)

WASH (Watercolor Artists of Sacramento Horizons) was formed in 1978 for the reasons stated in our goals and purposes:

1. To share our common love of the watercolor medium with the community
2. To promote within our organization an atmosphere for the creative growth necessary for the artist to mature and flourish

Our membership was open to anyone actively engaged in Watercolor painting and each member was expected to participate in at least one show each year.

The idea of forming a Watercolor group was conceived in the minds of Jan Miskulin and Nancy Haley in the mid-1970s and WASH was “born” on January 30, 1978 at President James Monroe Manor, 3225 Freeport Blvd. In Sacramento, California. At that meeting an organization name and board was selected, along with a list of goals and purposes for formation and a rough draft for a Constitution and Bylaws.

The first General Meeting was held on the second Monday in February, 1978, and the following slate of Officers was presented to the group:

President:	Jan Miskulin	Secretary:	Wilma Gorman
Vice President:	Nancy Haley	Treasurer:	Bud Wyman

They were voted upon and elected.

The Constitution and Bylaws were voted upon and approved at the next General Meeting in March and WASH was on its way. We had fewer than 60 members in our first year but managed to put on a membership show at Fidelity Savings and Loan Association on Watt Avenue and Butano Drive in the north area in November.

We held a Watercolor workshop in September, 1978 with Muriel Doggett as Instructor. The WASH Board had a show of paintings at the Mills Gallery at the Crossroads (now Cort Yard) in April. We held a summer paint-out at Apple Hill for WASH members.

In the Spring of 1979 we held our first juried show with Larry Welden as judge. The membership reached 75 by April, 1979.

Other events in 1979 were a Frank La Lumia workshop and a bus trip to the King Tut exhibit in San Francisco.

2. WASH SHOW RULES (Revised, July 2021)

1. DEFINITION OF WATERCOLOR & OTHER WATER-BASED MEDIA:

Definition of Watercolor and Other Water Based Media for Shows:

Watercolor, Casein and Gouache are acceptable. Acrylic may be used if clearly diluted and transparent. No heavy acrylic or impasto will be accepted. Paintings must be two-dimensional and primarily of watermedia on paper surface; Yupo and Tyvek are acceptable. No canvas or canvas board. No collage. No digital media, photography, prints or reproductions. No Artificial Intelligence.

2. ONLY ORIGINAL WORKS ACCEPTED

- a. Created within the last 2 years and not shown previously at a SACRAMENTO FINE ARTS CENTER juried exhibit.
- b. Not copied from another including copyrighted photos.
- c. Not produced as part of a class or workshop

3. FRAMING AND PRESENTATION

- a. All work must be signed by the artist.
- b. All artists must affix the attached Artists Entry label in the upper left corner on the back of each painting. Labels must be filled out entirely and signed. Entry labels are provided on the last page of the prospectus.
- c. All paintings on paper must be framed and matted w/ edges covered, deckled edges OK.
- d. All items must be fitted with wire firmly attached to the frame with flat or D-ring brackets. No saw-tooth hangers, screw eyes, clamps, etc. Must attach D-rings to the frame and not to the backing board.
- e. All raw ends of wire must be taped. No string.
- f. Paintings done on paper or Yupo must be covered by glass or an acrylic glass alternative.
- g. Maximum size, including frame, is 30x42"
- h. Maximum glass size shall be 24x36". Any larger must be acrylic/plexiglass.
- i. Shipped paintings should use acrylic and must include pre-paid return label and packaging.
- j. Broken glass, scratched acrylic, soiled mats or frames, staple holes, etc. will not be hung.

4. ACCEPTANCE AND HANGING

- a. Your entry must be completed online at SmarterEntry.com/CallsForEntry. Paintings must be uploaded in SmarterEntry in order to be accepted into the show. No in-person registration.
- b. The SHOW CHAIR has the right to screen and reject entries at the receiving station before the work is processed and accepted. Any appeal shall be referred to the BOARD OF DIRECTORS for final decision.
- c. Placement of work in a show is at the discretion of the SHOW CHAIR.
- d. No work may be added to a show after the date and time of entry acceptance. No work may be removed from a show before the final release date and time.

