



HANDBOOK



NOAA HANDBOOK

REVISED: AUGUST 2020

(Including motions at Sep 2017 Annual Meeting)

** This handbook to be updated
after each Annual Meeting to include motions of meeting.
Revisions from last online version in red text.

THE NOAA HANDBOOK

This NOAA Handbook is a reference book for members and includes the following:

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SECTION 1.0 – NOAA OBJECTIVES

General Information:

*The Letters Patent
created a corporation without share capital
under the name of Northern Ontario Art Association
for the following objects:*

- a) to encourage original art
and the appreciation of the work of artists;*
- b) to further art education in northern communities;*
- c) to purchase works of art*

*The Corporation shall be carried on
without the purpose of gain for its members
and any profits or other accretions to the Corporation
shall be used in promoting its objects.*



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SECTION 2.0 - <u>BY-LAW # 1</u> AS AMENDED SEPT. 18, 2004
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ARTICLE 1 MEMBERSHIP

Members shall include all affiliated clubs in good standing, which clubs shall be represented at meetings by a representative of the club, and other types of membership that shall be defined from time to time at directors' meetings.

Amended Sept. 18, 2004

ARTICLE 2 BANKING

All funds shall be kept in a Chartered Bank or Trust Company or Credit Union; that all disbursements be by cheque, that the signing officers for these accounts be any two of: the Treasurer, President, Secretary.

Amended Sept 13, 2003

ARTICLE 3 OFFICERS

Officers shall consist of President, Vice-President, Past President, Secretary, Treasurer, all of whom shall be elected at the Annual General Meeting. The Secretary and Treasurer shall normally be from the same area as the President. The Officers will be members of the Board of Directors.

Amended Sept. 13, 2003

ARTICLE 4 DUTIES OF OFFICERS

The President shall preside at all meetings and in case of a tie shall cast the deciding vote. He or she shall appoint all committees.

The Vice-President shall preside during the absence or incapacity of the President.

The Secretary shall keep accurate records of minutes and attend to correspondence.

The Treasurer shall keep the record of financial status, which must be audited for the Annual General Meeting.

Amended Sep 18, 2004

ARTICLE 4 a) COMMITTEES

The nominating committee shall consist of two directors and one other member, appointed at a meeting preceding the Annual General Meeting.

Amended Sept. 18, 2004



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ARTICLE 5 MEETINGS

There shall be an Annual Meeting of members. The election of directors, officers and convenors shall be conducted at the Annual General Meeting. There shall be a report from the President, Treasurer (financial statement, budget, auditor's report) and from the Convenors.

At least four weeks prior to each meeting of members there shall be a notice sent in writing to each club representative and to affiliated club secretaries. A quorum shall consist of one third of the members including the president or vice-president.

Amended Sep 18, 2004

ARTICLE 6 BUSINESS ARISING BETWEEN MEETINGS

Meetings of the Board of Directors may be called at any time by any two directors and any such meeting shall be called on at least three days notice. Five directors/officers shall constitute a quorum for the transaction of business.

Amended Sept. 18, 2004

ARTICLE 7 DIRECTORS' TENURE OF OFFICE

Directors shall be appointed for a period of four years. There may be one replacement each year. Nominees must be vitally interested in painting, and willing to accept responsibilities for the whole Northern Ontario Art Association.

ARTICLE 8 FEES

Fees shall be determined each year at the Annual General Meeting.

ARTICLE 9 EXHIBITIONS

There shall be at least one Northern Ontario Art Association exhibition circulated each year. The exhibition shall consist of original works of Art.

Amended Sept. 18, 2004

ARTICLE 10 AMENDMENTS

The By-Laws may be amended or suspended or added to at the Annual General Meeting by TWO-THIRDS of the voting members present, providing a notice of the motion has been presented to each member club at least three months prior to the Annual General Meeting.

Amended Sept. 18, 2004.



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ARTICLE 11 SEAL

The seal, an impression whereof is stamped in the margin of this by-law, is hereby adopted as the corporate seal of the corporation. The Secretary shall be the custodian of the Seal.

Amended Sept. 18, 2004.

In April of 1976 action was taken to change the Letters Patent so that the number of directors would be six rather than four. A return from the Ministry of Consumer and Commercial Relations indicates that "the notice of change of directors dated April 14 has been accepted for filing." "The copy of special resolution is required."

A copy of the special resolution was sent to the Ministry of Consumer and Commercial Relations on April 28, 1976. No further correspondence is on file.



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SECTION 3.0 – DIRECTORS, OFFICERS AND CONVENORS

Main duties and responsibilities are listed under Section 2- By-Law#1;
with detailed job descriptions included in Section 4.

3.1 DIRECTORS AND OFFICERS	
<p>a. TERM OF OFFICE:</p> <ul style="list-style-type: none"> - NOAA Officers serve a two year term. - That the TERMS OF OFFICE for Officers, Directors and Convenors to begin at the rise of the Annual Meeting. 	<p>Letters Patent Motion # 22 – Sep 2004</p>
<p>b. LOCATION OF OFFICERS:</p> <ul style="list-style-type: none"> - The position of President normally dictates who the secretary and treasurer should be. It makes sense for convenience that all three come from the same area 	<p>Apr 2006 Board Meeting</p>
<p>c. NOMINATING COMMITTEE:</p> <ul style="list-style-type: none"> - The Nominating Committee should contact all committee convenors annually to see if they are willing to take on the job for another year. - The NOMINATING COMMITTEE to consist of 2 Directors and 1 OTHER MEMBER. 	
3.2 CONVENOR POSITIONS	
<p>The current Convenor Positions are:</p> <ul style="list-style-type: none"> • AWARDS CONVENOR • BULLETIN CONVENOR • COBALT ARTISTS' COLONY CONVENOR • GRANT APPLICATIONS CONVENOR • HANDBOOK CONVENOR • NOAA LETTERS AND PINS CONVENOR • PUBLIC RELATIONS CONVENOR • TOUR SCHEDULING CONVENOR • WEBSITE CONVENOR & IMAGE ARCHIVIST • PLEIN AIR ARTIST COLONY CONENOR 	<p>Grant Application Convenor – Motion # 17 – Sep 02 Handbook Convenor –Motion #5, Sep 12 Website Convenor – Motion # 10, Sep 2003 Tour Scheduling Convenor Public Relations Convenor Website/Image Archivist -Motion # 13 Sep 2008</p>



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SECTION 4.0 – Responsibilities of Directors, Officers and Convenors

The Officers and Convenors are responsible to review their sections before the annual meeting each year and submit any necessary changes to the Handbook Convenor for updating into the NOAA Handbook.

All convener and officer reports be emailed to the secretary immediately after the annual meeting so that they may be attached to the minutes of the annual meeting.

Note: The responsibility of each convener should be read not only literally but should also be read with the question “Does my job affect another convener? Does my job affect the Host Club?” If yes, the Convenors should contact the Host Club to advise them and assist where needed.



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SECTION 4.0 – Responsibilities of Directors, Officers and Convenors

4.1 PRESIDENT

- a. The President, as an Officer of the NOAA, shall preside at all meetings; will not vote in the normal process but in the case of a tie shall cast the deciding vote.
- b. At the Annual General Meeting shall issue a President's Report and chair the meeting.
- c. The President shall appoint all committees (there is a nominating committee of 2 directors and one other member set up to check that current officers, directors, and convenors wish to continue their position for the following year).
- d. The President shall oversee the activities of the organization, ensure the articles of the by-laws are up-to-date and are adhered to
- e. The President shall keep the Board and Convenors informed, bring any problems or pertinent questions to the attention of the Board, and initiate the decision making process. Decision making can be done by calling a meeting of the Board or obtaining consensus of the Board by e-mail or telephone. Resulting decisions to be recorded in the minutes of the meeting(s).
- f. The President shall submit to the NOAA Bulletin Convenor by the Bulletin deadline date for reports a NOAA President's Message.
- g. The Awards Convenor will have prepared Awards Cards for awards per the Jurors final decision. These need to be signed by The President - the President shall sign the Awards Cards before the annual awards presentation and after the Annual Meeting. The Awards Convenor will have made arrangements for presenting at the meeting.



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SECTION 4.0 – Responsibilities of Directors, Officers and Convenors

4.2 VICE-PRESIDENT

- a. The Vice-President position allows the individual to learn the operation and procedures of the NOAA in greater detail, with the understanding that they may be voted into the role of NOAA President at the end of their 2 year term.
- b. The Vice-President may also be required to temporarily serve as President if the current President is unable to carry out their duties.



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SECTION 4.0 – Responsibilities of Directors, Officers and Convenors

4.3 PAST PRESIDENT

- a. The Past-President sits on the Board of Directors until a new President has been elected and acts in an advisory capacity; with the usual board member voting privileges. *(Only if both the President and Vice-President were incapacitated would the Past President need to take on President's duties and that is only a remote possibility.)*



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SECTION 4.0 – Responsibilities of Directors, Officers and Convenors

4.4 SECRETARY

4.4.1 General Duties

Provide administrative support to the President and Board of Directors of the N.O.A.A. through conducting and organizing administrative duties and activities including receiving and handling information.

4.4.2 Main Job Tasks and Responsibilities:

- a. Prepares and manages correspondence (including decisions or votes conducted by e-mail), reports and other information as required. (Decisions/motions by phone and e-mail to be presented to the membership at the Annual Meeting and recorded in the Handbook, the same as regular motions.)
- b. Prepares the attendance sheets, and motion sheets for meetings.
- c. Takes, types and distributes minutes of all meetings. Files a copy of all reports with minutes of the annual meeting.
- d. Sets up and maintains good records of minutes and attendance records for all meetings, membership records and any other correspondence as required.
- e. Updates NOAA executive and club representative contact information after each annual meeting; sends to each executive member and club representative; keeps a copy in the current NOAA binder. The club reps are to send a current club membership list including addresses, phone#s and e-mail addresses if possible to the NOAA Secretary. The Secretary to forward these to the Treasurer and the Bulletin and Website Convenors as well as the Exhibition Convenors. Deadline for such lists and membership dues be January 31 of each year.
- f. Upon the death of a NOAA club member, the club reps to e-mail secretary the name of deceased and the family name and address. Secretary to mail out a condolence card to family and an e-mail will be sent out to all club reps informing them of the death of the member. The reps then can inform their club members.



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SECTION 4.0 – Responsibilities of Directors, Officers and Convenors

4.4.2 Main Duties and Responsibilities

- g. Send the previous year's minutes by email to club reps and NOAA executive members. They will print out minutes so that any corrections can be made at the AGM, thus eliminating the need to read the previous year minutes at the meeting.
- h. All convener and officer reports should be emailed to the secretary immediately after the annual meeting so that they may be attached to the minutes of the annual meeting.
- i. The Secretary to send the minutes of the Annual Meeting or at minimum a list of all motions to the Handbook Convenor as soon as possible after the Annual Meeting so the Handbook can be updated.



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SECTION 4.0 – Responsibilities of Directors, Officers and Convenors

4.5 TREASURER

4.5.1 General Notes

- a. At the beginning of your term, contact ALL Club Representatives and other ongoing Payable companies (Manitoulin Transport, Ministry of Finance –PST as examples) and inform them that you are the new treasurer. For the Reps, have their e-mail addresses on your computer address book for future use. On all critical matters correspond with all board members.
- b. **NOAA Year End** is August 1, to July 31 of each year. At the end of each year an auditor has to review the books and verify that they are kept within good accounting standards. You have to find someone. Give yourself and the auditor plenty of time. **The audit can be done by a local person if they are so willing, or you may need to find a qualified accounting and/or bookkeeper to do this.**
- c. You will have to do the **Financial Statement/ Budget** for the upcoming year at that time and along with this, your journals and all supporting material the accountant/bookkeeper will review your work and issue the letter that he/she has done so. This auditor's report has to be signed by 2 Directors and has to be kept with the Financial Statement.
- d. Familiarize yourself with the already established accounting and filing system and if you have questions, contact the previous treasurer of the NOAA for clarification.
- e. Open an account (if necessary) and arrange **signing authority with bank**. Have two of the three (President, Secretary, Treasurer) sign cheques. That way, if one is out of town, you are able to take care of your responsibilities as treasurer. Order cheques with stubs, 2-up.
- f. It was discussed at the last Board Meeting, that some of the money should be invested – Barry Bowerman was to look into this. Contact him and the board members.**any change/update for this?**

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4.5.2 Art Club Annual NOAA Membership Fees

Art Club membership fees are at the moment \$10.00 per each member of each club. Fees are to be paid at the Annual Meeting by the attending reps or, at the latest, by mail by January 31st of each year, along with the club reports for the bulletin.

4.5.3 Annual Meeting Fee Structure

Each representative present at the Annual Meeting receives \$75.00 towards his/her expenses. The balance of their expenses is either paid by their own club, or by themselves. Board members are to submit an expense report along with receipts. Vehicle expenses are by gas usage receipt only.

4.5.4 Annual Meeting costs

Lunch, coffee, etc during the Annual Meeting is paid by NOAA Treasurer. The NOAA pays the rent of the hall to line up all paintings for the jurors. An advance for the Annual Show is available at **\$1,800.00. (increased from \$1500 to \$1800 Sep 2014).**

LIABILITY INSURANCE – Discussion re. budgets amounts and the cost of the annual meeting and that now we have insurance costs on the rental of buildings, motion #2 was passed Sep 2014 to “allocate unused insurance allowance to a separate account to be used as required by the NOAA Clubs for insurance.”

4.5.5 Shipping

NOAA pays for shipping of the show while on tour. Individual clubs are responsible for shipping costs to the hosting club and return. **With the advent of the digital jurying process, this may now be a moot point.**

4.5.6 Painting Sales during Touring Show

Keep a file of paintings sold with its Sales information sheet. Calculate the commission on the NET price. Some galleries charge commission, others waive it. TAG's is 15%, Art Gallery of Sudbury is 30%, Centennial Museum is 25%. Refer to Painting Sales Info sheet included.

4.5.7 Cobalt Artists' Colony

Advance money is available to convener to help cover expenses. The Instructor fee is \$250 per day. Meal Allowance for Cobalt Artist Colony Instructors is 40.00 per day. Colony fee for participants changed from \$150.00/person to \$200/ person (Sep 14 annual meeting, motion #5) and has to be paid to the Treasurer with one cheque from the club



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by the deadline (refer to the latest bulletin). **Participant fee has been changed to \$175 per person.**

4.5.8 Annual Show Expenses

Damage: The Host Club is responsible for paying for any damages to paintings while in their care – i.e. if a painting is damaged while on display or during hanging. The NOAA is responsible for paying for any damages to paintings that occurred while in transit / on tour on the NOAA circuit.

4.5.9 Jurors:

Juror's fee is \$250.00/ day/ person (**\$500 per day**) . NOAA also pays Hotel costs and meals. Meal allowance for Jurors was increased to \$40.00 per day (Sep 2013).

4.5.10 GENERAL ACCOUNTING PROCEDURES

a. Journals:

You have several Journals to maintain:

Deposit Journal, Receipt Book, Deposit Book, Cheque Register and an Expense Journal. All entries have to cross-reference in those journals. Use receipt book number to enter each item into Deposit Journal, with brief notation who deposited and for what. Each month you must reconcile your Bank Account and reconcile the bank account.

b. Deposits

Use the Deposit Book to enter ALL cheques into Deposit journal. When making a deposit, always use the Receipt book first to enter each cheque or cash money received. Make an addition strip for entry from receipt book and compare the entry of the deposit book, so that amount to be deposited is the same as in Receipt book. Record Receipt book numbers for each Deposit entry breakdown into the Deposit Journal. Do NOT lump in amounts, they are difficult to verify later. Follow the system already established.

c. Cheques

When depositing, use deposit stamp to stamp the back of the cheque, or write account # on back of cheque and sign: for deposit only. Use the cheque book stub as cross-reference to the Expense Journal. Enter each expense in the appropriate column. Follow the system already established.

Note:

For every cheque written, there must be an invoice or documentation. Mark the invoice "paid" with date and cheque number. Keep this paper work in the order that the cheques were written (so that the auditor can cross reference the amounts for the Year End).

d. Registered Charity Information Return Form T3010

This return will be sent by mail and must be returned to them within 6 months of our year end (July 31). At this time (September 13, 2008 it is already here) you must look at the previously filed return as an example and use the current year end's final dollar values for your entries.

4.5.10 GENERAL ACCOUNTING PROCEDURES

**e. Annual Return Correction Request from the Ministry of Government and Consumer Services
Ontario Corporation # 0099517**

After each Annual General Meeting, complete and send Form 1 – Corporations Informations Act. This is a notification of change in directors and officers. This return will reflect the current board of directors and their specific positions in the organization. This form has also been received and needs to be filled out with the new board of directors specifics.

ALL THESE RETURNS HAVE TO BE DONE IN A TIMELY FASHION.

4.5.11 COMMUNICATION WITH BOARD AND MEMBERSHIP

- a. Communicate on the financial health of the N.O.A.A. with the board. During the month of December prepare an interim report and mail to all board members via e-mail.
- b. Prepare Treasurer's Report for the Annual Meeting.

4.5.12 ADDITIONAL GUIDELINES TO MAKE THIS JOB EASIER

a. SUB-LEDGERS:

To keep track of what is owed to the N.O.A.A. keep sub-ledgers for the following:

1. Manitoulin Transport re-imburements from clubs to N.O.A.A.
(send copies of invoice from Manitoulin Transport to each club and record date on ledger) This can be done electronically, I have marked each invoice with the club name and scanned all as jpeg, then send it to the Club Reps.

2. Website Fees due from clubs to N.O.A.A.
Send letter to each club via e-mail, print out copy and record on ledger.

3. N.O.A.A. Club Fees
Contact each club representative to send membership list and payment to you



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on January 31 of each year. Record how many members a club has and what the \$ amount is to be. At this point, each members equals \$10.00.

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4. Painting Sales

When you receive the “Painting Sales Info” verify the calculation and record this in your sub-ledger.

Payment to artists, less commissions to NOAA (**10%**), less commissions to galleries, is made when show is over and paintings delivered to buyers. Check the Painting Sale calculation from the clubs, they are sometimes not correct. The commission amount(s) that N.O.A.A. and other galleries receive have to be entered into the Deposit Journal. There is a column provided.

5. N.O.A.A. Annual Juried Exhibition Fee

Continue with the already established filing system. The artists fees always have to be approved by the board at each annual board meeting . Each entry qualifies for payment of \$60.00.

6. Bulletin Ads

Keep journal on each name, address, size of ad, money owed and record date when money is received. Make the bulletin convener aware of mail regarding bulletin and forward all bulletin club reports and adds electronically if necessary.

7. Charitable Donations and Awards

Any donations and awards monies should be reported to the Awards Convener, Host Club Convener, and the President. All cheques have to be sent to Treasurer for deposit. Company donation awards are to be the amount given and donors asked to present them to the Artists at the opening of the Annual Show, if possible.

The following is the responsibility of the Awards convener but listed here as general information for the treasurer:

Company to be notified of artist’s name and address and should receive a photo of work and brochure of show. Memorial Awards are ongoing, depending on monies donated. An awards list is prepared each year by the Awards Convener and sent to treasurer and the convener of Annual Show. Best of show receives the highest Award money.

Donations and awards must be given a numbered receipt with, with Charitable donation number written on receipt and those receipts have their own number sequence, so it can be used for income tax purposes. This was done on the computer with its own number sequence.



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b. **MEMBER CLUBS**

Only members in good standing can submit their club reports to the Bulletin Convener. Work with the bulletin convener to verify if the club has paid their dues and if the ad money has all been received.

SECTION 5.0 – Responsibilities of Convenors

5.1 AWARDS CONVENOR

** Currently the Awards Convenor is a member of the Host Club organizing Committee – i.e. someone nominated from their membership.

5.1.1 HANDOVER OF AWARDS MATERIAL:

As soon as possible after the annual meeting the handover to the new Awards Convenor should take place. The new Awards Convenor to receive:

- a. One receipt book – The Awards Convenor to send a receipt to all of our donors each year. There is a Business # that you must put on each receipt sent.
- b. A folder with letters, files, notes, and addresses NOTE: this is a file containing historical awards data that must be passed on to each Award Convenor so that the new convenor has all pertinent information.
- c. A list of current donors of Award Monies – this list can grow as you continue to invite more corporations to contribute to our awards. Some may fall by the wayside.
- d. You can keep a record of postage, envelopes and any other expenses you might run up and turn in to the NOAA Treasurer each year for reimbursement.
- e. Disk with computer data, with letterhead, addresses, Award Merge Letter, Award Thank You Letter, and Awards Letter to newcomers (you can form your own letter, in your own wording using what you receive as a guideline.)