5. SALES AND COMMISSIONS

- a. Sales will be between the purchaser and SACRAMENTO FINE ARTS CENTER. SFAC receives 30% commission from members and 50% from nonmembers.

6. LIABILITY

- a. Insurance is the responsibility of the artist. No responsibility for loss or damage to any work will be assumed by SFAC, WASH or any members. SFAC reserves the right to remove any submission deemed inappropriate or detrimental to SFAC.
- b. WASH reserves the right to photograph artwork or copy images for promotional purposes. The submission of entries to this competition shall constitute an agreement on the part of the artist to the terms and conditions as set forth in this prospectus.

3. SAMPLE: **WASH ORIENTATION FOR NEW BOARD MEMBERS**

I. Welcome, Introductions

II. Presentations (brief) by each outgoing or continuing Board Member of their respective positions (with information that would be helpful **for all Board Members**)

1. President
2. Secretary
3. Treasurer
4. Program Chair (1st Vice President)
5. Membership Chair (2nd Vice President)
6. Show Chair
7. Workshop Chair
8. Newsletter Chair
9. Past President
10. SFAC Liaison
11. Webmaster
12. Scholarship Chair

III. Policy and Procedures Manual - brief review

IV. Outgoing Board members individually brief incoming Board members on specific duties and resources. (Break up into individual positions for this.)

V. Communication: WASH e-blasts, email, webpages, telephone, newsletter

VI. Points of intersection with the Sacramento Fine Arts Center

VII. Brief meeting of current Board Members to set day and time for next meeting

4. SAMPLE: **Membership New Member Letter**



5330-B Gibbons Drive
Carmichael, CA 95608
(916) 971-1713

October 2, 2024

FIELD(First Name) FIELD(Last Name)
FIELD(Street)
FIELD(City), FIELD(State) FIELD(Zip)

Dear FIELD(First Name),

Welcome to WASH! We're happy you have chosen to join our watercolor association and hope that you will find it as rewarding as many others have over the past 46 years.

Our monthly meetings are on the second Monday of the month, 1:30 PM in odd numbered months and 7:00 PM in even numbered months. We do not meet in July and August and in December we forego our regular meeting to join in the All-Club Holiday Potluck. WASH and NCA alternate years in hosting.

Other information about WASH: *(Please see COVID-19 virus information and current meetings on page 2)*

* **Painting of the Month:** Members are encouraged to bring one of their **original** water media paintings to display at our meeting. Members vote on the one they like best and the winning painting is displayed in the SFAC Studio for one month. Showing a painting in this monthly competition does not preclude showing it later in a juried show.

* WASH website: <http://sacramentowatercolor.org/> You'll find information about upcoming, current, and past shows, as well as a wealth of other information. Minutes of Board meeting and past newsletters are available on the site. Members who have their own website can ask to have a link placed on the WASH website by contacting wash.web13@gmail.com

* **WASH Newsletter:** Members are encouraged to submit news items or articles for our bimonthly newsletter. Deadlines for submission are the 5th of February, April, June, August, October, and December. We love to receive news of your shows or artistic events. News items should be sent to our newsletter editor, Ronnie Rector at ronnierector@yahoo.com

* **Volunteering** is an important part of being a WASH member. Opportunities include, but are not limited to, helping with our shows or workshops, serving on a variety of committees, publicity, newsletter writing, and assisting with hospitality at our meetings. We encourage you to try out several volunteer jobs and choose the one that best matches your talents and interests. Contact any of the officers to ask about helping. It's a good way to meet other local artists.

As Board members we are committed to helping our members grow in their artistic endeavors and interests. We invite all members to share their ideas and interests with us. If any of us can be of assistance to you, please let us know.

A list of all WASH members and their contact information is available by the Membership Desk at all the General Meetings after April 1. The list is updated in April and October of each calendar year. If you need one before then, ask at the SFAC office or **contact me and I'll be happy to email you a list.**

Again, welcome to WASH! We are delighted to have you as a new member.