5.1.2 BEFORE THE EXHIBITION DUTIES:

- a. In January/February – send out NOAA Form Letter (on letterhead) to potential donors and/or long-standing donors. Because there is a changeover of Awards Convenors each year due to the position moving from host club to host club, the letter should state that you are the new Awards Convenor, and include your contact information so they are aware of the changeover.
- b. *Memorial Awards are ongoing, depending on monies donated. A record should be kept of how much money is left in the bank for them. When the award is close to its end – i.e. in its last year, a thank you letter should be sent thanking them again for their generosity and to ask if they want to carry on the memorial for a few more years.*

- c. It takes some time for all the money to come in – sometimes completing in the month of May/June. Send receipts out as you receive the cheques and record it.
- d. All payments of award sponsorships are to be mailed to the NOAA Treasurer along with a copy of the letter soliciting sponsorship.
- e. Send other correspondence to the donors - such as anything with their names on it – such as exhibition brochures, and a copy of the Bulletin each year. (Note – be sure that their company names are spelled correctly. There is nothing worse than having our key donors spelled wrong in our publications. Ensure that when your report is sent that this spelling is correct.)
- f. Prepare your Awards Report for the Annual NOAA Meeting and Bulletin. A list of donors and memorial awards should be published in the Bulletin, DO NOT list the amounts donated – but at least ensure that the editor knows who did what.

5.1.3 ONCE THE JURYING HAS BEEN COMPLETED

- a. *The Awards Convenor to prepare an Award Card for each of the awards per the Jurors' final decision. The Award Card to indicate the name and address of the company presenting the award, the amount of award, name of art work and artist receiving the award and date. Note: The Award card includes the Donor's mailing address so that award winners may send out a personal thank you note to them if they wish. These awards will be presented at the Official Opening.*
- b. *These cards must be signed by the President after the Annual Meeting and before the Opening Ceremony.*
- c. *The Awards Convenor should also prepare one envelope for each of the Award cards with the Name of the Award on the outside of the envelope.*
- d. The Awards Convenor to make arrangements for presenting of the Awards at the meeting. Some Donors or their representative may wish to be present at the Opening Ceremony to present their award. For those who do not have a representative, discuss with Host Convenor and President as to who should present the award.
- e. *The Award Convenor to have a Poster Board prepared for display at the Opening and to include in the crate with the show listing the Awards/ Sponsors (no \$ amounts). A professional printer of the poster will require the logo in an EPS or AI file so that it will print crisp and clear on the poster. (Warning: A jpg at lower resolution will show up as inferior quality.)*



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- f. Awards Convenor to provide to be include in the NOAA crate with the show, the listing of the Awards and Sponsors (no dollar value)

5.1.4 AFTER THE ANNUAL MEETING

- a. After the Annual Exhibition the Awards Convenor for the current year should pass on the listing of “core awards” and the sponsors who will require a letter soliciting the award to the Host Convenor for the next exhibition. The Award Sponsorship List will include the name of the award, the donor / contact name, address, telephone number and e-mail, and the history of each award so that it can be noted at the Award Presentation Ceremony.
- b. The Awards Convenor should notify the Company / Donor of the awards (including Memorial Awards) of the artist’s name and address, send them a photo of the award winning piece, and a brochure of the show. This should be done as soon as possible after the official opening of the exhibition. Expenses to be submitted to the Treasurer for the postage. Photographs do not need to be taken by a professional photographer, however, since the show is already being photographed for the NOAA archives, these photos should be made available for this purpose as well.
- c. If any changes have been made to the form letters or award cards content or format, etc, the disk (or flash drive) should also be updated with the current version (see 5.1.1 e) and handed over to the new Awards Convenor, along with all historical files / pertinent paperwork.

SECTION 5.0 – Responsibilities of Convenors

5.2 BULLETIN CONVENOR:

5.2.1 Since all of the info for bulletin will be received in a digital format, the Bulletin Convenor has to have a good working knowledge using the computer, Excel Spreadsheet and e-mail. **The Bulletin Convenor position has also been provided with a lap top dedicated solely to production of the NOAA bulletin.**

5.2.2 January 31st of each year is the deadline for everyone to send in the reports to the bulletin convenor along with a **membership list of the club**. This membership list will aid the convenor if he/she needs to contact someone via phone or e-mail.

5.2.3 REMINDERS TO RECEIVE REPORTS:

The convenor has to send out a reminder via e-mail 4 weeks prior to this deadline at least for the following:

- a. President – for NOAA President’s message
- b. Secretary: to sent updated executive & contact list page2
- c. Bulletin Convenor report: list any issues you may have had.
- d. Cobalt Artists Colony Report from previous year – photos need to be in separate file (jpeg) attached
- e. Cobalt Artist’s Colony announcement of Colony Instructor for current year
- f. Plein Air Artists Colony report.
- g. Letters and Pins Report (page 4) – update
- h. Club Representatives Reports - photos need to be in separate file (jpeg) attached
- i. Annual Exhibition Convenor Report - photos need to be in separate file (jpeg) attached
- j. NOAA Featured Artist write-up - photos need to be in separate file (jpeg) attached
- k. Inside spread (pages 18-19) of Award winners (from convenor for current show)
- l. Annual Exhibition Catalogue – Award Winners listing and listing of all exhibitors
- m. NOAA Visiting Artist Programme advertisement – update
- n. NOAA Touring Schedule for Annual Juried Exhibition
- o. Jurors announcement for the upcoming Annual Juried Exhibition.
- p. The Visiting Artist Program advertisement to be placed in each year's Bulletin.**
- q. The NOAA website address (www.noaa.ca) be placed in a prominent place so it is highly visible (i.e. front cover)**

5.2.4 MANDATE: Update the NOAA Mandate to reflect the current clubs involved with the NOAA and how many artists in total (inside cover)



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5.2.5 NOAA MAP: Update (if needed) map (inside cover)

5.2.6 DEADLINES: Update deadline to receive (inside cover)

5.2.7 ALL REPORTS and photos received NEED TO BE PRINTED OUT and saved in a physical folder as well as a digital folder.

5.2.8 RULES OF ENTRY: Update Rules of Entry (page 32-33)

5.2.9 ADS

- a. Compile all received ads in folder.
- b. ALL ads received NEED TO BE PRINTED OUT and saved in a physical folder as well as digital folder.
- c. Make up Excel spreadsheet and list all ads and money received. Update this regularly and sent to Treasurer of NOAA
- d. List sponsors at the back outside cover of bulletin
- e. List website ads on outside back cover. Send money received to Treasurer of NOAA

5.2.10 PROOF READ AND FINALIZE

- a. After printer has printed out the first “proof” – you need to proof EVERYTHING from “dead copy”. Give your corrections to printer for revisions. Proof read second proof carefully and re send to printer.
- b. Receive final printout of all of bulletin in booklet format.
- c. Give printer “go-ahead” and sign off for printing.

5.2.11 DISTRIBUTION AND SHIPPING OF BULLETINS

- a. Each sponsor, person who bought an ad will receive 1 copy. Sponsors copies need to be included in the package of the club where the convenor of the current show resides.



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- b. Galleries in the areas of the clubs should receive 10 copies extra and should be included with the copies for each club respectively.
- c. Each member of each club receives 1 copy and additional copies for club are allocated by size of club using a percentage.

5.2.12 PRINT QUANTITY

We print out 700 bulletins.

5.2.13 – Suggestions received for consideration when outlining the layout of the bulletin:

- Feature Artist article should be separated from the 58th juried show pictures by a couple pages so it doesn't appear to be part of the juried show.
- Try and keep juror's report for current show with the information about the current show (and not elsewhere in the bulletin – i.e. next to the listing of jurors for the next upcoming show) to avoid confusion
- Try and place advertisements so they don't cause confusion on the annual exhibition page(s) – i.e. place them among the club report pages instead.



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SECTION 5.0 – Responsibilities of Convenors

5.3 COBALT ARTIST COLONY CONVENOR(S)

5.3.1 POLICY GUIDELINES FOR COBALT ARTISTS COLONY

approved at Annual Meeting Sep 2012:

- a. \$25.00 non- refundable for each registrant,
- b. People may find a replacement for themselves at any time if they are unable to attend and not pay the \$25.00 non-refundable fee. Arrangements to be made between parties involved.
- c. A cancellation within 2 weeks prior to the Artist's Colony will result in 50% of registration being withheld.
- d. A cancellation within 1 week prior to the Artist's Colony will result in 100% of registration being withheld.
- e. The above policy to be in place except in the case of serious illness or a death in the Family.
- f. Sep 2013 a motion was made that the Club Rep will notify the Cobalt Convenor when payment to the Cobalt Colony has been made to reserve their spot. Upon deadline the Club Rep will notify the Convenor that the cheque has gone out to the NOAA Treasurer and will disclose participant list and cheque amount.
- g. A motion (#3 Sep 2014 annual meeting) "NOAA Members planning to attend the Cobalt Artist Colony to send their registration and payment to the Colony Convenor on a first come, first serve basis."
- h. A motion (#4 Sep 2014 annual meeting) "the start date for sending the Artist Colony fees be no sooner than May 1st."
- i. A motion (#5 Sep 2014 annual meeting) "to increase the fee for registration to the annual Cobalt Colony from current \$150.00 to \$200.00 effective 2015 Colony." **This was revised again in Sep 2015 by Motion # 4 to reduce the entry fee from \$200.00 to \$175.00.**



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5.3.2 GENERAL GUIDELINES

- a. Submit report of last colony and brief overview and promotion of next colony (Artist, medium and general idea). Send to bulletin convenor before January 31st.
- b. Correspond with instructor regarding type of sites, evening agenda if any, supplies and other needs.
- c. Reserve accommodation for instructor.
- d. Send club reps package containing cover letter, registration form, agenda, list of supplies, instructor's CV and list of accommodations by March 31st.
- e. Reserve Golden Age Club.
- f. Request an advance of \$300.00 from NOAA Treasurer to purchase supplies.
- g. Prepare gift bags for participants.
- h. Prepare name tags.
- i. Shop for groceries and supplies.
- j. Pick up key for club (arrange ahead).
- k. Set up tables at club.
- l. Prepare and set out food (ie.muffins and fruit) and beverages (coffee, tea, juice and water) each morning of Artist's Colony and keep them replenished throughout the day.
- m. Book evening restaurant reservation for group.
- n. Present token gift of thanks for instructor.
- o. Cheque to instructor for instructor's fee, accommodation and expenses.
- p. Return key and pay cheque for club rental.



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5.3.2 GENERAL GUIDELINES...

- q. Send necessary thank you notes.
- r. Send expense report to NOAA Treasurer.
- s. Update photo albums.
- t. Attend annual NOAA meeting.
- u. Submit report at NOAA annual meeting.(same report may be used for bulletin).



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5.4 GRANT CONVENOR

- a. Work with the Board of Directors to decide what, if any, grants need to be applied for during the upcoming year. This question should be raised at the Annual Meeting if there are and a consensus reached on how/if you should proceed. The Board may decide between meetings that there is an opportunity/possibility for a grant. If this is the case, you would need to research requirements, etc. to see if NOAA would qualify for a grant, report back to the Board and follow up if a motion to proceed with application was passed by the Board.
- b. Keep a list / file of organizations NOAA may be able to submit grant applications to, and websites, etc. where applications may be obtained. Do some research (ongoing) of "possibilities" and make recommendations to the Board.
- c. Keep a detailed file of historical and current information on the NOAA organization and its Board of Directors and members that may be useful / required for these applications.
- d. Because of the complexity of grant applications and each organization having their own specific requirements and rules that must be followed, it is imperative that applications be completed strictly according to what is requested in the application. Your Board of Directors is your resource source and your assistants.
- e. Motion # 6 Sep 2014 Annual Meeting: “That the club rep will collect the data on the gallery exhibition site form, and to send any newspaper clippings and pictures re. Club reception to the Grant Convenor. “.

SECTION 5.0 – Responsibilities of Convenors

5.5 HANDBOOK CONVENOR

a. PURPOSE OF HANDBOOK:

This Handbook is used as operational guidelines for all members.

The NOAA Handbook is a compilation of NOAA Mandate and Objectives (Section 1); By-law # 1 (Section 2); Special Duties assigned to Directors and Officers (Section 3); Responsibilities of Directors and Officers (Section 4); Responsibilities of Convenors; (Section 5); Responsibilities of Club Representatives (Section 6); Rules of Operation / Motions in Effect (Section 7); The Visiting Artist Program (Section 8); and Guidelines for the NOAA Annual Juries Exhibition (Section 9), and Detailed INDEX (Section 10)

b. REVIEW OF AND UPDATING HANDBOOK:

The Handbook should be updated at a minimum (annually) after the annual meeting.

Handbook Convenor oversees the update of all NOAA meeting motions into the NOAA Handbook. Secretary to provide copy of minutes asap after Annual Meeting. The Secretary also to provide a list of any decisions reached/motions agreed to by e-mail or phone between Annual Meetings.

The Officers and Convenors are responsible to review their sections before the annual meeting each year and submit any necessary changes to the Handbook Convenor for updating into the NOAA Handbook.

If a club rep or member finds a discrepancy or has a suggestion while reviewing the Handbook, they should submit this by e-mail to the Handbook Convenor to follow up. In some cases a correction can be made immediately, in others a motion may be required by the Board or may be required to be brought up at the next Annual Meeting.

An editorial committee for Section 9 of the Handbook (Guidelines for the NOAA Annual Juried Exhibition) is composed of convenors of the past three shows, so you need to check with them about any updates required for this section.



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- c. **MARKING REVISIONS:** All changes are to be in red text and saved under the date of the Annual Meeting (i.e. Sept 2015, etc). Before working on the handbook annual update, previous changes need to be converted back to black text so that only the new changes will be in red.

- d. **DISTRIBUTION OF HANDBOOK:**

One copy of the most recent NOAA Handbook be included in the NOAA crate.

Copies of Updated Handbook should be e-mailed to NOAA Board Members, Convenors and Club Reps before the Annual Meeting. **With the increasing costs of printing, and the fact that most members of the board and executive have computer capability, it was suggested that the handbook be sent to all members of the executive and board in word format to be saved on each person's computer; when adjustments or updates are made, it will be sent out digitally again and it can just be replaced on each person's computer. It has been suggested that 2 or 3 copies be printed out only (one for the President, Secretary and files)**

- e. When updated the Handbook should be e-mailed to the Website Convenor in both Microsoft Word format and PDF for updating onto the website (www.noaa.ca) so it is accessible to all.

- f. **AUTHORITY FOR CHANGES TO HANDBOOK:**

The Handbook Convenor has responsibility for editing the handbook, organizing the layout, and adding content from the Annual Meeting, etc. however any change to the actual procedures must be okayed by the Board or voted on at the Annual Meeting and a consensus or official motion passed.

- f) To insert a copy of all forms into the NOAA Handbook.



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SECTION 5.0 – Responsibilities of Convenors

5.6 LETTERS AND PINS CONVENOR

- a. General Statement: The most important part as Letters/Pins Convenor is keeping track of the status of who has works accepted in the NOAA, such as: how many works accepted to date by each artist entering; names of pieces accepted; what awards received, who has earned their letters and pins to date; who has had a name change for whatever reason, who has deceased;
- b. Convenor must keep an up to date report of all NOAA members' works/awards and letters/pin awards in all NOAA juried exhibitions and pass on this info to Reps of individual clubs so they in turn can keep track of NOAA club members entering NOAA. This will also help your members to be aware of their status as to how close they are to receiving their letters/pin. It is all computerized now and easy to keep track.
- c. Also, *(only those who are entering NOAA or may have entered)* Reps should contact the Convenor of any member name changes they may be aware of or members that may have deceased or are no longer members of their club. All this information will be entered and kept up to date along with the other years of NOAA's accepted works report that was gathered last year and copied to a disk for archival use. *(Individual club President or Rep should have a copy of report sent to them from Convenor from previous year.)*
- d. Convenor is to arrange the yearly NOAA entries *(if kept up to date, is easy job now)* of all clubs and organize a status report as to who has 5 or 6 works accepted to date and remind Reps to contact these members of the NOAA Juried show coming up soon. *(Preferably a few months before next NOAA show, as a heads up to members)*

Sample of: **Algoma Art Club To Date:**
Works Accepted in NOAA

- | | |
|------------------|---|
| 1. Doe, Joe | 6 |
| 2. Elvis Presley | 5 |
| 3. Night, Dan | 5 |

- e. Convenor is to submit a report by deadline date (Jan 31) to the Bulletin Convenor with names of those receiving their letters/pin along with *date/ show yr /and name of artist* and a note of congratulations to them.



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This should be added to top of NOAA Letters page in the bulletin along with a notation (similar wording as shown in bulletin for previous year) indicating what this award is about.

- f. Also have a second report prepared for the NOAA Annual meeting for Convener's personal use, to have on hand once you are informed as to who had works accepted.
- g. You, as Convenor must fill out the Congratulations Cards with Artists' name, Title of Works Accepted, Awards received (if any) and to Present the **NOAA Letters/Pin Award** at the Annual Juried Exhibition to those about to receive this prestigious award.
- h. Artists who are about to receive this award must have had seven works selected into the NOAA Juried Exhibitions over the years. Once they have accomplished this, they are entitled to use the **NOAA Letters** after their names on all their works and retain this right hereafter.
- i. Convenor to be in contact with the Hosting Club Convenor as soon as possible after the jurying is completed to obtain a list of all names / works accepts and awards. Please double check for spelling.
- j. The Letters and Pins Convenor will distribute the completed Congratulations Cards for accepted works on to each NOAA Club Rep after the annual meeting and in turn Reps are to hand cards to their NOAA members at their club meeting. For those not able to receive their Letters/Pin Award at the Annual Show the club Rep is asked to plan a special presentation for this Prestigious Award at their club. NOTE: (Should the Letters/Pin Convenor not make it to the annual meeting the Convenor must make arrangement for someone to take her/ he's place.)

NOTE:

Congratulations Cards are always kept with the Letters/Pin Award Convenor and the Convenor is responsible to order more award cards when needed. The Convenor should also order the pins when needed. An award card can also be done up for the individual(s) receiving their pins at that exhibition. The Convenor can ask the individuals who are making up the other awards cards or the Awards Convenor can do them up - they should be similar paper and style.



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SECTION 5.0 – Responsibilities of Convenors

5.7 TOUR SCHEDULING CONVENOR

Tour Scheduling Convenor Responsibilities

1. At the AGM get a complete list of the current and new NOAA Reps. Also get the Reps to indicate what dates they prefer for exhibiting the Annual Exhibition. Some of the Clubs may already have an established month set with their local gallery or venue.
2. Download calendars that show a year in advance that you will need to calculate months and dates. If possible, try to arrange shipping in order of sites, to save on shipping costs.
3. As Galleries and venues make scheduling well in advance it is necessary to get started immediately following the AGM. Using last year's dates as a guide send out a rough draft of the future schedule to the NOAA Reps and ask them to verify the dates with their venues and respond back to you with details of corrections or concerns. It may be necessary to phone some of the Reps so that the Convenor can complete the scheduling in good time.
4. When you are satisfied that all clubs have been given a date for the Exhibition, check all your information re: Receiving Dates, Exhibition Dates and all contact information that goes on the printed schedule. You are ready then to send out a revised Tour Schedule for the Reps to check. There may still be a club that has not been slotted in yet but there may be a few dates open for them to try and schedule the Exhibition with a venue.
5. Submit the final schedule to the Bulletin Convenor by deadline in January. Note: Form#5 (Exhibition Tour Schedule) can be downloaded from the NOAA website and used as a rough draft for the Convenor. You cannot type in the schedule into this Form online. You will need to make a new form on your computer using the one in the Handbook as a guide.

SECTION 5.0 – Responsibilities of Convenors

5.9 WEBSITE CONVENOR

**** Because of the confidential nature of uploading information onto the NOAA website, procedures on how to make changes to the overall website itself, and giving individual artists access to upload their work, only a few designated individuals within the NOAA organization have been given authority to do this and access to these procedures.**

5.9.1 Major Responsibilities:

- a. Editing of exhibition photos and uploading Annual Exhibition to Website each Sept. or early Oct. Updating the Tour Schedule web page. Linking Artworks page to current exhibition. Contacting LacMedia to change banner to show and link to current exhibition.
- b. Tracking all artists on the website with over 4 non-archival paintings (5 to 20), billing accordingly, emailing lists to their reps, Ccing to members owing and NOAA Treasurer.