Sincerely,
Sally Bostley, Membership Chairman

sbostley@earthlink.net

(page 2)

2024 WASH Officers and contact information

President	Chris Knopp	(707) 999-1277	chrismknopp@gmail.com
Secretary	B.J. Taylor	(732) 241-7529	bjtaylor915@icloud.com
Treasurer	Cordi Sogge	(916) 616-6384	cmbeesknees@gmail.com
Program Co-Chairs	Alyssa Gorman	(916) 247-8737	agorman2019@gmail.com
	Rose White	(916) 667-2139	middleearth01@icloud.com
Membership Chair	Sally Bostley	(916) 797-0833	sbostley@earthlink.net
Show Co-Chairs	Susy Soulies	(916) 549-3976	designs@susyq.com
	Kristi Warren	(916) 521-7747	kristilwarren@sbcglobal.net
Workshop Co-Chairs	Cindy Farmer	(916) 749-9970	timfarmer1436@comcast.net
	Sandie Mele	(916) 783-7926	nelson.sandie@comcast.net
	Ronnie Rector	(775) 832-2210	ronnierector@yahoo.com
Newsletter Editor	Gary Mele	(916) 549-7412	wash.web13@gmail.com
Webmaster	<i>Steve Stein - 2025</i>	<i>(916) 801-1397</i>	
Media Coordinator	position open	(310) 779-2550	alex.aruj@gmail.com
Liaison with SFAC	David Kalbach	(916) 425-6686	75kalbachd80@comcast.net

.....

COVID-19 Virus Information

During the virus shutdown we met on Zoom but since October 2022 we have been trying an in-person meeting at SFAC that is also shown on Zoom for those who are not yet comfortable attending in person. The Zoom link is sent to all members before each meeting.

.....

Our next General Meeting will be at 1:30 pm Monday, September 9th, and the demonstrator will be Ronnie Rector. You can see her work here: <https://artist.sierrawatercolorsociety.com/ronnie-rector.html>

The meeting will be in person and also on Zoom. In case you don't receive the Zoom notice, the link for the WASH General Meeting at 1:30 PM Monday, September 9th is:

<https://us02web.zoom.us/j/3105031668?pwd=c1R1ODVnem01Y0h1US9iWkgzZ1ZwZz09>
 Meeting ID: 310 503 1668
 Passcode: GSXd41

You can also attend in person at the Sacramento Fine Arts Center at 5330B Gibbons Drive Carmichael, CA 95608.

Volunteer Opportunities

If you're looking for volunteer opportunities, we have announced vacancies for a Photographer, Co-Chairs for Scholarship Award and technical help to broadcast meetings. Something to think about. If any appeal to you, please contact any of the Board members listed above. These positions would begin January, 2025 and are for one year (or longer if you prefer).

5. SAMPLE: **BOARD CALENDAR FOR THE YEAR** - draft, 09/12/2024

JANUARY 4 Orientation for New Board Members

13 General Meeting - **need demonstrator name**

FEBRUARY 5 Newsletter deadline

7-8 Receiving for Member Show

.....
9 Judging for Member Show

.....
10 General Meeting - **need demonstrator name**

.....
17 Hanging Member Show

.....
18 Member Show starts and runs through March 8

MARCH Nominating Committee appointed

.....
8 Second Saturday Reception, end of Member Show

10 General Meeting - **need demonstrator name**

Workshop

APRIL 5 Newsletter deadline

MAY 12 General Meeting - **need demonstrator name**

JUNE 5 Newsletter deadline

9 General Meeting - **need demonstrator name**

High School Scholarship Award Presented

.....
27- 28 Receiving for Open Show

JULY Annual Review of Constitution/Bylaws and Procedures Manual

No General Meeting

.....
6 Judging for Open Show

.....
14 Hanging for Open Show

.....
15 Open Show from July 15 to August 9

AUGUST No General Meeting

5 Newsletter deadline

9 Second Saturday Reception, Open Show closing

SEPTEMBER

8 General Meeting - **need demonstrator name**

WASH Budget Committee Appointed

OCTOBER 5 Newsletter deadline

13 General Meeting - **need demonstrator name**

Nominations for New Board Members announced

NOVEMBER 10 General Meeting - **need demonstrator name**

Election of Board Members for the next year

DECEMBER 5 Newsletter deadline

8 No General Meeting; All-Club Holiday Potluck, WASH hosts in 2015

6. SAMPLE: Contracts

6. (a) SAMPLE: Contract for Program Demonstrator



Program Contract

Presenter: *Name of Presenter*

Address: *Address of Presenter*

Demonstration Date and Time:

WASH condition: Presenter will inform WASH of any special needs. Presenter is responsible for his/her own computer and other equipment, bandwidth, etc. Subjects covered and length of online presentations/demos are at the discretion of the Presenter, but should be shared with the WASH Program Chair for meeting planning purposes. Presentations/demos are not to exceed 90 minutes. WASH will mail a \$250 check to the Presenter at the conclusion of the demonstration.

I understand that in order to better serve its members, WASH livestreams its member meetings on social media. I hereby give permission to WASH to livestream my artist demonstration, and, in perpetuity, to display the video and any edited versions on social media channels belonging to WASH and/or Sacramento Fine Arts Center. I understand that I have permission to place a link from my website to the video on social media if I desire.

Please return this contract, signed, with any special conditions listed below.

Presenter's Comments:

Presenter's Signature: _____

Date: _____

Please convert this contract to a PDF file, then scan and e-mail it to _____

.....
Feel free to call or e-mail _____, Program Chair, at (916) ____-____.

*e-mail address of WASH
Program Chair*

6. (b) SAMPLE: **Contract for Workshop Presenter**



WASH WORKSHOP CONTRACT

This agreement is between Watercolor Artists of Sacramento Horizons, known as WASH and _____, henceforth referred to as Artist.

Artist will present a 3-day instructional workshop focused on watercolor. The Workshop will be held in the Studio of Sacramento Fine Arts Center in Carmichael, California. The workshop dates are scheduled for Tuesday through Thursday, September 14, 15 and 16 in the year 2021. The workshop hours will be from 9:30 am to 3:30 pm. Artist will provide a materials list and other related instructional material at least 8 weeks prior to the workshop.

Additionally, Artist will present a watercolor demonstration at the WASH general meeting on Monday, September 13, 2021 from 1:30 pm to 3:30 pm.

WASH agrees to pay Artist’s Fees as follows:

- \$ _____ Workshop Fee for 3-day workshop, up to 20 students
- \$ _____ Demonstration Fee
- \$ _____ Total Fees Payable to Artist on September 16, 2021

For each additional student, up to a maximum of 22 in total, WASH will pay Artist an Additional Fee of \$150, to be paid with the other Artist’s Fees.

WASH agrees to pay a food/meals allowance of \$50 per day for 5 days, a total of \$250, also payable on September 16, 2021.

WASH will reimburse Artist for the following expenses:

- Economy Class Airfare purchased/priced at least 30 days in advance
- Airport parking and mileage between home to airport
- Additional baggage charges to bring supplies necessary for the workshop and demonstration
- Rental of an economy class car or reasonable alternative transportation costs within Sacramento County as needed.

Expenses invoiced prior to September 9, 2021 will be paid on September 16, 2021. Expenses invoiced after September 8, 2021 will be paid by September 30, 2021.

WASH will provide private room housing for Artist at the guest home of a WASH member or a comparable alternative selected by WASH. Fees for the workshop will be collected from participants and the materials list processed and distributed by WASH.

All parties to this agreement understand and agree that the relationship between WASH/Sacramento Fine Arts Center and the instructor is that of an independent contractor. No employer/employee relation is established by this agreement nor is the conduct/statement of any representative of WASH/Sacramento Fine Arts Center intended to create an employer/employee relationship.

I agree to these terms.

Artist _____ Date _____

WASH Representative _____ Date _____

6. (c) SAMPLE: Contract for Show Juror



AGREEMENT WITH JUDGE

Telephone: 916-971-3713

E-mail: *email of Show Chair*

Website: www.sacramentowatercolor.org/

Gallery Hours are:
Tuesday - Friday 11:00 a.m. – 3:00 p.m.
Saturday 11:00 a.m. – 5:00 p.m.
Closed Monday and Sunday

Sacramento Fine Arts Center Galleries
5330-B Gibbons Drive
Carmichael, CA 95608

Date _____

Dates of Online Judging _____

Date of Award Judging _____ Time _____ to _____

LOCATION: Sacramento Fine Arts Center, Inc. 5330-B Gibbons Drive, Carmichael, CA 95608

Date of Reception _____ Time _____ to _____

Name of Exhibit _____

Sponsor of Exhibit _____

Exhibit Chairman _____ Phone _____

Judges Name _____ Phone _____

Street _____ City & State _____ Zip _____

Compensation for Judging _____

Disclaimer: WASH and Sacramento Fine Arts Center should be held harmless for any and all accidents, slips, falls, cuts, scrapes or bruises while attending any and all functions. Exhibit Sponsor is responsible for compensation.

I agree to appear at the above specified time and place to judge the above specified exhibit for the above specified compensation.

SPECIAL INSTRUCTIONS: _____

Judge's Signature

Date

Staff Signature



Sacramento Fine Arts Center

6. (d) SAMPLE: Contract for use of the Foyer

FOYER RENTAL CONTRACT

Telephone: 916-971-3713

Email: sfac@sacfinearts.org

Website: sacfinearts.org

Gallery Hours:

Tuesday - Friday 11a.m.-3p.m.

Saturday 11 a.m.-5p.m.

Closed Mondays and Sundays

MONTH & YEAR RESERVED _____

Responsible Person: _____ Telephone: _____

Address: _____ Email: _____

Final Payment: \$200 Receipt# _____ Check Credit Card Cash

HANGING AND REMOVING EXHIBIT:

Exhibitor's artwork can be hung on the 1st of the month. Exhibitor will hang and remove their own show. Exhibit shall be removed on the last day of the month. Exhibitor will **NOT** use glue to place tags on the wall. This is the main entrance to the center and a 48". Therefore any 3d work must be approved by office staff. The Board of Directors reserves the right to remove art deemed disruptive.

FRAMING:

Each artwork must have safe secure framing. Glass on work may not exceed 28x36 inches (or a maximum of 1015 square inches). Anything larger must be plexi-glass. Works not needing glass may be larger.

DISCLAIMER:

The Sacramento Fine Arts Center and its organizations are not responsible for loss for loss or damage to any work in their possession and shall not be held responsible for any liabilities arising from this exhibit. SFAC and its members shall be held harmless for any and all accidents, slips, falls, cuts, scrapes, or bruises while attending any and all functions.

WORK NOT FOR SALE (NFS) must be valued and recorded with SFAC. Insurance is the responsibility of each submitting artist and/ or organization. SFAC will not be held responsible for sale of artwork that posted with mismarked price.

PURCHASE POLICY:

30% commission, members. 50% commission, non-members. Payment for work sold, minus the commission will be paid within 30 days of the exhibit's close.

FIRE LANES MUST BE VACANT AT ALL TIMES. Keep aisle marked exit door free.

Photographs may be taken with the artist's written permission.

REFUNDS AND CANCELLATIONS: If a renter wishes to cancel a reservation, they must do so in writing, three months prior to the start of their reservation to receive a full refund, less a \$50 processing fee. Cancellations occurring after this date will not receive a refund. Reservations cannot be transferred or rescheduled.

As the person responsible for renting these premises, I have read and agree to abide by these rules.

Responsible person _____ Date _____ Staff _____

6. (e) SAMPLE: Contract for Gallery 3



Sacramento Fine Arts Center
5330B Gibbons Dr. Carmichael, CA 95608

Gallery Hours:
Tuesday- Friday 11a.m.-3p.m.
Saturday 11 a.m.-5p.m.
Closed Monday & Sunday

GALLERY 3 RENTAL CONTRACT

Telephone: 916-971-3713
Email: sfac@sacfinearts.org
Website: sacfinearts.org

MONTH AND YEAR RESERVED _____

Responsible Person: _____ Telephone: _____

Address: _____ Email: _____

Final Payment: \$250 Receipt# _____ Check Credit Card Cash

HANGING AND REMOVING EXHIBIT:

Exhibitor's artwork can be hung on the 1st of the month. Exhibitor will hang and remove their own show. Exhibit shall be removed on the last day of the month. Exhibitor will **NOT** use glue to place tags on the wall. We will also rent the space for classes. Therefore any 3D work must be approved by office staff. The Board of Directors reserves the right to remove art deemed disruptive.