5.9.2 Other Duties:

- a. Responding to all emails sent to the NOAA Website and forwarding as needed to correct NOAA Executive, Rep or member.
- b. Authorizing and Editing of Announcements for the Home Page. Placing Announcements on Calendar.
- c. Editing if needed and insertion of clubs' web pages.
- d. Authorizing or not authorizing New Users to the Website.
- e. Reviewing New Listings to the Website, if blank are deleted.
- f. Assisting NOAA Members who have forgotten their password or are having difficulty in uploading their images.
- g. Uploading of documents and placing in proper website location. Deleting outdated documents from website.



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- h. Assisting reps who have forgotten their club's General Site Login Nickname and Password.
- i. Reminding reps to review their club members on the website. Only current members are permitted to have non-archival work on the website.
- j. Updating name changes to the Executive & Reps website page.
- k. Deleting past Announcements from Home Page.
- l. Reviewing Message Board – indecent messages are removed.
- m. Contacting web host company (Square Space) if necessary.
- n. Downloading of archival images for a 50th Retrospective.
- o. Deletion of club pages from Website if club is no longer NOAA member.
- p. Providing new NOAA Clubs with information on use of the website.
- q. Providing detailed instructions on website use for next convenor and president.
- r. Attending Annual Meeting and providing Website Convenor's report.

**SECTION 6.0 – Responsibilities of NOAA MEMBER CLUBS
(through their NOAA Club Representatives)**

NOTE: The Club Representatives play a vital role in the NOAA, as spokespersons for the clubs that make up the NOAA organization to the Board, as well as the conduits for the executive and board, back to the members. The following is a detailed summary of responsibilities of the clubs. Some of the duties can and should be delegated or shared within the clubs with the Club Rep being their representative.

If there is any change of contact information for the club or representative the NOAA Secretary and Host Club Convenor should notified asap.

6.1 NOAA JURIED EXHIBITIONS

- a. ENCOURAGE CLUB MEMBERS TO JOIN THE NOAA AND ENTER THEIR WORK INTO NOAA EXHIBITIONS
- b. CLUB INFORMATION AND CLUB FEES TO BE SENT TO TREASURER AND SECRETARY BY JANUARY 31ST.
 - Coordinate with their club's Treasurer that NOAA Club Membership Fees of \$10.00 per club member must be sent to the NOAA Treasurer by January 31st deadline (artisans and photographers can be excluded from this fee and listing). A membership listing including all member contact information (address, phone, email) must be sent with this fee, and a copy emailed to the NOAA Secretary. Note: If new club members join after January 31st deadline, the additional fees and updated listing can be sent at a later date – however, must be received before the exhibition entry fee deadline to be accepted for jurying.
- c. CO-ORDINATE ENTRY FEES AND PAINTINGS FOR JURYING INTO NOAA EXHIBITION. This involves:
 - coordinate with their club's Treasurer that exhibition entry fees are paid and entry forms are completed properly and received by the NOAA Treasurer and Show Convenor by deadline date. Individuals entering the annual juried exhibition must be listed on the Club Membership listing (see a) above). * The club Treasurer will receive all entry fees for the annual exhibition from the club members. These fees are to be deposited into the Club's bank account. Once all entry fees are received, the club Treasurer will send ONE

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CHEQUE representing the total of entry fees paid to the club to the NOAA Treasurer, along with Form 2 – Club Entry form. (Complete this form in triplicate – send 1 copy to the NOAA Treasurer, send 1 copy to the Host Convenor, and 1 copy for your files).

- As part of the club membership fee each member on the listing sent to the NOAA should be given an NOAA BULLETIN. The Rules of Entry and deadline dates are clearly outlined. ** You must advise the Bulletin Convenor how many bulletins you require for your club by January 31st.
- accept entries, ensuring all Rules of Entry are followed; **Any entries that do not meet requirements must not be sent for jurying.**
- **ensure that the paperwork that accompanies the USB port including the paintings submitted for entry is legible and includes accurate information: ie. artist name is spelled correctly, the name of the painting is written out in full, the framed size, the proper medium, and the price is shown; if the painting is not for sale then the VALUE of the painting should still be included for insurance purposes for galleries. A revised FORM #2 is available and is to be included in the package with the USB port to the hosting club.**
- FORM # 6 (NOAA LABEL) to be glued to the back of the painting that has been accepted into the juried exhibition. Must be legible and include complete and accurate information – i.e. artist name is spelled correctly, address, telephone number, email address, club name, title of picture, medium, dimensions length x width in inches, glass or plexiglass, sale price yes/no, and signature.

d. NOTIFY INDIVIDUAL MEMBERS OF ACCEPTANCE

- All club representatives are to be notified by e-mail by the Exhibition Convenor as soon as possible after jurying of any works accepted from their club and if any awards or honourable mentions were received (awards NOT to be specified). Note: the Exhibition Convenor may notify the club representatives by phone, however, an email still should be sent.
 - It is important that the Club rep inform those member so that they could make arrangements to be at the Official Opening to receive the award, if they so wish.
 - The Club Rep is also to hand over the confidential Juror's Comments Envelopes to the club members who had entered work in the exhibition.

e. REPORT TO CLUB OF WORKS ACCEPTED

- Report to club if any members had work accepted in the juried exhibition and if any awards received; Note – you will have already notified members personally if their work was accepted, but it is important to also advise the club, so they are also informed and can also congratulate the member on their acceptance.

g. PREVIOUS EXHIBITION RETURNS

- Reprs who are attending the annual meeting and who plan on bringing back paintings from the previous year's show should bring club envelopes or other packing materials for these paintings (as original wrappings from the artist were returned to the artist the previous year and the paintings toured with the NOAA wrappings).

h. COORDINATE TOURING NOAA EXHIBITION AT LOCAL LEVEL

- The Club Rep must coordinate the local club exhibition schedule with the NOAA Touring Scheduling Convenor re. arrangements made by their club to hold the annual Juried Exhibition in their community. This schedule is made a year in advance as soon as possible after the Annual Meeting. It is important this schedule be finalized by deadline dates so that the schedule can be published in the NOAA Bulletin.
- Coordinate with their club arrangements such as advertising of show, local official opening, etc. Supervise unpacking of exhibition and checking off according to pack list, ensuring paintings are handled carefully and properly (SEE HOW TO HANDLE THIS EXHIBITION section), supervise hanging of local exhibition, dismantling exhibition, repacking in crate and sending on to next exhibition site by date indicated on the touring schedule. (If exhibition is to be looked after by a local gallery or other establishment, you should ensure they are aware of NOAA requirements and handle the exhibition professionally.)

i. COORDINATE TOURING NOAA EXHIBITION AT LOCAL LEVEL cont'd

- Oversee that any painting sales are handled properly - i.e. receipts issued, sales are recorded, red dot placed on tag of sold piece, NOAA Treasurer is advised, etc. (SEE WHAT TO DO IF A PAINTING SELLS section).
- From time to time clubs are asked to host the Annual Meeting and Juried Exhibition. Club Reprs would work with their club to set up a committee and a Convenor to do this. (SEE GUIDELINES FOR NOAA ANNUAL



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JURIED EXHIBITION section).

- Motion # 6 Sep 2014 “That the club rep will collect the data on the gallery exhibition site form, and send any newspaper clippings and pictures. Re. the reception to the Grant Convenor.”

6.2 ATTEND ANNUAL MEETING AND REPORT BACK TO CLUB

- a. Elected representatives who form the voting body must attend each meeting of members and be the voice of their respective clubs. It is the responsibility of the Club Rep to attend the Annual Meeting. If they are unable to attend the meeting, they should arrange for a designate. Club Reps are reimbursed \$75.00 as gas allowance for attending the Annual Meeting. Any additional costs should be covered by the club.
- b. Club Reps are to present any questions and concerns from their club at the Annual Meeting.
- c. The NOAA Secretary will send the previous year’s minutes by email to club reps and NOAA executive members. The club reps will print out minutes so that any corrections can be made at the AGM, thus eliminating the need to read the previous year minutes at the meeting.
- d. Club Reps to take back to their membership information from the NOAA annual meeting and report of N.O.A.A. activities and to present the minutes of the NOAA Annual Meeting to their club.



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6.3 UPDATE CLUB INFORMATION TO NOAA EXECUTIVE

- a. ANNUAL MEMBERSHIP LIST: When the Club Membership Fees are sent to the NOAA Treasurer attach a copy of the current club membership list including addresses, phone numbers and e-mail addresses and e-mail the list to the NOAA Secretary. The Secretary will forward a copy of this list to the Bulletin and Website Convenors as well as the Exhibition Convenors. Deadline for such lists and membership dues is January 31 of each year. *Note - this information will not be published on the website, as individual member information is confidential.
- b. UPDATES TO MEMBERSHIP LIST THROUGHOUT THE YEAR: A club rep or appointee is responsible for providing and updating club information to the NOAA Secretary if membership changes throughout the year - i.e. if new members are to enter work into juried show, if Club Rep changes, etc. The Secretary will forward this list to appropriate NOAA executive - i.e. Treasurer, Bulletin and Website Convenor, etc.)
- c. DECEASED CLUB MEMBERS / CONDOLANCES - Upon the death of a NOAA club member, the club representative will e-mail the name of deceased and the family name and address to the NOAA Secretary. Secretary will mail out a condolence card to family and an e-mail will be sent out to all club reps informing them of the death of the member. The reps then can inform their club members.

6.4 NOAA HANDBOOK

- a. Keeping the NOAA HANDBOOK up to date is the responsibility of officers, convenors and reps. If Club Rep has any suggestions, concerns or finds any discrepancies contact the Handbook Convenor .
- b. Ensure the Handbook you are referring to is the most current one (distributed during the annual meeting). Updates to the Handbook between meetings will be available on the NOAA website.



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6.5 LETTERS AND PINS

- a. Letters & Pins Convenor will distribute the completed Congratulations Cards for accepted works on to each NOAA Club Rep after the annual meeting to the Club Reps. In turn Reps are to hand Congratulation Cards for accepted works in the Juried show to their NOAA members at their club meeting.
- b. For those not able to receive their Letters/Pin Award at the Annual Show the Club Rep is asked to plan a special presentation for this Prestigious Award at their club meeting.

6.6 NEW CLUB REPS HANDOVER

- a. When a Club Rep changes, the current rep must make sure that the new rep has all the information needed by passing on any handbooks, e-mails, or requests from the NOAA, as well as advising the NOAA Secretary who the new club rep is, along with the new rep contact information.

6.7 NOAA BULLETIN

- a. ADVERTISEMENTS FOR BULLETIN - Club Reps, on behalf of their club, should solicit advertisements for the NOAA Bulletin by January 31st deadline. *At the September 2013 Annual Meeting the Treasurer reminded and urged the Club Reps to try and get more ads from their local business to help increase revenues.*
- b. CLUB REPORT FOR BULLETIN - Club reps to provide a Club Report for the Bulletin by January 31st. This report to outline what the club has been doing the past year (pictures are encouraged). **It is the responsibility of the Club Reps to PROOFREAD their club reports and any other information they send to the Bulletin Convenor. This will assist in preventing errors in the Bulletin.**
- c. DISTRIBUTE BULLETIN - Each club member should receive one Bulletin as a benefit of their NOAA membership. Provide required numbers to Bulletin Convenor. Any excess bulletins may be given to local museums, libraries, etc.



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6.8 WEBSITE

- a. Club representatives are responsible to check the website to ensure artists listed under their club are members in good standing.
- b. Website fees due from NOAA club members (one cheque) to be sent to the Treasurer by the same deadline for membership dues, January 31st of each year.
- c. Club Reps should also ensure their club contact information on the website is accurate.

6.9 NEW INSTRUCTIONS FOR DIGITAL SUBMISSION FOR JURYING

Clubs entering the current year NOAA juried exhibition are to submit their clubs entries through digital processes. Club NOAA representatives can offer several options: either the member can photograph their own entry and email it/forward it to the NOAA rep; or the club can agree to employ someone to photograph and process all the entries onto one CD or USB. The rep should bring these options up to the club in plenty of time to have the decision made of which option is chosen. These entries must be into the individual clubs NOAA rep by (date set by individual clubs)_____ so that the submissions are received by the hosting club no later than June 30 (of that year)

6.9.1.a To photograph your own 2 dimensional entries:

Use natural light outdoors, not in direct sunlight. Best to use the north side of a building, in the shade, on a bright day. Situate your camera level with the centre of your art work, at right angles to the work. If at all possible, photograph your piece BEFORE framing, ie. without the glass and before signing.

6.9.1.b To prepare the memory stick:

Download the image, then crop it so that nothing but the image itself is visible (no white paper or canvas showing)

Resize the image to 4,000 pixels along the longest edge.

Name your image as follows:

CLUB NAME, YOUR NAME, TITLE, MEDIUM, SIZE

Example.....SAC, SMITH, JASON, THE LONGEST STREET, OIL, 30x22”



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Then submit to your NOAA Representative or the professional that the club has agreed upon to process the entries.

6.9.2 DUTIES OF THE CLUB REPRESENTATIVE:

6.92.a It is then up to the Club's NOAA Representative to prepare the CD or USB to be delivered to the hosting club; the rep should initially be collecting the names and \$25 fee from each artist entering so that they have a list of who will be submitting an entry. When the rep receives all of the digital images, either from the entrant personally or the professional processing the entries, they should go through them to ensure all the paid entries are received. The rep then is required to number the entries and complete the necessary paperwork to accompany the entries to the host club.

The entries should then be titled as such:

#1, SAC, SMITH, JASON, THE LONGEST STREET, OIL, 30x22

And the rest of the entries numbered consecutively.

6.9.2.b Place the club entries, with consecutive numbers, on one memory stick. The entries are to be listed with corresponding numbers on the NOAA Handbook Entry Form #2 (revised to reflect digital submissions). Be certain that the numbered information on the entry form corresponds with the numbered entry on the memory stick.

6.9.3 SUBMITTING THE DIGITAL ENTRIES AND INFORMATION

6.9.3.a The memory stick, plus one copy of the revised NOAA Entry Form #2 to be sent by Express Post to the host club, in a padded envelope. The deadline is June 30 of any year.

6.9.3.b The entry fee of \$25 per member, and one copy of Entry Form #2 to be sent in one cheque payment to the NOAA treasurer, deadline of June 30 of any year. A copy of the Form 2 should be kept for the club records.

NOTE: high resolution is chosen to ensure good viewing and consistency when the images are being projected for the jurors. This has been recommended by a professional photographer. If a signature is visible on the submitted photo, it will be removed or masked using a computer program prior to the viewing by the jurors.



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6.9.4. Jurying will take place around mid-July, with results being made know to each club's NOAA Representative by late or end of July; this time period allows those chosen for the exhibition time for framing their work.

6.9.5 Chosen work is to be delivered to the host club no later than Friday September _____ to set up for display before the opening on September _____. Delivery of the chosen submissions to the host club will be determined in agreement with the NOAA rep and the club/individual artists.

6.9.6. Club representatives will supply NOAA labels for the artist to complete and affix on the back of their entries.

SECTION 7.0 – General Rules of Operation / Recommendations / Motions

*(Section 7 is a compendium of rulings / motions
and recommendations from the years 1994 onward
plus additional information or guidelines as required).
Motions that are stroked thru means there are subsequent motions
that revise the initial ruling (kept for historical purpose).*

7.1 ANNUAL EXHIBITION

- a. **GUIDELINES FOR HOSTING ANNUAL EXHIBITION:**
For Guidelines for the NOAA Annual Juried Exhibition please refer to SECTION 9 OF THE NOAA HANDBOOK.

7.2 ANNUAL MEETING AND BOARD MEETINGS

<p>a. ANNUAL MEETING REIMBURSEMENT FOR EXPENSES:</p> <ul style="list-style-type: none"> - Directors traveling to the Annual Meeting in excess of 500 km. one way, be entitled to 2 night's accommodation to a limit of \$200. ** - Directors be reimbursed for gas money instead of mileage. - Club Reps continue to be paid \$50 towards annual meeting expenses. Directors, Executive and Convenors should be reimbursed for gas and lodging for one night for annual meeting expenses. ** - That we raise the gas allowance for NOAA Reps from \$50.00 to \$75.00 effective immediately. 	<p>Motion # 8 – Oct 2005</p> <p>Motion 5 – Sep 2006 Motion # 8 – Sep 2009</p> <p>Motion #12 Sep 2013</p>
<p>b. BOARD MEETINGS:</p> <ul style="list-style-type: none"> - Frequency and requirements for meetings are outlined in By-Law # 1. 	
<p>c. CONVENOR AND OFFICER REPORTS</p> <ul style="list-style-type: none"> - That all convenor and officer reports be emailed to the secretary immediately after the annual meeting so that they may be attached to the minutes of the annual meeting. - To save time at the Annual Meeting it was subsequently agreed that all convenor and officer reports be e-mailed to the Board (including the Secretary) and Club Reps BEFORE the Annual Meeting. This would also give the 	<p>Motion # 22 Annual Meeting Sep 2012</p> <p>Amendment Consensus year 2013</p>



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<p>membership time to review so they could voice any concerns at the Annual Meeting.</p>	
<p>d. DIRECTORS, OFFICERS, AND CONVENORS - That NOAA Directors Positions be open to individuals who have experience with the NOAA, either as a Club Rep, or who has held an executive position. (For length of office, refer to TERMS OF OFFICE.)</p>	<p>MOTION # 7 - Sep 2013</p>
<p>e. VISITORS AND GUESTS AT MEETINGS - It is a tradition that visitors and guests may have the privilege of corresponding members, a voice, but no vote.</p>	
<p>f. MINUTES OF ANNUAL MEETING -To save time at the Annual Meeting, minutes of previous year's meeting should be emailed to the Board and Club Reps prior to the meeting so they can review them, thus eliminating the need for the reading of the minutes at the Annual Meeting.</p>	<p>Consensus</p>
<p>g. The Secretary to read at the Annual Meeting any decisions or motions made by the Board by e-mail since the last Annual Meeting.</p>	<p>Board decision during 2012-2013 year</p>



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7.3 ARCHIVES, SLIDES- DIGITAL IMAGES & PHOTOS OF EXHIBITIONS	
<p>a. ARCHIVE CONVENOR: - An Archive Convenor is no longer required and the Kirkland Lake Art Club will maintain the archives.</p>	Consensus at Annual Meeting Sep 2011
<p>b. EXHIBITION ARCHIVES LOCATION: - Archives are kept at Sir Harry Oaks Chateau, Kirkland Lake – need to be kept uptodate – i.e. after each exhibition the individual in charge of the archives should receive digital images of the exhibition. (2 CD'S)</p>	Reminder Sep 2010 Annual Meeting
<p>c. SLIDES: - Slides are kept at the Museum in Kirkland Lake in the NOAA Archives. - Slides can be used to apply for grants or for teaching. Most slides have duplicates so one set could be kept in the Museum and one set used for circulation. A set could be sent to different clubs for their use - That we eliminate the taking of 35 mm slides and take digital photos of the Annual Exhibition; and that at least 4 copies** on CD be available; 2) two cd's for archives; 2) one to upload to website, 3) one for bulletin. <i>NOTE: USB Storage Keys can also be accepted in lieu of cd's.</i></p>	<p><i>Sep 2004 Annual Meeting</i></p> <p><i>Motion #8 – Sep 2008</i></p>
ALSO REFER TO 7.26 PHOTOGRAPHING EXHIBITION	

7.4 ARTIST PAYMENTS	
<p>a. ARTIST PAYMENTS: That we continue to pay the artist \$30* per work that is selected for the Show if funding from grant is available. - That fees (artists payments) for works accepted into the NOAA Juried Show be raised to *\$60.00 effective 2013.</p>	<p>Motion # 8- Directors' Meeting Apr 2006</p> <p>Motion 9, Sep 2013</p>

7.5 AWARDS	
<p>a. AWARD AMOUNT TO RECIPIENTS: That beginning in September 1994 with the 38th Annual Exhibition, that the recipients of an award be given the full monetary amount that was donated and that the amount of the said award be indicated next to the donor's name in the brochures. No monetary amount</p>	