FRAMING:

Each artwork must have safe secure framing. Glass on work may not exceed 28x36 inches (or a maximum of 1015 square inches). Anything larger must be plexi-glass. Works not needing glass may be larger.

DISCLAIMER:

The Sacramento Fine Arts Center and its organizations are not responsible for loss for loss or damage to any work in their possession and shall not be held responsible for any liabilities arising from this exhibit. SFAC and its members shall be held harmless for any and all accidents, slips, falls, cuts, scrapes, or bruises while attending any and all functions.

WORK NOT FOR SALE (NFS) must be valued and recorded with SFAC. Insurance is the responsibility of each submitting artist and/or organization. Sac Arts will not be held responsible for sale of artwork that posted with mismarked price.

PURCHASE POLICY:

30% commission, members. 50% commission, non-members. Payment for work sold, minus the commission will be paid within 30 days of the exhibit's close.

FIRE LANES MUST BE VACANT AT ALL TIMES. Keep aisle marked exit door free.

Photographs may be taken with the artist's written permission.

Refunds and Cancellations: If a renter wishes to cancel a reservation,, they must do so in writing three months prior to start of their reser the vation to receive a full refund, less a \$50 processing fee. Cancellations occurring after this date will not receive a refund. Reservations cannot be transferred or rescheduled.

As the person responsible for renting these premises, I have read and agree to abide by these rules.

Responsible person _____ Date _____ Staff _____

6. (f) SAMPLE: Video Equipment Request Form

Audio Visual Equipment, Policy and Procedures**Video Equipment**

1. Equipment shall be owned by Sacramento Fine Arts Center.
2. Sac Arts will provide normal maintenance and include this equipment in their facility insurance.
3. Only trained Sac Arts members, staff or teachers may set-up and take-down equipment. (hereafter referred to as “**SET-UP COORDINATOR**”).
4. Once set-up, equipment may be used by demonstrators, teachers, Sac Arts staff or members. (hereafter referred to as “**USER**”).
5. Clubs may provide persons who will be trained to use, set-up and take down the equipment (**SET-UP COORDINATORS**).
6. Equipment Training should occur on a periodic basis and should include use of the audio equipment in addition to the video camcorder, TV and stands.
7. Sign-out will be handled on a first request, first served basis.

Video Equipment Sign-out

1. Equipment needs should be identified and requested when the studio is booked.
2. Equipment requests should be turned in to the office in writing at least 7 days prior to the event.
3. Equipment requests should be as specific as possible to allow the correct equipment to be available.
4. Equipment requests should specify what type of equipment will be attached to the HDMI cable (ie: iPad, Laptop, or camera). SFAC has a variety of adaptors available, but not all – so requestors should take care to verify that the correct adaptor for their equipment is available. If SFAC does not already own an adaptor for the user’s camera, laptop, iPad etc, the **USER** will be required to provide their own.
5. **USERS** must provide their own laptop, iPad etc. If the User or the event organizer is planning to record the event, they must provide their own memory card.
6. Equipment requests should identify who will complete set-up and take down (**SET-UP COORDINATOR**).
7. SFAC staff should log the request as soon as possible.
8. Requests should be reviewed by the Event Coordinator who will verify that the person doing set-up and take down has been trained. The Event Coordinator will notify the requestor via email if the Set-up Coordinator listed has not been trained. If the requestor is unable to identify a trained SETUP COORDINATOR at least 30 days prior to the event, the request will be denied.

Video Equipment Rules and Requirements

1. A **SET-UP COORDINATOR** trained in the set-up and use of the equipment must be present to do the equipment set-up and taken down.
2. Equipment may not leave the center grounds. Camcorder, projector and light stands may be used in any of the galleries or the studio. The TV is permanently installed in the studio and may not be moved.
3. Training may occur for the camcorder, Big Screen TV or both. If only TV training has been received, the camcorder will not be available for the event. Audio equipment training will also be available, audio equipment may not be used unless training has been received.
4. Equipment must be secured at the end of the event, it should not be left unsecured overnight if the studio curtains are open.

5. The camcorder must be stored in a secured location outside of the office to permit approved access.
6. **USERS** may not color correct the TV or change TV settings other than the TV volume and channel.
7. The HDMI cables must remain attached to the TV and on the stage. They should be located so that they are not a tripping hazard.
8. **USERS** may not remove the memory card from the camcorder, that must be done by a **SET-UP COORDINATOR**. **USERS** may not change camcorder settings; the user may change the zoom range and turn the camcorder on/off.
9. A boom and stand have been acquired to permit the camcorder to be used in a stable position. A user may supply their own tripod, head and quick release plate for video camera use. SFAC does not have those pieces of equipment available.
10. A lighting set with modifiers has been acquired for use during demonstrations and workshops, those lights may be checked out and used on-site for other photographic purposes. As they may get very hot, follow all instructions for handling and cool down.

August 2, 2017

Page 2

7. Sacramento Fine Arts Center **FEE SCHEDULE** MARCH 1 2024

SAC ARTS Contract and advance deposit required on all space rentals. Refund Policies are listed on the back.

ANNUAL MEMBERSHIPS

Basic dues per member \$60

Youth membership \$15 Through 24 years of age

Business \$150

Gold \$200

Platinum \$300

WASH \$25 (club add on)

NCA \$25 (club add on)

STUDIO RENT

Teachers (Based on a weekly class) 25% of each student fee

SFAC or Club event \$35 per hour (including kitchen supplies)

Friday morning \$110 per session

Private Rental/ Events not sponsored by SFAC or club \$75 per hour

Member rental \$50 per hour

GALLERY 3 STUDIO (maximum 16)

Teachers 25% of each student fee

Nonmember Rental \$50 per hour

Member Rental \$35 per hour

RENT FOR EXHIBIT GALLERIES:

Members \$250 per week per gallery

Nonmembers \$350 per week per gallery

G1 and G2 for Clubs \$5 per entry

Foyer/ Hallway, member only \$200 per month

Gallery 3 Exhibit, member only \$250 per month

COMMISSIONS FROM GALLERY EXHIBITS (Galleries 1, 2, 3, and Hall/ Foyer)

Members 30% of sales

Nonmembers 50% of sales

Youth 10% of all sales

GIFT SHOP

Commission 30% members- 50% nonmembers

STORAGE: No charge if work is picked up by the Saturday following the close of show. Thereafter, storage fee is \$5 per day for each work. One month after close of show, stored artwork becomes property of Sac Arts.

NEWSLETTER ADVERTISING

Business Card \$25 ¼ Page \$50 ½ Page \$75 Full Page \$150

COPY MACHINE per copy

Black & White \$0.25 per side for members (\$0.10 for clubs)

Color \$1.00 per side (\$0.50 for clubs)

Sac ArtsPage 1Revised 1/1/2023

DEPOSIT: Rental fees must be paid in full at the time of reservation. Refund policies vary based on the space.

REFUND POLICIES:

Gallery 1 and 2: If a renter wishes to cancel a reservation, they must do so in writing, six months prior to the start of their reservation to receive a full refund, less a \$50 processing fee. Cancellations occurring after this date will not receive a refund. Reservations cannot be transferred or rescheduled.

Gallery 3 and Foyer: If a renter wishes to cancel a reservation, they must do so in writing, three months prior to the start of their reservation to receive a full refund, less a \$50 processing fee. Cancellations occurring after this date will not receive a refund. Reservations cannot be transferred or rescheduled.

Studio Spaces (gallery 3 & main studio): If a renter wishes to cancel a reservation, they must do so in writing, six months prior to the start of their reservation to receive a full refund, less a \$50 processing fee. Cancellations occurring after this date will not receive a refund.

If renter wishes to reschedule a reservation, they must do so in writing at least six months prior to the start of their reservation. Rescheduled events will be assessed a \$25 rescheduling fee. Rentals may only be rescheduled once. Refunds will not be issued to events that have been rescheduled.