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for the Honourable Mentions.	
b. AWARD CONTRIBUTORS: That a photograph of the award painting be taken and a copy sent to the award contributor. **REMINDER FROM SEP 2012 ANNUAL MEETING	Motion # 9 – Sep 2002
c. AWARD CONVENOR: - That the position of Awards Convenor go with the convening club each year in order to fully source not only the long term supporters but also local persons and companies in the hosting area who may be interested in granting awards. - To reinstate the position of Awards Convenor for NOAA Juried Exhibitions at the Annual NOAA Meeting in 2014.	Motion # 7 – Sep 2010 Motion # 8, Sep 2013
d. AWARD LISTING IN NOAA BULLETIN: That the name of the contributors, NOT the amount of the contribution, be included in the brochure and bulletin.	Motion # 9 – Sep 2002
e. AWARD LISTING IN NOAA PAMPHLETS: That the N.O.A.A. awards be listed opposite the name of the donor on the N.O.A.A. annual juried show pamphlets.	Motion # 7 – May 1996
f. AWARD - SUSAN MANCANTELLI MEMORIAL Move that the funds from the bequest of Susan Mancantelli be used over twenty years and the award be set at \$100.00 per year	Motion # 11, Sep 2013

7.6 BROCHURE AND PAMPHLET	
a. NOAA BROCHURE (flyer promoting NOAA): - That Barry revise the brochure to include a donation/advertising form, as a third panel, and that the Board will approve the change, and it will be added to the website	Motion # 5 - Sep 2007
h. NOAA PAMPHLET (exhibition pamphlet): - That packages of Brochures, labeled for each club, accompany the NOAA exhibition	Motion 15 – Sep 2002

7.7 BULLETIN	
<p>a. ADVERTISING RATES FOR BULLETIN: The rates for advertising in the Bulletin be as follows: Full page \$150; ½ Page \$75; ¼ page \$40; Business card size \$20.</p> <p>The rates for advertising in the Bulletin be as follows: Full page \$160; ½ page \$80; ¼ Page \$45; Business card size \$25; One liner \$10</p> <p>* If an adv has not been paid for it will be rejected by the Bulletin Convenor.</p>	<p>April 2006 Directors Meeting</p> <p>Date passed?</p>
<p>b. CLUB REP SOLICITING BULLETIN ADVERTISING: Clubs have been urged to actively solicit advertising for the Bulletin to offset printing costs.</p>	<p>Ongoing</p>
<p>c. DEADLINE FOR INCLUSION IN BULLETIN: That the deadline for info to be included in the Bulletin be January 31st.</p>	<p>April 2006 Directors Meeting</p>
<p>d. DECEASED NOAA MEMBERS: That a tasteful notation be made on the LETTERS list in the Bulletin to indicate those members who are deceased.</p> <p>That we use the # 2 design to designate deceased members in the N.O.A.A. list. (A burning candle.)</p>	<p>Motion # 3 – Sep 2000</p> <p>Motion # 8 – Sep 2001</p>
<p>e. FEATURED ARTIST IN BULLETIN:</p> <p>- In order to decide who should be a featured artist in the Bulletin, a list of criteria is sent to club reps who submit their recommendations and send information about those individuals suggested. Four directors to review the submissions and make the final decision.</p> <p>- Include in the Handbook the criteria for selecting the Featured Artist; being that the individual should have been very active within an NOAA Club.</p>	<p>Discussion and consensus at Sep 2009 Annual Meeting</p> <p>- Motion #14, Sep 2013</p>
<p>f. PRINTING GREYSSCALE VERSUS COLOUR: The member clubs made a unanimous decision to print the bulletin in black and white only.</p>	<p>After Annual Meeting Sep 2012 and before Annual Meeting Sep 2012</p>



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<p>g. PROOF-READING BULLETIN: - The Bulletin be proof read by another N.O.A.A. person to ensure that club information and spelling is correct. - PROOF READING THE BULLETIN BEFORE PUBLICATION: Regarding the proof reading of the bulletin before printing: Letters and Pins report will be proof read by Letters and Pins Convenor; Executive, Convenor and Reps listing will be proof read by secretary; Exhibition and shipping schedule will be proof read by convenor; Rules of Entry – if there are changes by secretary. **The Bulletin Convenor to find local members to assist with proof reading.</p>	<p>Motion # 2 – May 1996</p> <p>SEP 2012</p>
7.7 BULLETIN Cont'd	
<p>h. QUANTITY OF BULLETINS TO BE PRINTED: To up the quantity to a total of 700 printed bulletins; B) To research cost of bulletin with better paper quality than newsprint; C) To have all of the bulletin put on CD before it goes to print.</p>	<p>Motion # 5 – Sep 2008</p>
<p>i. QUANTITY OF BULLETINS TO CLUBS: Reminder to club reps to supply the Bulletin Convenor with the exact number of members their club has, to ensure they receive the correct number of bulletins. Any extra bulletins the clubs have after distributing to members to be distributed to local museums, galleries, libraries and advertisers in the bulletin in order to increase the visibility of the NOAA and its exhibition.</p>	<p>Discussion and consensus at the Sep 2011 Annual Meeting</p>
<p>j. RECEIPTS TO BULLETIN ADVERTISERS: That an official N.O.A.A. receipt form be issued to give to advertisers.</p>	<p>Motion # 1 – Sep 2000</p>
<p>k. VISITING ARTIST PROGRAM IN BULLETIN: - The Bulletin Convenor should list the Visiting Artist Program advertisement in each year's Bulletin.</p>	<p>Motion # 5, Sep 2013</p>
<p>l. WEBSITE LISTINGS IN BULLETIN: - The NOAA website be listed in The Bulletin on front page</p>	<p>Recommendation Oct 1, 2005</p>



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<p>m. WEBSITE AD PAGE - That an individual artists' website advertising page be initiated for the NOAA bulletin and member artists be invited to submit their website address at a fee of \$10.00 per one line adv, thus those members interested can advertise their personal website, and income can be provided to the NOAA at greater value than regular advertising. - WEBSITE AD PAGE - Reminder that the Website Ad Page has great potential to support our bulletin. Urging club members to take advantage of listing their website here. (See Motion 5 above for rate.)</p>	<p>Motion #5 Annual Meeting Sep 2011</p> <p>Reminder</p>
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7.8 COBALT ARTISTS' COLONY	
<p>a. COLONY CONVENOR: That we accept Guilliane Swain (Temiskaming) for Convenor for 2009. - COLONY CONVENOR: June Simpson replaced Guillian Swain.</p>	<p>Motion # 9 – Sep 2007</p>
<p>b. COLONY CONVENOR ASSISTANT: The Board of Directors to appoint an Assistant Convenor for the Cobalt Artists Colony.</p>	<p>Motion 13 – Sep 2006</p>
<p>c. COLONY INSTRUCTOR AGREEMENT: That there should be a written agreement between Art Colony Instructors and N.O.A.A. in regard to fees and expenses</p>	<p>Motion # 5 – Sep 1995</p>
<p>d. COLONY INSTRUCTOR FEES: - That we raise the instructor's fee for the Cobalt Artists' Colony to \$1,250. - INSTRUCTOR FEES: That the Instructor's Fee for the Cobalt Artist's Colony be capped at \$2000 for the week. - MEAL ALLOWANCE: That the meal allowance for Cobalt Colony Instructors and Jurors for Annual Show be raised from \$25.00 per day to \$40.00 per day.</p>	<p>Motion # 7 – Sep 2002 Motion # 7, Sep 2008 Motion #13, Sep 2013</p>
<p>COLONY PARTICIPANT FEES: - That the entry fee for the Cobalt Artist Colony be reduced from \$200.00 to <u>\$175.00.</u> - That the Club Rep will notify the Cobalt Convenor when payment for the Cobalt Colony has been made to reserve their spot. Upon deadline the Club Rep will notify the Convenor that the cheque has gone out to the NOAA Treasurer and will disclose participant list and cheque amount. - Motion "NOAA members planning to attend the Cobalt Artist Colony to send their registration and payment to the Colony Convenor on a first come, first serve basis." - Motion "the start date for sending the Artist Colony fees be no sooner than May 1st."</p>	<p>Motion # 4, Sep 2015 Motion # 2, Sep 2013 Motion # 3, Sep 2014 Motion # 4, Sep 2014 annual meeting</p>
<p>e. COLONY POLICY / GUIDELINES: - To draw up guidelines for the art colony and to develop a policy for cancellation and reimbursement and send this to all</p>	<p>Motion # 7, Sep 2011</p>



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<p>clubs. - POLICY FOR CANCELLATION AND REFUNDS</p> <ul style="list-style-type: none"> • \$25.00 non- refundable for each registrant . • People may find a replacement for themselves at any time if they are unable to attend and not pay the \$25.00 non-refundable fee. Arrangements to be made between parties involved. • A cancellation within 2 weeks prior to the Artist’s Colony will result in 50% of registration being withheld. • A cancellation within 1 week prior to the Artist’s Colony will result in 100% of registration being withheld. <p>The above policy to be in place except in the case of serious illness or a death in the Family.</p>	<p>Motion 14 Annual Meeting Sep 2012</p>
<p>f. COLONY T-SHIRTS: To use present NOAA logo on t-shirts for Cobalt’s 50th Anniversary</p>	<p>Motion # 6 – Sep 2007</p>
<p>g. STUDENTS AT COBALT ARTISTS COLONY: That NOAA buy two (2) kits of supplies (up to \$100.00) for two (2) selected students attending the Cobalt Artists Colony.</p>	<p>Motion # 8 – Sep 2007</p>

7.9 COMPUTER GENERATED ART WORK

<p>The NOAA would support in spirit, independent computer-generated art work, but at this time these will not be accepted for our Annual Juried Exhibition.</p>	<p>Motion # 6 – Sep 2015</p>
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7.10 CORPORATE SPONSORSHIP / PERSONAL SPONSORSHIP / FRIENDS OF NOAA

<p>- Corporate Sponsorship as well as personal sponsorship is welcomed and these donations will receive a “FRIENDS OF THE NOAA” membership card. Clubs to receive a Corporate Sponsorship Package to enable them to solicit such support.</p>	<p>Apr 06 Director’s Meeting</p>
<p>- Businesses who donate money to the NOAA are considered “Friends of the NOAA”. Money donated should be sent to the NOAA Treasurer. A one time gift also constitutes this. All donors will then receive an official tax receipt for income tax purposes and receive a Friends of the NOAA membership card (Agreement that the date money received is starting date (for one year) for the membership card, it would be up to the individual club to contact the donors again.</p>	<p>Motion # 4, Sep 2006</p>

7.11 CRATES (EXHIBITION SHIPPING CRATES)

<p>a. LOCKING SYSTEM FOR SHIPPING CRATES:</p> <ul style="list-style-type: none"> - That all clubs replace crate locks with CARABINERS, including the NOAA crate. - Reminder to use CARABINERS to secure crates, NOT LOCKS !!! 	<p>Motion # 10 – Sep 2007</p> <p>Sep 2011 meeting</p>
<p>b. DAMAGE TO CRATES AND REPAIR OF CRATES:</p> <ul style="list-style-type: none"> - START OF TOUR: That the club that hosts the first show in the tour will be responsible for checking the crates and making any necessary repairs. - The job of fixing the crates will no longer be a Director’s job. When repairs are needed, the work should be done by the hosting club , and the bill sent to the Treasurer. - ONGOING: On receipt of crates each club should review locking systems and check crates for damage. All necessary repairs should be done prior to shipping to next club. Bills should be forwarded to the Treasurer for reimbursement.- 	<p>Motion # 4 - Director’s Meeting August 2004</p> <p>Consensus at Sep 2010 meeting</p> <p>Reminder at Sep 2011 meeting</p>
<p>c. That every club install castors with rubber wheels on their crates. (To allow easier mobility / less lifting of heavy crates).</p>	<p>Motion #7 – Sep 2015</p> <p>redundant</p>



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7.12 ENTRIES & ENTRY FEES	
<p>a. DEADLINE FOR ENTRY: That we have only one deadline for entry – to be June 30 and one fee of *\$25 to be paid to reps by June 30th... no more late fees... no return of fees.</p>	<p>Motion # 6 – Sep 1997 Motion # 7 – Sep 2001</p>
<p>b. NUMBER OF PAINTINGS TO ENTER: - Due to the large increase in membership <u>only one entry per person should be allowed at the current entry fee of \$25.00.</u></p>	<p>Motion #15 September 2011 Annual Meeting</p>
7.13 ENVELOPES FOR PAINTINGS	
<p>a. QUILTED ENVELOPES: That quilted envelopes be made for the NOAA traveling show.</p>	<p>Motion # 4 – Sep 2004</p>
7.14 EXHIBITION RULES OF ENTRY	
<p>a. ELIGIBILITY TO ENTER: - That it be made very clear in the Rules of Entry in the NOAA Handbook that any member who is in good standing with their club at the time of registering and paying for entry into that years juried exhibition whether or not they will be rejoining their club for the upcoming year.</p>	<p>Motion 5 Annual Meeting Sep 2009</p>
<p>b. PHOTOGRAPHS -That the wording under Media (Rules and Regulations in Bulletin) be limited to “All two dimensional artwork, excluding photographs”. - Photography not to be entered in NOAA juried exhibition; THAT we encourage photographers to create their own association, as we did with Boreal Sculpture, and to come to us with a proposal to use our website, for the NOAA to consider at a future time <i>- Note that photographs used as part of a two dimensional collage are accepted.</i></p>	<p>Motion # 3, Sep 1998 Motion #3, Sep 2007</p>
<p>c. QUILTED PIECES / FABRIC LANDSCAPES: - A quilt scene will be allowed entry to the juried show. Fabric landscapes have already been entered.</p>	<p>At Director’s Meeting August 2004</p>
<p>d. DIPTYCHS AND TRIPTYCHS: - Diptychs and triptychs will be accepted, and be considered one work, but they MUST be joined together and the combined size of all pieces must NOT exceed the maximum allowable size.</p>	<p>Motion # 14, Sep 2008</p>



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Attention: Club Reps - Please ensure the Rules of Entry are followed

- | | |
|----|---|
| e) | <p>MEDIA
All two-dimensional artwork excluding photographs.</p> |
| f) | <p>TIME
All work must have been done within the last three years. It must be produced without the assistance of instruction.
It must not have previously been exhibited in any of the NOAA exhibitions. <i>(Note of Explanation: If a work had been entered into an NOAA juried show, but was not been accepted into the actual exhibition, it may be re-entered.)</i></p> |
| g) | <p>ORIGINALITY
It must not be a copy in part or as a whole of another's drawing, painting, or photograph. Your own photographs may be used as a reference. The use of manipulative photographic images in collage is now accepted.</p> |
| h) | <p>SIZE
Paintings must not exceed 33" x 38" framed (the size which can be accommodated by NOAA crates). Oversize paintings are no longer allowed to be entered in the competition. Any damage incurred will be the responsibility of the artist. Any painting that exceeds 33" x 38" and will be withheld from the jurors. Any small entries will be the responsibility of the artist to pack adequately.</p> |
| i) | <p>MOUNTING AND FRAMING
There will be no matting limits. It is the responsibility of the artist to present entries in such a way that the image, mat, and frame are a coherent, presentable unit. Pieces with soiled or damaged mats should be withheld by the club reps – if not, and such work is received by the host club, they will be withheld from the jurors.

If artists are framing with plexi-glass, it must be noted on the NOAA label to prevent any damage. All matted pieces must be submitted securely framed and glazed for hanging.

Stretched canvas pieces may be submitted without extra framing as long as the edge of the canvas forms an integral part of the painting and the artist provides adequate means of support for transportation. (It is recommended, to protect the canvas from damage, pieces of cardboard the same size as the stretched canvas be placed on front and back of the piece for packing purposes. The name of the piece and artist name to be written on the cardboard or a picture/photocopy of the piece so the cardboard will travel with the piece.)

Framed pieces must have a hanging wire and be securely framed, according to framing standards (1/3 way down). No taping of glass for shipping. If possible, use plastic-covered wire.

Large pieces must have reinforcing wire on the back to keep sides from bowing and to</p> |

offer more stability.

Single sheet art pieces may be mounted on board without additional matting if that method of mounting offers the desired result. However, it must be professionally mounted to prevent slipping in the frame.

Diptychs and triptychs will be accepted, and be considered one work, but they MUST be joined together and the combined size of all pieces NOT exceed the maximum allowable size.

j) NOAA LABELS

NOAA labels must be affixed to each submission. They must be filled out completely and signed. These labels are pre-pasted (just moisten and apply). Do not use any tape. If extra labels are needed, make photocopies.

k) PRICING

Before pricing, consider: NOAA takes 10%; the club or gallery exhibiting your piece at the time of sale is entitled to take their standard commission. It is suggested that the minimum price be \$150.

If a painting is marked for sale at a specific price at the time of entry, it must remain for sale at that price throughout the tour. If a touring painting is sold by the artist by other means (i.e. website), the sale procedure will be followed and the NOAA commission still applies.

l) CLUB REPRESENTATIVES

As representatives it is your responsibility to reject any pieces from your members that do not meet the requirements as indicated in the Rules of Entry.

m) OFFICIAL ENTRY FORMS

Collect information from your club members and fill out the entry forms – **revised FORM 2**. Send the original to the convenor, one copy to the treasurer, ~~and two copies to be used as your packing slip for shipping, and extra forms in crate. If you have more than one crate for your club, make additional copies of the entry form so that you can place two copies of the entry form in each crate.~~

Retain a copy for your files.

Have your entry forms to the convenor by the deadline date **June 30th**.

n) ENTRY FEES

An entry fee of \$25 will entitle you to submit ONE painting. This fee is to be paid to your club representative. It is not to be submitted to the treasurer on an individual basis.

The club's representative will send one cheque on behalf of all club members with the official entry form to the treasurer. Do not send individual cheques from each member.

Send before deadline.

- o) PACKING ~~redundant~~**
~~Check to make sure each entry delivered to you meets the requirements. Pack the entries in the crate. Use additional packing materials to ensure the entries cannot slide around. Corrugated paper may be sufficient.~~
~~Place a copy of the official entry form on the inside of the lid. Tick off the paintings that go in that crate. Extra copy in crate.~~
~~If all the paintings don't fit in one crate, please indicate which paintings are in the second crate. In the second crate a photocopy of the official entry form must be taped to the lid with the paintings in the crate ticked off and with the indication that the remainder are in the first crate. Also put an extra form in the crate.~~
- p) ~~CRATES redundant~~**
~~Send the crate to the convener using our Carrier of Choice, Manitoulin Transport. Quote NOAA Account Number 028655 for our discounted rate and ask the shipment be PREPAID under THIRD PARTY BILLING. Invoice to be sent to the NOAA Treasurer, who will pay the invoice and in turn bill each of the clubs for their shipment.~~
- q) SALES**
 Artists whose paintings are sold during the tour of exhibition will not receive a cheque from the NOAA until after the purchase cheque has been cleared and painting has been delivered to purchaser. NOAA will retain 10% on sales and any other percentage taken by the galleries where the sale took place.