CLEAN UP FEE FOR ALL EVENTS: All renters are responsible for the set up and cleanup of their events. This additional time can be scheduled with the office and is at no charge to the renter. A \$35 per hour cleaning fee will be charged to the renter if staff determines the space is not left in adequate conditions.

Sac ArtsPage 2Revised 1/1/2023

8. WASH Website Information

This is in the process of being redone so will have to be updated at a later date.

9. Instructions for using email (sac.watercolor@gmail.com) and eblast (MailChimp)

No one seems to have this information. The previous information was as follows:

EMAIL AND E-BLAST INFORMATION

The WASH email address is: sac.watercolor@gmail.com. This email address is used to communicate with membership and answer questions from non-members. E-mail to this account is automatically forwarded from Gmail to the WASH president, who then distributes messages as appropriate to other WASH leaders.

We send all group communications (eblast) using mailchimp. MailChimp allows us to easily mask the recipients of an email from each other and helps reduce the amount of spam mail that the club receives and that our members receive.

The email account contains the contact information for each of our members and it is divided into several groups. Those groups are:

YYYYMember

Publicity

Publicity Arts Orgs

Scholarship (Not currently updated)

The main group that we want to be sure our members are entered in is the YYYYMember group. This group must be updated at least monthly as our members apply to WASH.

Mailchimp also uses an address list and grouping. The process is very similar, in that members are moved into the current year group as they apply to WASH. Members who drop are included in a separate WASH database but not the gmail list. For instructions on how to send an eblast, please contact a previous Board Media member or another person who is familiar with the process for a set of instructions.

Email addresses can be exported from our GMAIL account to our mailchimp account, but we need to be careful about adding so many email addresses that we exceed the free account limit of 500. This is why members are not exported as a group and added to mailChimp as a group unless it's necessary to recreate the list. At that point, old lists in mailChimp should be deleted.

10.The Graphic Standard for the WASH logo

Graphic Standard (GS)

For the Corporate Logo Sets Used to Identify



Watercolor Artists Of Sacramento Horizons

Any printed reproduction of this Logo Set should be applied following these guidelines.

The approved WASH Corporate Logo Set is comprised of two elements

1. Logo Symbol:



2a. Corp Signature (full linear):
[Approved Font - Arial Black]

Watercolor Artists Of Sacramento Horizons

2b. Corp Signature (Stacked)
[Approved Font - Arial Black]

**Watercolor Artists of
Sacramento Horizons**

When combined these two elements comprise the Corporate Logo Set of the

Watercolor Artists Of Sacramento Horizons

membership organization.

These two elements may be used separately.

The Corp Signature (full linear) on digital media may be above and larger or below the Logo Symbol. On printed media, the Corp Signature should always be placed below the Logo Symbol when used as full linear.

Graphic Standard (GS)

For the Corporate Logo Sets Used to Identify



Watercolor Artists Of Sacramento Horizons

COLORS:

The logo symbol shall always include the:

Background:	Orange Swash	Color Range: PMS 1355 C to 1585 C
Foreground Left:	Lettered Acronym WASH	Color: PMS 2746 C
Foreground Right:	Artist's Brush	Color: PMS 7579 C and PMS 2746 /C
Signature:	Lettered Title	Color: PMS 2746 C

The **Logo Symbol** (1) may only be used when accompanied by the **Corporate Signature** (2) as a complete Corporate Logo Set.

The **Corporate Signature** (2) may be used alone, without Corporate Symbol (1) as a title element either by:

A - the application of that elements approved graphic representation (title art)

or

B- typesetting the signature in the type font: **ARIAL BLACK REGULAR**

The Corporate Logo Set may also be used in grey scale for printed media and must follow the font and scale requirements outlined in this document.

SCALING:

The full corporate logo may be represented at any scale, above 1.5 inches across, provided that the artwork remains a complete assembly, and the colors are faithfully rendered.

In printed materials, the scaled logo set should NOT be smaller than 1.5 inches across.

Regardless of Application, The WASH Corporate Logo Set may only be applied or printed with **PRIOR APPROVAL** of the WASH Board of Directors.