7.15 FINANCIAL REPORT

- | | |
|---|--|
| a. FINANCIAL REPORT AUDIT - Refer to Treasurer's Work Instructions | |
| b. FINANCIAL REPORT SIGNOFF:
- Two directors sign the Financial Report after acceptance at Annual Meeting. | |

7.16 FORMS

<p>a. FORMS: - That Section 4 of the NOAA Handbook be amended to eliminate the mailing of forms, to request that forms be electronically submitted. The show convenor should contact the website convenor to have schedule and shipping information included on forms before they are submitted. NOTE: *The form templates will be available from the website, but the Host Convenor should email the Website Convenor with completed forms containing information about the current show for uploading onto the website as well.</p>	<p>Motion 5 Annual Meeting Sep 2010</p>
<p>b. "NOT SELECTED" VS REJECT: - That whereas the word "reject" in all NOAA forms has a negative connotation and whereas the word "reject" when describing someone's artwork somehow implies the work has no merit, therefore be it resolved that the word "rejected" be replaced with "not selected" in all NOAA literature.</p>	<p>Motion # 4 –Oct 2005</p>

7.17 GRANTS

<p>That the Temiskaming Palette and Brush Club / NOAA apply to the Northern Ontario Art Council for a grant for monies for the NOAA's 60th Anniversary of the Annual General Meeting and Juried Show.</p>	<p>Motion # 5 – Sep 2015</p>
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7.18 HANDBOOK

<p>a. ABOUT THE HANDBOOK The NOAA HANDBOOK is basically a Procedures Manual for the NOAA. It includes a record of decisions made, motions passed, job descriptions and guidelines for handling the exhibitions and other NOAA related functions.</p>	
<p>b. BLACK BOOK: The Black Book (Guidelines for Hosting Juried Exhibition) has been combined into the NOAA Handbook as Section 9.0 instead of being a separate manual.</p>	
<p>c. EDITING HANDBOOK: That an editorial committee for the NOAA Handbook be composed of convenors of the past three shows.</p>	<p>Motion # 2 – Sep 2004</p>

<p>d. NOAA HANDBOOK - NOAA Handbook to travel with the Exhibition (Specific Guidelines for handling exhibition are included in section 9) - One copy of the NOAA Handbook be included in the NOAA crate.</p>	<p>Motion 1 – Directors Meeting May 2007</p>
<p>e. HANDBOOK CONVENOR: - That a new position as Handbook Convenor be made and filled by Christie Best Pearson. - Keeping the NOAA Handbook up to date is also the responsibility of officers, conveners and reps. They should review the Handbook and forward any guidelines or items that need changes to Handbook Convener .</p>	<p>Motion 5 Annual Meeting Sep 2012</p> <p>Reminder SEP 2012</p>
<p>f. HANDBOOK ON WEBSITE: The NOAA HANDBOOK to be accessible to all on the website: www.noaa.ca</p>	
<p>g. UPDATES TO HANDBOOK: The handbook be put on the website, and it should be updated at a minimum (annually) after the annual meeting.</p>	<p>Motion # 3, Sep 2006</p>
<p>h. FORMS – A copy of all forms be inserted into the NOAA Handbook.</p>	<p>Motion # 7 – Sep 2014 Annual Meeting</p>

<p>7.19 HISTORY OF NOAA</p>	
<p>a) HISTORY BOOK: - A history of the N.O.A.A. including a history of each club to be compiled.. - The NOAA history book completed and launched at the Cobalt Artist’s Colony 50th Anniversary (2008). That we accept Diane Green’s recommendations: 1) to have JR Printing in New Liskeard proceed with printing 500 copies of the history book (\$2925+\$1059.60 + tax = \$4542.44); 2) That we put a price of \$15 on the book. - That the remaining books (at Sep 2009) be distributed to clubs to be used at their discretion. Proceeds of any sales can be forwarded to NOAA Treasurer.</p>	<p>Sep 2004 Annual Meeting</p> <p>Motion by the Board Apr 2008</p> <p>Motion 6 – Sep 2009 Annual Meeting</p>

7.20 HOST CLUB	
<p>a. HOST CLUB BUDGET/ADVANCE:</p> <ul style="list-style-type: none"> - The funds for sponsoring the NOAA show be raised from \$1200 to \$1500. <i>(To increase the amount to \$1500 from \$1200 as an advance to the host club of the annual meeting and juried show.)</i> - That the Treasurer's report be amended to increase the advance amount for the 56th from \$1200 to \$1500. - Increase the budget for the annual meeting from \$1500 (current) to \$1800.00 an increase of 20%. 	<p>Motion # 4, Annual Meeting Sep 2009</p> <p>Motion # 3, Annual Meeting Sep 2011</p> <p>Motion #1, Annual Meeting Sep 2014</p>
<p>b. EVENT LIABILITY INSURANCE</p> <p>Though galleries, as a rule, have their own liability insurance in the event that anyone is injured at their location, as do most community centres, however some venues are now asking that the club purchase liability insurance coverage for the duration of the exhibition at that location. EVENT INSURANCE can be obtained ** the Board is looking into the possibility of obtaining annual coverage so the Board should be contacted before this is done.</p> <ul style="list-style-type: none"> - Allocate unused insurance allowance to a separate account to be used as required by NOAA clubs for insurance. 	<p>Discussion of the Board and Convenors by E-mail prior to Sep 2013 exhibition.</p> <p>Motion 2, Annual Meeting Sep 2014</p>
<p>c. One of the past host club convenors to travel to the new host club for ONE day to help organize and decipher the duties and process of the General Annual Meeting / Exhibition. * It is up to the hosting club convenors to request if they want to take advantage of this</p>	<p>Motion 3, Annual Meeting Sep 2015</p>

7.21 HOST / CONVENOR CLUBS – HISTORICAL AND UPCOMING
<ul style="list-style-type: none"> • 1990 – 34th North Bay (North Bay Art Club) • 1991 – 35th Timmins (Porcupine Art Club) • 1992 – 36th Sudbury (Sudbury Art Club) • 1993 – 37th Englehart (Englehart Area Artists) • 1994 – 38th Sault Ste Marie (Algoma Art Society) • 1995 – 39th Elliot Lake (Elliot Lake Arts Club) • 1996 – 40th New Liskeard (Temiskaming Pallet & Brush Club) • 1997 – 41st Lively (Walden Art Club) • 1998 – 42nd Englehart (Englehart Area Artists) • 1999 – 43rd Timmins (Porcupine Art Club)

- 2000 – 44TH – Burks Falls (Burks Falls Arts and Crafts Club)
- 2001 – 45TH – Kirkland Lake (Kirkland Lake Art Club)
- 2002 – 46th Gore Bay (Manitoulin Fine Arts Association)
- 2003 – 47th Sudbury (Sudbury Art Club)
- 2004 – 48th Englehart (Englehart Area Artists)
- 2005 – 49th Sault Ste Marie (Algoma Art Society)
- 2006 – 50th Timmins (Porcupine Art Club)
- 2007 – 51st Elliot Lake (Elliot Lake Arts Club)
- 2008 – 52nd New Liskeard (Temiskaming Pallet & Brush Club)
- 2009 – 53rd Walden (WAC, WAFA, SAC combined)
- 2010 – 54th Magnetewan (Burks Falls Arts and Crafts Club)
- 2011 – 55th Gore Bay (Manitoulin Fine Arts Association)
- 2012 – 56TH Englehart (*Englehart Area Artists*)
- 2013 – 57th Kirkland Lake (*Kirkland Lake Art Club*)
- 2014 – 58th Sudbury Art Club, Walden Art Club, Walden Association of Fine Arts
- 2015 – 59th Corbeil (*Consolidated Group of Seven*)
- 2016 – 60th Temiskaming Palette and Brush Club
- 2017 – 61st Porcupine Art Club
- 2018 - 62nd Moonbeam Art Club and Cochrane Art Club
- 2019 – 63rd Cochrane Art Club and Moonbeam Art Club
- 2020 – *To be determined*

7.22 JURORS	
<p>a. SELECTION OF JURORS</p> <ul style="list-style-type: none"> - That it is preferred that one juror coming from the NOAA Region, one juror from outside the area to jury the Annual Exhibition - JURORS BIOGRAPHY - A Curriculum Vitae or short biography is required from each of the jurors for approval by the Board by Bulletin deadline date (as short bios should be placed in the Bulletin) . 	<p>Motion # 7 – Sep 1997 and amended Motion # 16 Sep 2006</p>
<p>b. JURORS AGREEMENT</p> <ul style="list-style-type: none"> - That the NOAA contract jurors to accept a minimum of thirty-five (35) paintings to a maximum of forty (40) - Juror’s Contract and more information included in THE NOAA HANDBOOK 	<p>Motion #13 – Sep 2001 Correction Sep 2012</p>
<p>c. JURORS CRITIQUES / COMMENTS -</p> <ul style="list-style-type: none"> That the jurors be contracted to write a comment for all works submitted to the jurors of the annual show in order to provide feedback to the artists. - CRITIQUE ENVELOPES: That the envelopes with jurors critiques and comments be given to the club reps to take back to the membership - CRITIQUE ON WEBSITE That the Jurors’ Critique(s) for the current show be posted on the website within a month’s time at the latest. 	<p>Motion # 14 – Sep 2001 Recommendation Sep 2010 meeting Motion 8 Annual Meeting Sep 2012</p>
<p>d. JUROR’S HONORARIUM - That we increase the juror’s honorarium to \$250 in 2004.</p> <ul style="list-style-type: none"> - MEAL ALLOWANCE: That the meal allowance for Cobalt Colony Instructors and Jurors for Annual Show be raised from \$25.00 per day to \$40.00 per day. 	<p>Motion # 7 – Director’s Meeting August 2004 Motion # 13, Sep 2013</p>
<p>e. JUROR’S HONORARIUM – ADDITION: That the out of town jurors be allowed the following expense (in addition to the Jurors Fee of \$250 for one day and meal allowance), accommodation for up to three nights, gas with receipts when using their personal vehicle, return transportation – bus or train tickets or carrental fee equivalent to return transportation of bus or train.</p>	<p>Motion #7 – Annual Meeting Sep 2015</p>
<p>f. JUROR’S GUIDELINES – SEE NEW CRITIQUE FORMS AND SCORING GUIDELINES IN FORMS SECTION AT THE BACK OF THIS HANDBOOK.</p>	

7.23 LABELS FOR BACK OF PAINTINGS	
We should all be using the NOAA peel and stick labels so the labels won't come off during the jurying process or travelling exhibition. Labels should be properly filled out – PRINT names, title and club name. We also need the price or NFS. LABEL BE AMENDED TO INCLUDE SIZE OF PAINTING	Reminder Sep 2012 Consensus Sep 2012
7.24 LETTERS AND PINS	
a. ENTITLEMENT: - That artists receive their letters after seven works are accepted for the annual shows. - That people who drop out of NOAA for a time not lose their record of acceptance.	Motion # 15 – Sep 2001 Motion #12 – Sep 2007
b. AWARD CERTIFICATE: -That additional lines be added to awards certificate to indicate the name of the painting, and the year of exhibition.	Motion # 11 – Sep 2007
c. PRESENTATION AT ANNUAL MEETING: - Names and titles of the accepted paintings are needed by the Letters and Pins Coordinator after jurying in order to award the artist at the show opening.	Reminder from Sep 2010 Annual Meeting
7.25 MEMBERSHIP WITHIN NOAA	
a. CLUB MEMBERSHIP REQUIREMENTS: - Membership requirements are outlined in By-Law #1. - That the NOAA Board has the authority to decide whether a club (art group) may join the NOAA.	Motion # 16 Oct 2005
b. ELIGIBLE MEMBERS WITHIN EACH CLUB: - Any (club) member who is in good standing with their club at the time of registering and paying for entry into that years juried exhibition whether or not they will be rejoining their club for the upcoming year. - The consensus of the Board is that each member club has their own guidelines for choosing their members. It is not the place of the NOAA to determine those guidelines for member clubs.	Motion 5, Sep 2009 Consensus September 2010 Annual Meeting
c. MEMBERSHIP LISTS: - Current club membership lists to be sent to the NOAA Secretary. Deadline for such lists and dues be January 31 of each year. New memberships can be added at any time during	Oct 1, 2005 & Apr 1, 2006



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<p>the year – the \$10 fee for the new member(s) to be submitted to the NOAA Treasurer at that time and an updated membership list sent to the NOAA Secretary.</p>	
<p>d. MEMBERSHIP FEES:</p> <ul style="list-style-type: none"> - Club reps are to make sure that their club observes the date of January 31st and that dues are paid to the NOAA and membership lists are submitted. - The NOAA membership Fee as of the end of January 2007 will be \$10.00 per member (painters). <i>Potters, crafters, and photographers are not to be counted to establish this. (Clubs could take the crafters from their membership numbers for NOAA)</i> - That membership fees remain at \$10 per club member, excluding potters and weavers, etc. for the following year. 	<p>Sep 2006</p> <p>Motion # 7 – Sep 2006</p> <p>Motion # 11 – Sep 2008</p>
<p>e. NORTHERN ONTARIO BOUNDARIES:</p> <ul style="list-style-type: none"> - General consensus that we follow the boundaries as set out by the government as to what is designated as Northern Ontario. 	<p>Oct 2005 Annual Meeting</p>

7.26 PLEIN AIR ARTIST COLONY	
That Christie Best Pearson look into an additional plein air artist colony under the NOAA umbrella, that would travel from place to place, the first one on Manitoulin Island next summer (in August 2014).	Motion # 3 - Sep 2013
2 nd Annual Plein Air Artist Colony, also in Gore Bay in August 2015 – discussion and approval to proceed.	Consensus Sep 2014 Annual Meeting
3 rd Annual Plein Air Artist Colony.....That with the okay from the Sudbury Art Club, they will hold the 2016 Plein Air Colony in August 2016, and the fee is \$75. If club members agree to billeting out of town artists, the billeting fee will be \$40.00 per day.	Motion # 5, Sep 2015
7.27 PHOTOGRAPHING EXHIBITION	
a. DIGITAL PHOTOGRAPHS: - That one person is to photograph on-going shows; that this be done in digital format. <i>Note: These digital pictures to be high resolution / good quality and burned onto FOUR (4) cd's – 2 copies for archives and 1 copy for website convenor and 1 copy for bulletin convenor.</i>	Motion # 8 – Sep 2008 revising original Motion # 8 – Sep 2002 Brd Aug 2004 /
b. SLIDES ELIMINATED: - That we eliminate the taking of 35 mm slides and take digital photos of the Annual Exhibition; and that at least 3 copies on CD be available; 1) two copies for archives; 2) to upload to website, 3) for bulletin.	<i>Motion #8 – Sep 2008 Note amendment required - should be FOUR copies on CD instead of 3 to allow 2 for archives</i>
c. ENTRY BY PHOTOGRAPHS: - <i>Re. clubs submitting their own digital photographs of the entries to eliminate need for professional photographer of the selected works at the show; and the possibility of entering digital photos instead of having to ship the paintings themselves: Motion:</i> - “That we stay with the status quo of entering paintings into the 2010 show and continue to encourage clubs to look forward to using digital entries in the future, and ways of having it done.	<i>Motion 7 – Sep 2009</i>



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7.28 PRESS RELEASES

a. For the purpose of consistency, and so that vital information is not missed, a press release template has been developed for the club exhibits and local galleries.

Recommendation Sep 2015
Annual Meeting

Following is example template:

**EXAMPLE PRESS RELEASE TEMPLATE
RE. NOAA EXHIBITION
AT THE CLUB EXHIBITION SITE LEVEL**

The ____ (name of art club) ____ is pleased to announce the (_#_) Annual Northern Ontario Art Exhibition is being held at ____ (gallery/location) ____ on ____ (dates) ____.

This exhibition consists of art work selected by jurors _(juror1)____ and _(juror2)____ at the annual NOAA Exhibition held September __(year)____ at __(annual meeting / host location)____. From that exhibition approximately 40 pieces were chosen to travel Northern Ontario for the next year.

A number of awards and honourable mentions were presented, and the ____ (name of local club) ____ is pleased to announce work by our members __(club member)____, __(club member)____, has been selected. (List any awards or honourable mentions).

(Add any pertinent information on the individual artists here.... or any additional information about your club.)

The Northern Ontario Art Association represents 15 art clubs from across Northern Ontario, representing around 500 artists.

To learn more about the organization or becoming a member club, please review our website: www.noaa.ca.



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7.29 PROFESSIONAL DEVELOPMENT / VISITING ARTIST PROGRAM	
<p>a) WORKSHOPS:</p> <ul style="list-style-type: none"> - That the Board will investigate and set up a roster of teachers drawn from NOAA clubs to supply professional development workshops to clubs. Clubs may apply to NOAA for financial subsidy to a cap of \$400 for a workshop. <i>(Note: This has become known as the NOAA Visiting Artist Program – Refer to Section 8.0 Professional Development for details on the VAP.)</i> 	
<p>b. Discussion on creating a Volunteer Billeting Roster for NOAA events and Club Workshops at the CARFAC fee of \$40 per night.</p> <ul style="list-style-type: none"> - Motion to combine the Visiting Artist Program with the billeting suggestion, and Brigitte Bere offered to visit each club and establish a roster for this. 	<p>Discussion Annual Meeting Sep 2014</p> <p>Motion # 13, Sep 2014 Annual Meeting</p>

7.30 SALE OF PAINTINGS	
<p>a. COMMISSIONS: - That exhibited, unaccepted paintings that are sold are subject to the same commission, i.e. the same percentage of the sale price going to the N.O.A.A. and the same percentage to the gallery, as in the sale of accepted works.</p>	Motion #11 – Oct 1999
<p>b. The Convenor to follow procedures in "What To Do If A Painting Sells" - i.e. obtain all required information from the purchaser, collect full price, issue receipt, etc. NOAA to keep 10% commission on all sales.)</p>	
<p>c. PAYMENT IN INSTALLMENTS: - That in the event of a customer wanting to buy a painting in installments, that a 50% non-refundable deposit be made, the balance to be paid before the show moves to the next venue;</p>	Motion # 2 – Directors Meeting May 2007
<p>d. IF A PAINTING HAS BEEN SOLD WHILE ON TOUR: Any paintings sold during previous year's exhibition are to be returned to the club that made the sale. It is the club's responsibility to make sure it is delivered to the purchaser. Clearly mark the name card SOLD - SHIP TO: (Club Name).</p>	
7.31 SHIPPING	
<p>c. ACCOUNT #: - Reminder to clubs to quote the NOAA account number when shipping crates. *FOR DETAILS REFER TO SECTION 9.18.12 of the handbook</p>	Sep 2011 Annual Meeting
7.32 SUPPLIER DISCOUNTS	
<p>a. That any proposal regarding artist supplies discount be dealt with at the club level (be e-mailed to the club reps), not at the Board level, and further to the request for free advertisement in the bulletin be denied.</p>	Motion # 14 – Sep 2013
7.33 TERMS OF OFFICE	
<p>That term (of office) to run concurrently with the organization's fiscal year.</p>	Motion # 11 – May 1996
7.34 THEMES	
<p>That there be <u>no themes</u> ever, for the N.O.A.A. Exhibition.</p>	Motion # 3 – May 1996



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7.35 THREE DIMENSIONAL ART

a. SCULPTURE:

- The BOREAL NORTH SCULPTURE ASSOCIATION is now an active club with a separate entity from NOAA (no longer a committee of the NOAA). Memberships are for individuals rather than for clubs. There will be a show every two years. The show will stay in one location and will be situated at different sites.

- The NOAA wishes to continue to have informal report of Sculpture / 3D at the Annual Meeting.

Note: Kirkland Lake Gallery is home to the Boreal Sculpture Association – new members always welcome – at 2015 fee is \$30 for 2 year membership. Their juried show is Jan / Feb. No restrictions on material or size as long as you can get it to the Gallery.

Sep 2004 Annual Meeting
Motion #14 – Oct 2005

7.36 WEBSITE	
<p>a. ADVISORY COMMITTEE:</p> <ul style="list-style-type: none"> - Website Advisory Committee to assist the Website Convenor to answer questions that may arise. Committee will develop a page on the website. - That Christie Best Pearson with assistance by Brigitte Bere and guidance from Barry Bowerman will update the NOAA website with the NOAA operational details. 	<p>Oct 2005 meeting</p> <p>Motion 7 Annual Meeting 2012</p>
<p>b. ARCHIVAL WORK:</p> <ul style="list-style-type: none"> - All work that has been accepted in the NOAA Juried Touring Exhibitions are part of the archives and will be exhibited on the website – no charge. 	<p>Apr 1, 2006 Board Meeting</p>
<p>c. BANNER ADS:</p> <ul style="list-style-type: none"> - That we remove the Banner Advertising Rates from the General Rules of Operation from the NOAA Handbook. 	<p>Motion 6 Annual Meeting 2012</p>
<p>d. ELIGIBILITY FOR PAINTINGS ON WEBSITE:</p> <ul style="list-style-type: none"> - Artists exhibiting their work must belong to an NOAA member club. - Club representatives are responsible to check the website if artists listed under their club are members in good standing. - That we keep the status quo with having to be a group of artists (a club) to exhibit work on the website. However any art related business can advertise. 	<p>Apr 1, 2006 Board Meeting</p> <p>Sep 2005 Board Meeting</p>
<p>e. FEES:</p> <ul style="list-style-type: none"> - Each club member is entitled to have 4 items on the website at no charge. Additional fee is \$5.00 per year per additional block of 4 items to a maximum of 20 paintings or \$20 per year. - That website fees due from NOAA club members be sent to the Treasurer by the same deadline for membership dues, January 31st of each year. 	<p>Apr 1, 2006 Board Meeting Motion # 3 – Sep 2008</p> <p>Motion 18 Annual Meeting Sep 2012</p>
<p>f. JURORS' CRITIQUE ON WEBSITE:</p> <ul style="list-style-type: none"> - That the (<i>General</i>) Jurors' Critique(s) for the current show be posted on the website within a month's time at the latest. 	<p>Motion 8 Annual Meeting Sep 2012</p>
<p>g. VISITING ARTIST PROGRAM ON WEBSITE</p> <ul style="list-style-type: none"> - That we include the Visiting Artist Program information on the website as a separate document download including a list of available instructors and what they teach. 	<p>Motion # 6, Sep 2013</p>
<p>h. WEBSITE CONVENOR:</p> <ul style="list-style-type: none"> - Website Convenor administers the N.O.A.A website: 	<p>Motion # 10 – Sep 2003</p>



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www.noaa.ca.	
i. WEBSITE LISTING IN BULLETIN: - The website should be listed in the Bulletin – front page	Recommendation Oct 1, 05
j. WEBSITE UPGRADE: - That we initiate a website development committee to look into the upgrade of the website and come back to the Board with costs and details. Barry Bowerman to head the committee. Those interested in being part of the committee to advise Barry.	Motion # 4, Sep 2013
k. To rebuild the website using Square Space. (For assistance with uploading images contact Bruce McKinnon at bmnoaa@hotmail.com.)	Motion # 8, Sep 2014 Annual Meeting
l. That Barry Bowerman looking a grant from the Trillium Foundation to fund getting the NOAA website back up, and failing receiving a grant, an honorarium of \$15 per hour to a maximum of \$3000 be paid to Bruce MacKinnon and Barry Bowerman to do that work.	Motion # 9, Sep 2014 Annual Meeting



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SECTION 8.0 – PROFESSIONAL DEVELOPMENT - V.A.P.

V.A.P. - VISITING ARTIST PROGRAM

At the NOAA meeting in September 2008 a motion was passed to set up a roster of teachers drawn from the NOAA clubs to supply professional development workshops to clubs.

NOAA club members who wish to register as artist teachers may do so by submitting VAP form #1 and send to the VAP Convenor. The convenor will then send the list of instructors and information to the clubs.

The Visiting Artist Program information should be placed on the website as a separate document download including a list of available instructors and what they teach.

There should also be an advertisement in each year's bulletin about the Visiting Artist Program.

Motion # 10, Sep 2014 Annual Meeting: “That all NOAA artists that are willing to give workshops should have their names listed in the NOAA Handbook and listed on the website.”

Currently (2015) under the VISITING ARTIST PROGRAM the NOAA has 14 artists listed:

Brigitte Bere	Donna Howie
Barry Bowerman	Carenie Little
Ellen Catherwood	Myra McCarthy
Catherine Cribbs	Christie Best-Pearson
Pauline Beaubien Dumont	Ruth Reid
Richard Edwards	Alice Sawicki
Linda Finn	Mary-Ann Secord

If you are interested in any of the above artists for a workshop and need further information on how to register in this program, or if you are interested in being listed as an art instructor, please contact the NOAA VAP Convenor, Brigitte Bere: email: brigitte@nickelacme.com or bbere@sympatico.ca



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8.1 Subsidy process:

1. Club organizes a workshop with a visiting artist. This can be from the list of NOAA instructors or an artist outside NOAA.
2. Club estimates finances and submits VAP form #2 to the convenor.
3. NOAA Directors approve club plans. Club will receive a hard copy of VAP form #2 signed by the convenor.
4. Club holds workshop
5. Club re-submits VAP form #2 with receipts showing actual finances.
6. NOAA treasurer remits subsidy of up to ~~\$200~~. Motion # 11, Sep 2014 Annual Meeting "That the grant money to assist a club paying for an instructor led workshop be raised to \$400.

Note: VAP forms #1 and #2 are available on the NOAA website in pdf and Microsoft word format.

Brigitte Bere, VAP Convenor
3102 Niemi Drive
Sudbury, ON P3G 1H5
705-566-0404
brigitte@nickelacme.com
bbere@sympatico.ca



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8.2 VAP GUIDELINES AS FOLLOWS:

VAP will provide financial assistance to clubs for the following:

1. Workshops per year, up to a total maximum of \$200 per club.
2. Instructor fees, travel expenses, overnight accommodation.
3. Special workshop materials.
4. Model fees for life drawing.

VAP will not cover:

1. Regular artist equipment (brushes, palettes, drawing boards, easels).
2. Food, refreshments during the workshop.
3. Travel costs for plein air workshop.
4. Studio rental from a club member

8.3 VAP APPLICATION GUIDELINES

1. Applications should be sent in 4 weeks prior to the event in order for the Directors to have time to process a club's application.
2. When you fill out Form 2 make sure you complete all of it including the projected deficit/surplus.
3. The bookkeeping year for VAP applications is the same as all other NOAA schedules, July of one year to August of the following year.
e.g. July 31/09 – Aug 1/10
4. Receipts or copies of your receipts are required for your expenses. No receipts, no refunds.
5. Clubs should make an attempt to meet expenses for a workshop beforehand. Set the attendance fee in accordance with the artist's fee for the workshop.

8.4 VOLUNTEER BILLETING ROSTER

At the 2014 Annual Meeting there was a discussion on creating a **Volunteer Billeting Roster** for NOAA events and Club Workshops at the CARFAC fee of \$40 per night and a motion was made to combine the Visiting Artist Program with the bulleting suggestion, and Brigitte Bere offered to visit each club and establish a roster for this.



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SECTION 9.0 **Guidelines for Hosting the NOAA ANNUAL JURIED EXHIBITION**

Changes to previous version are marked in red.

**** *Convenors of last 3 Annual Meetings/Juried Exhibitions
to review and recommend changes to the Guidelines***

SECTION 9.0
GUIDELINES FOR HOSTING
THE NOAA ANNUAL JURIED EXHIBITION

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SECTION 9.20	SUGGESTED TIMELINE / CHECKLIST

SECTION 9.1

DATES AND RESERVATIONS

GUIDELINES FOR

NOAA ANNUAL JURIED EXHIBITION

- ALSO REFER TO SECTION 9.20 FOR SUGGESTED TIMELINES

- 9.1.1. Select a date for the Annual Exhibition, ensuring this date will accommodate all involved – i.e. jurors, annual meeting, exhibition opening, etc.).
- 9.1.2. Set a firm date for jurying so that reservations can be made. The opening of the show is usually held in close proximity to the jurying so that jurors can be present at the opening to discuss the exhibition. Obtain a letter of agreement / Juror's Contract from the jurors as soon as possible to avoid disappointment.
- 9.1.3. Set date that submissions/club crates must be received so that you have time to unpack and organize all entries before jurying.
- 9.1.4. Set a date for hanging the exhibition.
- 9.1.5. Set a date for the opening of the exhibition.
- 9.1.6. Advise the NOAA Bulletin Convenor of all dates – NO LATER THAN JANUARY 31ST so that these dates may be published in the upcoming bulletin.
- 9.1.7. Advise club reps well in advance of all deadlines. Allow time for mailing, shipping and processing between each deadline.
- 9.1.8. Decide if any other events will be offered as part of the weekend – i.e. a lecture or social event Friday evening, workshops offered during the weekend, etc.
- 9.1.9. Arrange for someone to handle the publicity for the opening of the show i.e. local newspapers, radio stations, send out invitations to dignitaries, etc.
- 9.1.10. Arrange for someone to photograph each of the works in the selected exhibition: The photos are to be taken in DIGITAL format, must be good quality (high res) and we require 4 cds of the photos to be made - 1 cd for the Website Convenor; 1 cd for the Bulletin Convenor and 2 cds.

Suggested schedule of events:

Tues – crates delivered to jurying site and readied for jurying



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Thurs – jurying

Friday – hanging the selected show

Friday evening – lecture or social evening could be scheduled

Saturday a.m. – **Annual Meeting starts at 8:30 a.m sharp until 12:30 p.m.**

Saturday 2:00 p.m. – Official Opening

9.1.11 RESERVATIONS REQUIRED

- a) Make hotel reservations for the jurors.
- b) Reserve space for jurying. A large room with easy access for receiving the club crates is needed to display all submissions. This room should also be large enough to be used for displaying the UNSELECTED EXHIBITION. Keep in mind there will be quite a few people in this space the day of the opening.
- c) Reserve GALLERY SPACE for the SELECTED EXHIBITION.
- d) Reserve space for the ANNUAL MEETING. Check with NOAA President re requirements. *(The annual meeting starts at 8:30 a.m sharp until 12:30 p.m. or whenever the business is completed.)*
- e) Make arrangements for lunch and coffee for those attending the Annual Meeting. (Contact the club reps, executive and board of directors for confirmation of attendance at meeting / request RSVP's).
- f) *When time for event is nearer double check all reservations to avoid any complications.*

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SECTION 9.2

ANNUAL EXHIBITION BUDGET

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

- 9.2.1. Contact the NOAA treasurer for an advance to cover expenses and to verify your total budget (**set at \$1800**). Pay out funds as required. Keep and collect receipts.
- 9.2.2. Keep all receipts in an orderly fashion to be submitted to the treasurer at the end of convening the show
- 9.2.3. NOAA IS FINANCIALLY RESPONSIBLE FOR:
- a. Jurors fees and expenses (**\$500 and up to 3 nights**, gas with receipts, return transportation (bus or train), meals up to **\$40/day** no alcohol).
 - b. A small fee can be paid to runners (\$20.00 for the day)
 - c. Cost of photographing show for the NOAA archives (**4** cd's digital photos or USB storage keys).
 - d. The allotted budget given to the Host Club should cover the following expenses:
 - i. Costs for Annual Meeting, i.e. rent, lunch, etc.)
 - ii. Rent for the Official Opening & for the reception
 - iii. Misc. expenses, phone calls, postage, etc. re. NOAA business
 - iv. Damage expenses – i.e. for replacing broken glass and repairing any damage to pictures while on tour
- 9.2.4. CONVENING CLUB IS RESPONSIBLE FOR:
- a. If special events are organized as part of the opening ceremonies, the convening club is responsible for these expenses (i.e. some clubs have organized music, etc. and have covered off the cost through their own club or by private local donations.)
 - b. Convening club responsible for any workshops taking place during the exhibition weekend. The workshops should be organized so the costs are covered by workshop entry fees.
 - c. Convening club responsible for any expenses above the budget amount. Contact the treasurer with questions or concerns.
- 9.2.5. INDIVIDUAL CLUBS ARE RESPONSIBLE FOR:
- a. Individual clubs pay for shipping their art crates to and from jurying site. (The NOAA pays the invoice initially because they have an account set up, then bills it back individual clubs).
 - b. Individual club pays for their individual reception/opening ceremonies while the exhibition is on tour.

SECTION 9.3

**GUIDELINES FOR
NOAA ANNUAL JURIED EXHIBITION**

SELECT JURORS – JURORS CONTRACT

- 9.3.1. Two jurors are required - one from the NOAA Region and one from outside the area.
- 9.3.2. A Curriculum Vitae or short biography is required from each of the jurors. This is a requirement should the NOAA be eligible for a grant, and they should be sent to the Board for approval before publication deadline of the Bulletin, as brief bios of jurors are placed in The Bulletin.
- 9.3.3. Advise jurors that they will receive \$500.00 plus expenses for the one day of jurying. NOAA pays regular meals (no alcoholic beverages) to a maximum of \$40 per day. Out of town jurors will be allowed accommodation for up to three nights, gas with receipts when using their personal vehicle, return transportation, bus or train tickets or car rental fee equivalent to return transportation of bus or train. Billeting is suggested to keep down expenses.
- 9.3.4. JURORS' DUTIES
- a) Using the guidelines recommended by the NOAA Critique forms and preferred point system (see 9.3.4. d below), they are to select a MINIMUM of 35 to a MAXIMUM of 40 paintings.
 - b) They will be provided with a List of Awards they are to select. Honourable Mentions may be given at their discretion.
 - c) The Jurors will be required to write an overall critique of the show (this general critique to be included in the NOAA Bulletin and posted on the NOAA website so should be sent to the appropriate convenor asap after the opening).
 - d) The Jurors will also be required to write a brief critique of each of the pieces. They will be provided with Critique forms (see Forms 8-C) using a point system to simplify this individual critique. Guidelines for the points system will be provided to the Juror well in advance of the show so they may familiarize themselves with the procedure.



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- e) (These critiques are given to each of the artists submitting work through their club rep.) ***The critiques for the individual paintings to be put in envelopes by artist and the envelopes be given to club reps to take back to membership.***
 - f) As per their contract, the Jurors are requested to be present at the opening to discuss the exhibition.
 - g) In the event that the Juror is unable to attend, he/she will be responsible for obtaining a replacement juror.
- 9.3.5. Once the jurors have been selected and approved, send them a letter advising them of the juror's duties, including a copy of the RULES OF ENTRY (Section 9.18) and the JUROR'S CONTRACT (FORM 7) for them to sign and return to you.
- 9.3.6. An alternate juror will be selected by the Convenor and their committee in the event a juror is unable to fulfill their duties.

SECTION 9.4

FORMS TO BE COMPLETED

**GUIDELINES FOR
NOAA ANNUAL JURIED EXHIBITION**

FORM PREPARATION: The Website Convenor should ensure that the all current forms are posted on the NOAA website and can be downloaded in a format that can be completed on the computer (i.e. include both the Microsoft Word version as well as pdf version). To access forms, go to website: www.noaa.ca, then click on NOAA COMMUNICATIONS, select DOCUMENT DOWNLOADS)

9.4.1. (Allow time for e-mailing and processing between mailouts and deadlines). **NOTE: Sep 2010 NOAA Annual Meeting Motion # 5 was passed to eliminate the mailing of forms, and to request that forms be electronically submitted. The show convenor should contact the website convenor to have schedule and shipping information included on forms before they are submitted (i.e. Host Convenor email the updated forms to the Website Convenor for uploading onto the website).**

9.4.2. E-MAIL TO EACH NOAA CLUB REP, NOAA EXECUTIVES, etc.

- FORM 1 – Exhibition Information (1 copy) (to be completed by the Host Club) ...
- FORM 2 – Entry Fee Remittance Form (3 copies) **Revised form**
- FORM 3 – Shipping Address Sheet (2 copies)**Redundant**
- FORM 4 – Packing Slip for club crates (4 copies) **Redundant**

RECOMMENDATIONS RE. FORM 4 SHIPPING CRATE PACKING LIST

NOTE TO HOST CLUB:

This form is invaluable – with this form you get the info to complete the cards, the Tour Catalogue, the Opening Program. Duplicates can be used to return non-selected art and verification when packing club crates. Make a copy of this form to be used on returning/packing club crates after the show. With a word document of this form, you can modify it to include a “receipt signature” and check off box when returning art or packing crates after the show.

NOTE TO CLUB REPS:

This form should be TYPED this if possible. Ensure correct spelling please. E-Mail to the Host Club a copy of this form immediately once it is completed. This should not be scanned but e-mailed as a Word Document if possible, so that the Host Club can use the data therein to complete the labels, tour brochure, etc., without having to re-type everything..

The Host Club will provide the following information to all NOAA Executives, Directors, Convenors, and Club Representatives:

- A) Time, date, location, and schedule of Annual Exhibition
- B) Information on the Jurors

- C) Information on hotel/motel accommodations so that representatives can make plans and reservations to attend the annual exhibition
 - D) Name of the Host Club: address, phone number, cell number if required, e-mail address
 - E) Name of the Convenor(s): address, phone number, cell number if required, e-mail address
 - F) Name of the NOAA Treasurer: address, phone number, cell number if required, e-mail address
 - G) The address to where the art entries are to be delivered to and name, address, phone number, cell number if required, e-mail address
 - H) Due dates
 - I) Deadlines
- 9.4.3. The Club Representative will fill the name, address, phone number, e-mail address, etc. of the convenor(s) of the show on each form.
- 9.4.4. The Club Representative will take note of the dates and deadlines.
- 9.4.5. **ALSO E-MAIL TO EACH NOAA EXECUTIVE AND BOARD MEMBER** Items A), B), C) and a copy of the Exhibition Tour Schedule (Form 5). The Tour Schedule is also posted in The Bulletin.
- 9.4.6. Director responsible for Exhibition Schedule to **E-MAIL copy** of Finalized Exhibition Schedule (Form 5 – MARKED FINALIZED) to all NOAA Club Reps, Executive and Board of Directors when complete.
- 9.4.7. As forms come in from the clubs keep them in a file for easy reference. This will be your master file and will be your only link with the clubs once submissions start arriving.
Note: The Host Club should also have a set of forms completed, the same as the other clubs.
- 9.4.8. If you have not received information from one or more of the clubs call the club rep and find out if they will be participating or not. This will help avoid surprises later on. Remind them you do not have to accept late shipments or collect shipments.
- 9.4.9. At a later date send out a reminder of the Time, Date and Schedule of Events, along with a list of any workshops or other special events being held in conjunction with the exhibition.



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SECTION 9.5

SET EXHIBITION TOUR SCHEDULE

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

TOURING SCHEDULE ** *See note below*

- 9.5.1. Contact clubs that show the annual exhibition in a gallery because they usually have to book well in advance. Clubs showing with galleries are: Porcupine, Algoma, Sudbury, Kirkland Lake, Haileybury, Englehart.
- 9.5.2. When you have heard back from these clubs re. their requested dates, draw up a **TENTATIVE TOUR SCHEDULE** that offers the best shipping schedule. You want to avoid shipping the crates back and forth across the north. Use a map and try to arrange gallery schedules in a sensible pattern.
- 9.5.3. Fit all other clubs in between gallery dates on a tentative schedule and send it to the clubs along with all other necessary forms.
- 9.5.4. If clubs have not returned Form 5 in 30 days, phone them in order for you to finalize this schedule.
- 9.5.5. After clubs have returned the tentative schedule to you (Form 5) prepare a **FINALIZED SCHEDULE** with any changes or omissions taken care of.
- 9.5.6. Send one copy of this finalized copy to each club rep, NOAA executive and directors



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SECTION 9.6

GET LIST OF AWARDS

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

(July or August before the exhibition)

- 9.6.1 The AWARDS CONVENOR is to contact the Exhibition Convenor with a list of the awards that are to be presented at the Opening Ceremonies. **The Convenor Club is responsible to select the Awards Convenor from their club and this person would be responsible to contact annual award donors and make attempts to secure local award donors as well.** *(NOTE OF EXPLANATION: At Sep 2010 Annual Meeting it was determined that the position of Awards Convenor go with the convening club each year in order to fully source not only the long term supporters but also local persons and companies in the hosting area who may be interested in granting awards.)*
- 9.6.2 Request if the donor of the award(s) would like to be present to present the award.
- 9.6.3 You can stay ahead of pressure situations by making up the Award and Honourable Mention labels in advance and 2 sets are required (1 set to be sent in the NOAA crate as a spare). They can be done on the computer using good quality card stock (approx 3" x 5"). The Award Label is not to include the dollar amount of the award. *(As well the brochures are not to include the award dollar amount).*



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SECTION 9.7

RECEIVING THE ENTRIES

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

WHEN SUBMISSIONS START ARRIVING HAVE ALL VOLUNTEERS READ SECTION 9.18 - "HOW TO HANDLE THIS EXHIBITION".

- 9.7.1 Crates to be delivered to the jurying site. Have site readied to receive them so that delivery person can place them in designated areas. (Signs of club name could be hung in designated spot).
- 9.7.2 Open the crate and carefully check for the following:
- a) Does it have a return address label taped inside the crate. If not find Form 3 – Club Shipping Information re. the address to which unselected paintings are to be shipped. Make a label and tape it inside the crate.
 - b) Cross reference the artists listed on the Packing Slip with the Entry Form (2) you previously received to make sure they paid their entry fees. Contact the NOAA Treasurer or Club Treasurer to ensure club fees have been paid. (Any club member who is in good standing with their club at the time of registering and paying for entry into that year's juried exhibition is eligible to enter, whether or not they will be rejoining their club for the upcoming year.)
 - c) Check that all the artwork inside is listed on the Packing Slip (Form 4) included with the crate and the information on the Packing Slip form corresponds exactly with the NOAA labels on the back of the paintings.
 - d) The Convenor is responsible to check that each painting meets all of the "Rules of Entry" and for possible damage. It is a good idea to have read the last set of NOAA minutes so that they are aware of any changes to the Rules Of Entry listed in The Bulletin.
 - e) All works to be exhibited must be signed (name or initials) where the signature will be visible, although you will be temporarily covering up the signature while the painting is being juried so the jurors won't be influenced by the artist's name.



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- f) The Convenor is required to reject any pieces that do not meet NOAA requirements and eliminate them from jurying.



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- 9.7.3. You will require small white labels/stickers to number entries and cover the artist's names on the paintings. Place a white sticker on each painting and give it a number. Write this corresponding number on your copy of the Packing Slip.
- 9.7.4. Also write this corresponding number on the MASTER LIST FOR JURORS (Form 8). Include the TITLE and MEDIUM on the Master List For Jurors but DO NOT include the Artist and Club Name on this form until after the jurying has been completed and the pieces have been critiqued.
- 9.7.5. For ease in packing, etc. it is a good idea to keep all one club's paintings together at the location as well as on the master list.
- 9.7.6. If submissions are missing call the Club Rep to let them know their submissions did not arrive. (It is the Clubs' responsibility to meet deadlines, but double checking may avoid problems on the day of jurying.) You are not required to accept late arrivals or collect shipments. Artist is responsible to pay additional shipping charges on works over regulation size.
- 9.7.7. Once all paintings have been received and checked you are ready to set up for the jurying. The paintings should be set up in an organized fashion and so that they can be viewed easily and all at one time.



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SECTION 9.8

JURYING

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

9.8.1 JURYING DAY

- a) Recommend the jurors start at the location at 9:00 a.m. There should be a couple of “runners” or helpers to assist them if necessary. No other club members should be present while jurying. Have refreshments such as coffee, tea, juice and cookies or muffins available for the jurors at the jurying location.
- b) Refer to JUROR’S DUTIES (Section 9.3.4)

REVISED SEP 2015

CRITIQUE FORM (FORM 8-C)
Make copies of this form as required – 1 form for each entry submitted.

**THIS SECTION TO BE COMPLETED
AFTER JURYING HAS BEEN COMPLETED ONLY!!**
Copy to be made for Convenor’s files, critiques for each artist to be placed in envelope and given to club reps for distribution to appropriate artists from their club.

Name of Artist					
Name of Club					

NO.	TITLE	MEDIUM	SCORE (out of 50)	SELECTED – S NOT SELECTED – N	AWARD OR HON. MENTION

Criteria	Score (1 to 10 in each category)
Composition/Design/Balance	
Use of Colour/Value	
Presentation	
Originality (subject,application,presentation)	
Craftsmanship/Execution (facility with the medium)	
Total (out of 50)	

Comments:

c)

Request that the jurors give a brief critique of each of the pieces on the Master List for Jurors. This Master List will be copied at the end of the jurying, and the individual critiques in separate envelopes by artist will be given to the Club Reps at the opening to hand out to their artists.

NOTE:

The Jurors must complete the MFAA’s standard CRITIQUE FORM (FORM 8-C) for the individual critiques.

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The jurying process may be slow so lunch should be arranged for – either on the premises or nearby.



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9.8.2 AFTER JURORS HAVE MADE THEIR SELECTIONS

- a) Remove the jurying number sticker from the selected paintings.
- b) Type a list of the chosen works in alphabetical order, surname of artist first, member club, title of work, medium, sale price and indicate any award or honourable mention received. This list will be used for the NOAA program.
- c) Have this information also typed or done on computer on name cards (3" x 5" plain white cards) to be placed below each painting. You should do up 2 complete sets. One to be sent as a spare in the NOAA crate.
- d) ***The Exhibition Convenor is to contact the Letters & Pins Convenor to pass on a complete list of artists' names whose artwork has been accepted in the juried show and the name of the artist who had received an award, so the acceptance cards can be prepared ahead of time, to be presented to the artists during the opening reception (please double check for correct spelling.)*** In order for the NOAA report of accepted works / awards to be kept up to date, NOAA needs everyone involved to help keep things up to date.
- e) You will need volunteers to help hang the show, unless this is done by the hosting gallery.
- f) Ensure name tags are placed beside corresponding paintings listing artist name, club name, title of work, medium, sale price or listed as n.f.s.
- g) Ensure all Award and Honourable Mention cards are placed beside appropriate work.
- h) Have someone type the Juror's Comments on the show in general for the Annual meeting and the Bulletin. This overall juror's critique should also be posted on the website.

List for Jurors, write in artist name and club name beside each of the entries. Make a copy of this list for your files. Separate this list into clubs and put each of the club's critiques in an envelope for the club rep to hand out to their members. Make a note to club reps that these critiques are personal to the artist and should be left to the artist's discretion whether or not the comments are shared.



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- i) All club representatives are to be notified by e-mail as soon after jurying as possible of all works accepted and awards, (***awards not to be specified***) and honourable mentions. Possibly the award winners could be at the opening to receive awards if notified. (Sep 2012 Motion 9)



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SECTION 9.9

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

PHOTOGRAPHING SELECTED WORK

9.9.1 TAKING PHOTOS OF WORKS FOR ARCHIVES & WEBSITE

- a) Arrange for photographer to take high resolution / good quality digital photos of all accepted works. These photos are to be burned onto FOUR (4) cd's (or 4 USB Storage Keys) containing the following information: Photograph of the art work without the frame; the file name of the photograph to identify the artwork, i.e. name of title, artist, price, medium, identical to the data on the back of the art work. *A tip or suggestion has been made for quick identification that a second photograph could also be taken showing the Title, Artist and Award if applicable, etc. on an 8x10 piece of paper, info in bold letters so they can be easily read, placed beside the piece or in the corner of the piece.*
- b) This must be done before the show goes on tour. Costs are covered by NOAA. Two (2) cd's (or storage keys) should be sent to the Kirkland Lake Art Club for the NOAA Archives. One (1) cd should be given to the Website Convenor as soon as possible after the jurying for uploading onto our NOAA website, and one (1) cd be given to the Bulletin Convenor for use in the Bulletin.



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SECTION 9.10

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

NOAA TOUR CATALOGUE AND OPENING PROGRAM

9.10.1. NOAA has a standardized format for the catalogue. 8 ½ x 14” paper, NOAA logo in the same place, names, surnames, in alphabetical order. Can be done on computer and photocopied to use as an Opening Program. Quantity of the Tour Catalogues to be printed is arrived at from totaling Form # 3 requests and adding on approx. 25 for NOAA use. **** If the clubs did not include the quantity they require, allow them 50 copies. In recent years a program has been professionally printed – check with the Grants Convenor to verify if this is to be done for the current year’s exhibition.**

The NOAA Tour Catalogue and Opening Program is to be paid for by the NOAA and not included in the allotted budget for the Host Club.

Because of the short time span between the completion of Jurying and the Opening of the Exhibition, the Opening Program can be a simplified version of the tour catalogue, listing the name of the pieces accepted, medium, artist name, club, price, and any award received. These can be photocopied.

9.10.2. Be sure that all supporters (i.e. award contributors and grants received) are recognized on both the Tour Schedule and the Opening Program.

9.10.3. When programs are printed make envelopes with each of the club’s names and include the number of programs requested by each club in the envelopes. (If the club did not request a specific number of programs, you can allow 50 per club.) While the exhibition is on tour if the clubs use up all the programs in their allotted package and there are no spares, they should NOT use another club’s programs. They should make photocopies for the rest of their exhibition schedule and make a note to order more for their club the following year.

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SECTION 9.11

UNSELECTED WORK

**GUIDELINES FOR
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9.11.1. EXHIBITION OF UNSELECTED WORK

- a) The unselected work should be available for viewing at the same time or just after the Official Opening. **This could be done by compiling a file with all of the entries from all clubs and then using the technology necessary set up viewing of all the submitted entries to be viewed by the public and other artists.**
- ~~b) It should be displayed so that people can easily view it. The tapes that has covered the artists' signatures should be removed before viewing. It has been recommended that a title card with title of piece, medium and name of artist be with the piece. This will prevent individuals viewing the show from moving the pieces to see whose work it is (and perhaps incurring damage). At very minimum, a list should be available with name of piece, artists name, club, medium, price, etc. that corresponds to the number on the piece.~~
- ~~c) Individuals may purchase unselected work if they wish. The Convenor to follow similar procedures in "What To Do If A Painting Sells" (i.e. obtain all required information from the purchaser, collect full price plus 8% PST, issue receipt, etc. NOAA to keep 10% commission on all sales.) Cheques to be made payable to NOAA and forwarded to the Treasurer along with sale information. Because the work is not included in the touring exhibition the purchaser may take the piece with them at time of sale.~~

Should discuss or come up with a procedure if someone wants to inquire about an unselected piece.



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9.11.2 RETURNING SELECTE WORK FROM PREVIOUS YEAR’S SHOW

- a) You will also have to return selected paintings from the BREAKUP OF THE PREVIOUS YEAR’S EXHIBITION, so you will return these paintings in the appropriate club crate and add onto the Packing Slip as well. (Refer to Section Twelve – How to Break up Previous Year’s Show.)
- b) If the rep is not available , they should make arrangements with someone else to have the paintings returned to their club.



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SECTION 9.12 GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

HOW TO BREAK UP PREVIOUS YEARS SHOW

HAVE ALL VOLUNTEERS READ SECTION 18 - "HOW TO HANDLE THIS EXHIBITION".

In recent years the breakup of the previous year's show has coincided with the following year's opening of the Annual Exhibition so that paintings from the previous show can be returned to clubs in the club crates.

- 9.12.1. Open NOAA exhibition crates and check off paintings on packing slip as you take them out of the crate. Place paintings face down on blankets or cloths on tables or floor. The name cards for each painting should be on the back of each painting.
- 9.12.2. **IF A PAINTING HAS BEEN SOLD:** If a painting has a red dot in the corner on the name card it means the painting has been sold. Any paintings sold during previous year's exhibition are to be returned to the club that made the sale. It is the club's responsibility to make sure it is delivered to the purchaser. Clearly mark the name card **SOLD - SHIP TO: (Club Name)**.
- 9.12.3. Information pertaining to the sale should be on the back of the painting. If there is a red dot on the painting, but no information on the back, refer to Section 19 – Trouble Shooting.
- 9.12.4. Double check to ensure that all paintings that have been sold in the receipt book have in fact been marked with a red dot.
- 9.12.5. Sort the paintings by club and place near appropriate club crate for re-packing. If a club had several selections in the previous show, contact the Club Rep. to ensure that they can transport extra art that will not fit in the club crate. They should also bring extra cloth envelopes for these pieces since the original wrappings were returned to the artist the year before and there may not be sufficient envelopes unless paintings are selected for the current tour .
- 9.12.6. Once the paintings are all unpacked and checked, place the painting in the appropriate club's cloth envelope and tape the envelope closed. Attach the name tag securely to the envelope. Another option would be having these paintings displayed in a separate area for club reps to pick up.
- 9.12.7. Add the painting to the club's packing list.



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9.12.8. Double check that only paintings that are to be shipped to that club are in that club crate.



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SECTION 9.13

PACKING THE EXHIBITION CRATES

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

**HAVE ALL VOLUNTEERS READ SECTION 18
- "HOW TO HANDLE THIS EXHIBITION".**

Please note that the new crates hold the paintings in vertical format.

PREPARING THE EXHIBITION FOR THE TOUR /

PACKING THE NOAA CRATES

9.13.1 Locate the NOAA crates (you will be breaking up the previous year's show so the crates will be shipped to you by the last club on the previous year's schedule)

9.13.2 INSTRUCTIONS FOR PACKING CRATES

The new vertical crates are lighter for shipping and lined in Styrofoam.

- a. The pictures should be each wrapped in the cloth envelopes specially made for the NOAA exhibition.
- b. Each envelope has a number on the front. This number should correspond to a master exhibition list to be included in the crate. This list includes the names of all pictures included listed alphabetically by artist last name. If possible this master exhibition list could be laminated so that it will survive the year of packing and unpacking.
- c. The envelopes should be folded over securely to wrap any excess material around the picture (preferably on the glass / top side for extra padding).
- d. After the master list is completed and all the pictures are placed in envelopes, they are then inserted in the crates in such a manner so they will all "fit".
- e. A chart or list should be taped to the lid of the crate indicating what painting is in what crate and in what position or order. This chart will make it much easier for clubs re-packing the NOAA crates.
- f. Styrofoam packing should be packed in any empty places so the paintings cannot move or shift around. Use the blue Styrofoam if possible because the white Styrofoam crumbles sometimes and can create quite a mess.
- g. Make sure the master exhibition list is included in the crate before shipping.

- 9.13.3 Do up envelopes containing catalogues (programs) for each of the clubs. Label the name of the club on the outside of the envelope. Spare catalogues should be bundled and marked as spare. Make sure all catalogues are included in crate before shipping.
- 9.13.4 On the inside of each crate lid, tape a copy of the catalogue, and a copy of the exhibition schedule with all the forwarding addresses. (Ensure complete packing list is included on each of the crates.)
- 9.13.5 In one of the crates, put in an envelope “**NOAA HANDBOOK THAT INCLUDES A SECTION ON - WHAT TO DO IF A PAINTING SELLS - SECTION 9.15**”. Check to ensure there are red dot stickers to mark paintings sold. If not purchase more. Ensure the NOAA receipt book is included in one of the crates. If you did not receive the receipt book contact the treasurer previous to the opening of the exhibition and request it be sent.
- 9.13.6 Make sure the name cards and award & honourable mention cards are with the paintings, either on the back of the paintings or in an envelope. Include the extra set of cards with the crates, with a note that these labels can be used when the others are badly worn.
- 9.13.7 Tick off the paintings that are in the crate on the copy of the catalogue taped to the lid of the crate.
- 9.13.8 Prepare a pouch with booklets, receipt book, red stickers, etc. and make sure this is put in one of the crates.
- 9.13.9 Do up shipping labels for the NOAA crates – make sure the address label on the crate is for the next exhibition site on the tour.
- 9.13.10 Total dollar value of paintings should be written on each crate label (for shipping insurance purposes).
- 9.13.11 Ensure carabiners on crate are in place so lid is secured and ship PREPAID to the next club.
- 9.13.12 Check with the shipping company (Manitoulin Transport) to confirm the date of pickup so that delivery will be on schedule.



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9.13.13 RE-PACKING THE NOAA CRATES WHILE EXHIBITION ON TOUR

- a) Make sure the show is repacked carefully, returning paintings to their designated location in crate. The crates were designed to reduce damage to paintings.
- b) Call the club rep of the next hosting club to let them know when the show was shipped.



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SECTION 9.14

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

FINISHING YOUR JOB AS CONVENOR

- 9.14.1. Prepare all your receipts to send to the NOAA Treasurer. State clearly any bills that are outstanding. Keep a copy of the breakdown of costs and expenditures in case the treasurer has any questions.
- 9.14.2. Send the Kirkland Lake Club responsible for upkeeping the Archives the two cd's (or the 2 USB storage keys) containing the digital photos and five copies of the catalogue (also include the listing of artists, titles and awards, matching with the photos).
- 9.14.3. Send the Bulletin Convenor a copy of the catalogue, along with your Convenor's Report and the Juror's Report. This is important and should be done asap. Also send one cd (or 1 USB storage key) containing the digital photos to the Bulletin Convenor (also include the listing of artists, titles and awards, matching with the photos).
- 9.14.4. Send the Website Convenor a copy of the catalogue, the Juror's Report, and one cd (or 1 USB storage key) containing the digital photos of the Exhibition (also include the listing of artists, titles and awards, matching with the photos).
- 9.14.5. Send to the Pins and Letters Convenor and the President the listing of Artists, Title and Awards and a copy of the Tour Catalogue.
- 9.14.6. Forward a list of all the correct addresses for return of selected paintings to the club responsible for breaking up the show, and any special instructions that may have come about. (You will have received these on Form 3). ** The club breaking up the show will be the club convening the next annual exhibition.

SECTION 9.15

**GUIDELINES FOR
NOAA ANNUAL JURIED EXHIBITION**

WHAT TO DO IF A PAINTING SELLS

SALES OF PAINTINGS

- 9.15.1. NOAA takes 10% commission on sales, also a commission could be taken at hosting galleries when the show is on tour.
- 9.15.2. Make it clear to the purchaser of the painting that they will not receive their painting until the close of the show and following the opening of the next annual exhibition (usually September).
- 9.15.3. Collect the full price.
- 9.15.4. In the event of a customer wanting to buy a painting in installments, a 50% non-refundable deposit must be made, the balance to be paid before the show moves to the next venue.
- 9.15.5. Give the purchaser a receipt. Do the receipt in the NOAA receipt book provided indicating the i) name, address and phone # of purchaser; ii) name of painting sold; iii) name, address & phone # of artist; date; and iv) location /club who made the sale, as well as any special delivery instructions, etc.
- 9.15.6. Put a card with the name and address of the purchaser on the back of the painting sold. (Refer to Form 11 – PAINTING SALES INFO.)
- 9.15.7. Put a RED DOT on the painting as well as on the accompanying name tag.
- 9.15.8. Indicate on the packing list inside the crate that the painting has sold.
- 9.15.9. At the end of your club's exhibition dates, take all monies and make a list of sales – including names, address, phone number, artist's name, title, size and prize. Submit these and the payment for the paintings sold to the Treasurer, indicating all of the information in c) above. Advise the Treasurer if the hosting gallery requires a commission.
- 9.15.10. Notify the club rep from the club where the painting originated that one of their paintings sold so the rep may inform the artist.



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- 9.15.11. *It will be the Club's responsibility who made the sale to deliver the painting to the purchaser at the end of the tour.*



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SECTION 9.16

SHIPPING CRATES

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

- 9.16.1. NOAA Carrier of Choice is Manitoulin Transport and NOAA has a preferred rate with this carrier.
- 9.16.2. The **NOAA account number with Manitoulin Transport is #028655. This number is to be included on all Manitoulin Transport pro bills.** When you call Manitoulin Transport (1-800-265-1485) to arrange for pickup of your crate, they will require the size and approximate weight of your crate. You need to advise them that the art work is **FULLY CRATED** or they will not quote on or pick up the shipment. Ask them for a rate quote and write the rate quote number on the shipping bill of lading. Request the NOAA Special Rate.
- 9.16.3. WHEN SHIPPING THE SELECTED SHOW PREPAID FROM ONE SITE TO ANOTHER the NOAA pays for the shipping. Ensure Manitoulin Transport staff include the NOAA account number in the PREPAID section of the pro bill. The invoices will be sent to the NOAA Treasurer for payment.
- 9.16.4. Insurance Coverage is NOT possible so the Declared Value field must be left blank (zero\$). The shipment will be classified as 'SHIP AT SHIPPER'S RISK.' Artists submitting artwork have signed the back of the label which indicates that NOAA will not be held responsible for damage to or loss of a painting or drawing.
- 9.16.5. Telephone the Receiving Club and advise of shipping date and when they can expect to receive the shipment. Keep a record of where the crates were shipped and when they should be there in case there is a crate lost or the exhibition convenor doesn't receive the crate.



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SECTION 9.18

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

REMINDERS TO CLUB REPS

- 9.17.1. Refer to the Rules of Entry in the NOAA bulletin. The rules of entry and deadline dates should be read to the club members at club meeting in the early spring to give the members sufficient time to prepare their submissions.
- 9.17.2. Advise the members that NOAA takes 10% commission on sales, and that a commission could be taken at hosting galleries when the show is on tour, so that they will price their paintings accordingly.
- 9.17.3. If your art club will be exhibiting the show, book the gallery, etc. as soon as possible so that when required, the information will be available for the convenor of the show. The traveling schedule of the show is critical and adjustments may have to be made.
- 9.17.4. BE TOUGH when it comes to rejecting a painting if it does not meet the requirements of entry. The job of the convenor will be made much simpler if the club representatives do their part.
- 9.17.5. As per AGM Sep 17, 2011, oversize paintings will no longer be accepted.
- 9.17.6. All works to be exhibited must be signed, name or initials where signature visible.
- 9.17.7. The NOAA label must be signed on the back of each painting.

SECTION 9.19

**GUIDELINES FOR
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HOW TO HANDLE THIS EXHIBITION

Anyone handling the exhibition in any way – packing, unpacking, breaking up the show, or hanging MUST read this BEFORE beginning.

- 9.19.1 TREAT ART WORK WITH RESPECT AND EXTREME CARE!! We are all aware of the expense involved in framing and extra care must be used to prevent damage.
- 9.19.2 Open the crates, get out the Packing Slip.
- 9.19.3 Prepare an area to handle the artwork. Lay soft cloths either on a large flat table or on the floor. Old blankets would be adequate.
- 9.19.4 The paintings will be positioned on flats of foam core and held in place by blocks of styrofoam glued to the foam core. Remove the pieces from the crate one at a time.
- 9.19.5 ALWAYS use two hands on either side of the frame when handling the pieces to prevent twisting and to maintain control of the piece.. DO NOT pull on the top side of the frame.
- 9.19.6 Lay the piece on the cloth. Make sure the name card is securely on the back of the picture.
- 9.19.7 Check for damage. If it is a canvas piece, check that the frame is in good shape and that the painting is still secure in the frame. If painting is damaged have it repaired by members or by a professional if necessary. Your club will be reimbursed by NOAA.
- 9.19.8 Take the piece once it has been cleaned and checked, and lean it securely against a wall.
- 9.19.9 NEVER stack paintings front to back as this will cause damage to frame and canvas pieces. If paintings must be stacked, stack front to front and back to back alternately.
- 9.19.10 NEVER lean a glazed piece against a larger canvas piece. This could tear the canvas.
- 9.19.11 NEVER lean a larger piece against a small one. It cannot support the weight of the larger.

- 9.19.12 Once you have removed all pieces from the crates, you may begin to hang the exhibition.
- 9.19.13 Make sure wall mounts are secure.
- 9.19.14 Before placing on the wall remove card from back of painting and place beside painting after it is hung.
- 9.19.15 If the card is damaged or worn looking, get a fresh one from the crate. If the other card looks worn also, make a new one. The exhibition represents our entire organization and we must present a level of professionalism.
- 9.19.16 When taking down the exhibition, remove the paintings one at a time using two hands on the side of the frames. Place them on the foam core flats in the same position they were removed from. There should be a number or name marked on the flat indicating which painting is positioned on each flat.
- 9.19.17 Ensure the pieces are snug and cannot slip from side to side or back and forth. If any of the styrofoam blocks keeping the paintings in place have come loose, re-glue them securely.
- 9.19.18 When packing the crate begin with an empty crate. Clean it out of all packing materials and begin fresh each time.
- 9.19.19 There should be a packing list on the lid of each crate indicating which paintings go in each crate. Place the painting in the appropriate crate and tick off that piece on the packing list.
- 9.19.20 Broken glass, plexiglass, or frames should be fixed immediately. It can only damage further if it is not repaired. Treat this artwork as if it were your favourite piece. If a painting has come loose from its mat, you are responsible to repair it for the artist.
- 9.19.21 If damage seems to have occurred due to negligence on the part of the artist, make a note to inform them of the necessary repairs so that it won't happen again.
- 9.19.22 If you use up all the programs in your allotted package and there are no spares, DO NOT use another club's programs (catalogues). Make photocopies for the rest of your exhibition schedule. Make a note to order more for your club next year.



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- 9.19.23 Exhibition statistics must be collected at each exhibition site for use in grant reports and applications. Reps should complete the NOAA Annual Show Questionnaire which is included in the package with the crates. Forward this info sheet to the Grants Convenor at the end of the show.



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SECTION 9.20

GUIDELINES FOR NOAA ANNUAL JURIED EXHIBITION

SUGGESTED TIMELINE / CHECKLIST

PREPARE A MEETING WITH YOUR CLUB TO READ OVER ALL AREAS PERTAINING TO HOSTING A SHOW.

USE THE TABLE OF CONTENTS AND INDEX IN THE HANDBOOK AS A GUIDE TO FIND ALL THE AREAS AFFECTING YOU.

ASK FOR HELP FROM THE PRESIDENT AND CONVENORS AND DIRECTORS IF NEED YOU NEED IT.

TIP: COMPLETING THE LISTING OF AWARDS AND THE 40 TOUR PIECES IS VERY TIME CONSUMING AND REQUIRES CAREFUL PROOF READINGS (SEVERAL). HAVE ONE PERSON IN CHARGE OF THIS, (NOT BE THE CLUB REP).

TIP: PREPARING THE OPENING PROGRAM AND THE TOUR CATALOGUE. GET QUOTES AND PLAN AHEAD. YOU MAY HAVE TO HIRE A PERSON SKILLED IN THIS AREA IF YOU DO NOT HAVE A PERSON IN YOUR CLUB WHO CAN DO THIS.

TIP: The photographer will require at least 2 helpers, better 3 as the art work to be photographed has to be taken down, info written down, mounted to be photographed and then returned to the show stand. If you are also writing down the art/artist data as the photos are being taken, make multiple copies of that document before it gets lost, taken away by the photographer or scribbled on etc...

TIP: YOU WILL NEED EASY AND QUICK ACCESS TO A COMPUTER AND PRINTER, ESPECIALLY TO MAKE COPIES AND SCANS OF THINGS.



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ONE YEAR AHEAD: (September)

Choose an NOAA Convenor who will preside over committee meetings. An assistant to the Convenor or co-Convenor will be very helpful.

Next, ask for committee volunteers and have your first meeting. Include a volunteer to do any financial duties and one to record meeting minutes. The items to be covered are:

- A. Book the Venues for the following: (*Refer Sec. 9.1 – Dates/Reservations*)
 - Receiving of Artworks – Friday morning,
 - Jurying Day – Thursday
 - Social evening for Artists – Friday
 - Annual meeting – Saturday AM
 - Annual Luncheon – Saturday Noon
 - Annual Exhibition of Selected & Non-Selected Works – Saturday, opening at 2:00PM

NOTE: Ask NOAA Treasure for an advance to cover any Venue costs and other costs that may be incurred. (*Refer to Sec. 2 – Budget/Who Pays for what*)
- B. Decide on Jurors – (*Refer Sec.9.3 – Selection of Jurors*)
 - Explain your requirements to them and get contracts signed. Also, see July on Checklist.
- C. Make reservations for Juror's lodging if required.
- D. Discuss who will photograph the Selected Works. Finalize this decision well in advance to ensure photographer will be available for your event date.
- E. Discuss publicity/advertising for event, who will oversee and budget to be allotted. (*Refer to Sec. 9.2 – Budget/Who Pays for what*)
- F. Discuss if other events such as workshops, etc. will be held on Exhibition weekend. Make any reservations for the venues as required.
- G. Decide who will oversee creation of Exhibition brochure, touring program, labels for Exhibition artworks. Someone with knowledge in use of a word processing program such as Microsoft Word is an asset. This may be deferred to a later date if need be. (*Refer Sec. 9.10 – NOAA Programs*)

H. Discuss which committees you will require during the organizing, set-up and take down of the Exhibition. These committees can be finalized at a later date if need be.

Suggestion for committees:

- Receiving/checking of incoming packages from other clubs. Minimum of 5 volunteers plus 2 for assigning numbers to artworks, cross-referencing to Packing slips and recording info to Master List for Jurors. (*Refer Sec. 9.7 – Receiving Entries*)
- Set up of system in preparation for Jurying process. Minimum of 5 volunteers. (*Refer Sec. 9.7 – Receiving Entries*)
- Jurying committee (2 or 3) Have one assistant per Juror who can scribe the critique information provided by Jurors. (*Refer to Sec. 9.8 – Jurying Day*)
- Social/catering committee. Minimum of 3 for food preparations, etc. plus 2-3 for set-up/clean-up of venue used by social/catering committee.
- Selected Works Set-up/Hanging committee –Thursday after jurying or Friday AM
- Committee of 1-2 to oversee pick-up of Selected Works by club members after the opening (*refer Sec. 9.11.2a-e- Unselected Work*) This can be set up at entrance/exit door of Unselected Exhibition.
- Committee to create Exhibition labels for Selected and Unselected Works, Brochure for use during current Exhibition.
- Committee to unpack previous year's show. Ensure you check NOAA Receipt Book for any sold paintings that may not have been noticed during the unpacking process. (*Refer Sec. 9.12 – How to Break Up Previous Year's Show*)
- Committee to repack the Unselected paintings after the Exhibition. (*Refer to Sec. 9.11 – Unselected Work*)
- Committee to prepare the current Exhibition for the Tour/Pack the NOAA Crates. (*Refer to Sec. 9.13 – Packing the Exhibition crates*) Minimum of 5 volunteers.

11 MONTHS AHEAD: (October)

- hold a committee meeting.
- Review Section of Forms immediately after *Section 9.19-How to handle this Exhibition*, in order to familiarize yourself with the forms to be used during the Exhibition

10 MONTHS AHEAD: (November)

- hold a committee meeting.
- see August – forms can be printed ahead of time if need be.

9 MONTHS AHEAD: (December)

-no meetings this month.

8 MONTHS AHEAD: (January)

-hold a committee meeting – discuss upcoming items, items that have been done and those still left to do.

- advise NOAA Bulletin convenor of all dates so far, in order that these dates may be published in the upcoming bulletin. (NO LATER THAN JANUARY 30TH)

6 MONTHS AHEAD: (March)

-Review information contained in the following sections of the Black Book in order to familiarize yourself with these procedures:

-*Section 9.11 – Unselected Work*

-*Section 9.12 – How to Break Up Previous Year's Show*

5 MONTHS AHEAD: (April)

- END OF APRIL – EMAIL FORMS TO CLUB REPS (SHOULD ALSO BE AVAILABLE ON WEBSITE (*Refer Sec 9.4- Send out forms*))

-Deadline for Entry Form 2 and Fees are June 30th .

Reference *Section 9.17 –*

Reminders to Club Reps and Section 6 (NOAA Handbook) – Responsibilities of Club Representatives to ensure awareness of procedures on their part. These reminders for the club reps will hopefully help ensure that all paintings coming into the Exhibition will meet the rules of entry requirements thus making the Convenors' job easier.

4 MONTHS AHEAD: (May)

-Convenor/Co-convenor – Review information in the following sections of the Black Book in order to familiarize yourselves with the procedures.

-*Section 9.13 – Packing the Exhibition Crates*

-*Section 9.14 – Finishing your job as Convenor*

-*Section 9.15 – What to do if a painting sells*

3 MONTHS AHEAD: (June)

-BEGINNING OF JUNE: Follow up with any clubs that have not yet submitted their fees and Entry Form 2 (Deadline is June 30th) (*Refer Sec.9.4 – Send out Forms*)

2 MONTHS AHEAD: (July)

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- Prepare templates for creating 2 x 3" Exhibition Labels and 3 x 5" Award Labels. These can be completed Wednesday from the Packing Slips (Form 4) received after artworks have been verified when crates unpacked.
- Provide Jurors with a list of Awards (received from Awards Convenor) that they are to select. Confirm their commitment to do the Jurying and Critiquing of the overall show as well as each individual painting. *(If this has not yet been done)*
- Convenor/Co-convenor: Review the following sections in the Black Book to familiarize yourselves with procedures and if any preparations need to be done at this time:
 - *Section 9.16 – Shipping Crates*

1 MONTH AHEAD: (August)

- Purchase envelopes (box of 250) to enclose Juror's critique forms for each individual entering the exhibition.
- Print the following forms: -Critique Forms (Form 8 C) - Refer to Entry Forms (Form 2) received from clubs for the number of potential entries to be received.
 - Master List for Jurors (Form 8 B) – Refer to Entry Forms (Form 2) received from clubs for number of potential entries from each club.
 - Painting Sales Info (Form 11) – a few only required.
- Review Section 9.19 – How to Handle This Exhibition and ensure all volunteer committees involved with receiving/packing of artworks are also aware of procedures.
- Ensure you are familiar with Section 9.18 – Rules of Entry and prepare a few copies to have available on the day of crates/artworks being received from clubs.

2 WEEKS AHEAD:

- Check out the venue for the Exhibition for any last minute planning issues if need be.
 - Present a finalized draft of the Exhibition Brochure to your committee for approval.
- NOTE: This draft can be printed Friday morning (the day before the exhibition) if jurying has been completed Thursday and the selected works with awards has been entered, otherwise printing will have to be delayed to a later time on Friday.
- Ensure all committees are in place with dates and times they are required to work.
 - Prepare a work schedule (if required) for volunteers to work during the continuing Selected Works Exhibition.

1 WEEK AHEAD:

- Review the items below to ensure all volunteers are aware of their expected arrival times at venue sites.
- Convenor to begin working on the report required for the Saturday Annual Meeting.
- Ensure that volunteer committee members for receiving crates that have not yet read Sec. 9.19 of the Black Book do so in order to ensure they are fully aware of their

responsibilities (*Refer Sec 9. 19 – How to Handle This Exhibition*)

- Convenor may want to prepare for the award giving ceremony on Saturday by preparing any speech you may want to do during that process. Prepare for any introductions you will be responsible for.
- Ensure you are made aware of when the previous year's exhibition crates will arrive. It is helpful to have these artworks made available on Saturday after opening for those club members wishing to take their artworks with them - otherwise they will be shipped out with the club crates.

WEDNESDAY: no longer required; can schedule other events, jobs this day Receiving/Unpacking of Crates/Local delivery of artworks

- ensure all committee members are aware of arrival time for crates.
- have the venue site prepared (beforehand) to receive crates and artworks. (*Refer Sec. 9.7 – Receiving Entries*)
- *Refer to Sec.9.7-3 to 7 – Receiving Entries* for important items to be completed today. These items must be completed prior to Jurying Day.

THURSDAY: Jurying Day

- Ensure the Juror's assistants/scribes are aware of the time jurying begins. No one other than the jurors, scribes, convenor, co-convenor, photographer and social committee should be at this venue during this time. (*Refer Sec. 9.8 – Jurying Day*). Ensure items 9.8.2a-h is completed prior to Friday if the jurying has been done Thursday.
- Photographer can begin his work as soon as the Jurors have made their selections.

FRIDAY: Social Evening/Continuation of Jurying if need be/Break-Up of Previous Year's Show (*Refer Sec. 9.12 – How to Break Up Previous Year's Show*)

NOTE: Ensure to check for any sold paintings so they can be shipped to the location where the sale took place.

- Ensure Items 9.8.2a-h is completed today if jurying continued into Friday.
- Ensure a copy of the Selected Works (from photographer) along with titles, etc. and a list of awards for the selected works is given to the printer responsible for the printing of the touring catalogue that will accompany the NOAA Crates.

SATURDAY: Annual meeting/Annual Luncheon/Exhibition Opening

- Convenor to present the Convenor's Report at the Annual Meeting.
- **PICK UP OF PAINTINGS AFTER THE OPENING EXHIBITION:**
 - Ensure the checking committee for pick up of paintings sets up at the greeting table (by the entrance/exit door) to get sign-offs of paintings being picked up by club members as they are leaving.



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SUNDAY OR DAY THEREAFTER: Take down of Exhibition/Packing of

Unselected Works for Shipment to Clubs

- Refer Sec. 9.11.3a-e – *Repacking the Unselected Paintings*
- Refer Sec. 9.13 – *Packing The Exhibition Crates* NOTE: A catalogue of Selected Works can be used on the inside of the crate lids instead of creating a master list of paintings.
- Provide a work schedule to club members (if required) for volunteers working during the continuing Selected Works Exhibition.

NO LATER THAN ONE WEEK AFTER: Finishing your job as Convenor

- Refer Sec. 9.14 – *Finishing Your Job As Convenor*
- Have a final committee meeting to go over any items that were not done due to time constraints for example. Discuss any items you would like to have done differently, et c. Convenor can take this opportunity to discuss with the committee any recommendations for any changes they would like to see made to the NOAA Handbook and submit same to the NOAA Board for their consideration.

NOTE: This final meeting may be delayed until a later date if need be. (*Suggestion: after the Selected Exhibition has been shipped out*)

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SECTION 11.0

NOAA FORMS

See example of forms at the end of this section:

Instructions and guidelines for completing FORMS from the NOAA Handbook for upcoming exhibits.

FORM 1 EXHIBITION INFORMATION

This form is to be completed by the Host Club's convener(s) with information in regards to the upcoming year's juried exhibit once all the items and arrangements are in place.

FORM 2 DIGITAL SUBMISSION FORM

This form is to be used by the Club's NOAA representative; they are to collect the \$25 entry fee from their club's members who intend on entering the annual juried exhibition. Once all the entry fees have been collected by the given deadline of June 30 of each year.

Convener = the Host Club's Convener of that year's NOAA Exhibit (name, address, phone, e-mail should be provided by the host club)

Treasurer = current NOAA treasurer

The bottom of the form should be completed with the Club's NOAA representative and all the pertinent information. The total fees should be submitted to the NOAA representative with the original of this form, a copy kept for your club's files and a copy for the host club's convener.

FORM 3 CLUB SHIPPING INFORMATION REDUNDANT

~~This form is for the club's NOAA representative to complete once they have the information in regards to where the crate/paintings are to be delivered for their exhibit in their community and where the crate/paintings are to be delivered at the end of the exhibition tour. For example, if the exhibit will be held at a local gallery, then that is the address where the NOAA exhibit is to be shipped. If the club has a regular venue for their members, this may be where the unselected works and the works at the end of the tour are to be shipped. This information is for the NOAA rep and the club to determine.~~



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FORM 4 PACKING SLIP FOR NOAA CRATES redundant

~~This form is to be completed by the club's NOAA representative and should be included with the paintings being delivered for jurying, whether they are delivered in a crate OR hand delivered by the NOAA representative or other members of the club. **THIS FORM IS MANDATORY.**~~

~~Convener = The Host Club's Convener of that year's NOAA Exhibit
_____ (name, address, phone, e-mail should be provided by the host club)~~

~~CLUB = The Name of the club that is submitting the work for jurying
_____ (NOT the host club)~~

~~CLUB REP = The NOAA representative of the club that is submitting the work for jurying~~

~~_____ And their pertinent information~~

~~Ensure that the club representative information is current; this information will be used to contact the representative in case more information is required by the host club in regards to any of the paintings.~~

~~If you are shipping your club's pieces by crate, a copy of this form **MUST BE** attached to the top of the crate; a second copy **MUST BE** inside the crate. If the club rep or someone from your club is delivering the paintings, this form **MUST** accompany the paintings.~~

FORM 5 EXHIBITION TOUR SCHEDULE

This form is to be completed by the Tour Schedule Convener. However, it is important that your club's NOAA representative provide the Tour Schedule Convener with information in regards to where the Selected Works Exhibition will be shown.

FORM 6 LABEL

This label is also MANDATORY. Once your NOAA informs you that your work has been chosen for the selected show, prior to delivery to the host club, he/she will have you complete all the information for the label, and then this label will be affixed to the back of the painting prior to shipping or delivery.



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FORM 7 JUROR'S CONTRACT

This form is for potential jurors and the Convener(s) of the Host Club to discuss and agree upon. It contains fee schedules, information regarding the jurors' duties and expectations in regards to the entire exhibit schedule. It also contains an example of the current Critique Form, including the point/numbering system, that will be used by the jurors from which to make their decisions.

FORM 8B MASTER LIST FOR JURORS

Once the Host club has received all of the entries for the jurying, they should create a Master List of all the entries on this form; each entry is to be assigned a number (beginning at #1) listing the title of the work and the medium; notice that no identity of the artist or their club is on this form. It is a good idea to start this form and number the paintings as soon as they are received on the day the paintings are delivered.

FORM 8C CRITIQUE FORM

This form was revised in September of 2014 and is the only form that should be given to the Jurors for critiquing the pieces entered. The jurors' contract explains how this form is to be filled out, and how the jurying is to proceed. The scoring guidelines are attached to this critique form, and **ONE FORM IS TO BE FULLY COMPLETED FOR EACH ENTERED PIECE OF ART**. Once the selected 35-40 pieces are chosen and the awards determined, copies should be made of this form and those copies are to stay with the files of the current year's convener. The originals are to be placed into sealed envelopes and given to the NOAA representative of the artists' clubs. Usually the NOAA representatives are present at the opening ceremony as they are in attendance at the Annual General Meeting that morning. If they are not, then arrangements are to be made to get the critique forms to the NOAA representative and they will deliver them to their members.



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FORM 9 JUROR EXPENSE CLAIM

This form should be provided to the jurors by the Host Club convener(s) so that the juror can submit their required expenses. Explain to the jurors that receipts **MUST** accompany the expense claim form. It is suggested that the Host Club convener(s) keep a copy of the completed form and receipts for their records. The completed form AND receipts will then be submitted to the NOAA treasurer for that year.

FORM 10 EXPENSE CLAIM

This form should be provided to the Host Club convener(s) and any members that have incurred any kind of expense that is covered by the NOAA (eg. Permanent Colour Brochure, AGM refreshment costs, etc). . It is suggested that the Host Club convener(s) keep a copy of the completed form and receipts for their records. The completed form AND receipts will then be submitted to the NOAA treasurer for that year.

FORM 11 PAINTING SALES INFORMATION

Should a painting sell at the Opening Ceremony, or at any time during the 12 months following, when the show travels; this form is **MANDATORY** to complete when a painting sells. There are further instructions on the bottom of the form that should be followed.