



Arteast Members' Guide



MEMBERS' GUIDE

Arteast is a highly active, not-for-profit visual arts organization in Eastern Ontario.

Our aims are to:

- Provide an organization through which members may develop their abilities and interests in the visual arts;
- Foster the growth of the visual arts in the City of Ottawa and surrounding regions;
- Contribute to the cultural development of the City of Ottawa and surrounding regions.

The Arteast logo, designed by Carola Tietz-Courtney in 1991, depicts a stylized shape of a capital from which springs the flame of creativity, spirituality and achievement.

Membership fees are due annually on the anniversary date of the initial date of membership.

Membership benefits include:

- Opportunities to grow and develop as an artist;
- Monthly meetings with presentations by guest speakers;
- Exhibition opportunities at the Trinity Art Gallery and Promenade Arteast in the Shenkman Arts Centre, the St. Laurent Complex, the François Dupuis Recreation Centre, the Lunasole Restaurant, and the Orléans, North Gloucester, St. Laurent and Blackburn Hamlet municipal libraries;
- Free exhibition space at the four municipal libraries;
- Arteast Juried Awards Exhibition (AJAE);
- Solo and group shows with opportunities to sell work;
- *Communiqué* newsletter - three times a year; published on the website and in hard copy;
- Opportunities for members to promote themselves and advertise their art;
- Networking opportunities;
- Website gallery and links.

Arteast's By-laws document is available on the website and hard copies can be provided on request.

HISTORY

In 1990, a small group of visionary people founded Arteast to represent visual artists. Prior to that date, some Arteast activities, such as art and photo exhibitions, took place as part of the mandate of Arts Network Ottawa (formerly AOE Arts Council, Arts Ottawa East-Est and Gloucester Arts Council). Arteast is an organization member of Arts Network Ottawa.

Since 1990, Arteast has grown from an initial 30 members to over 200 members. It continues to be a vibrant and welcoming organization thanks to the hard work of its very dedicated volunteers over the years.

A detailed history of Arteast is provided on the website.

BOARD OF DIRECTORS AND LEAD COORDINATORS

Arteast events are planned by a group of volunteers who enjoy working together in the spirit of humour, respect and team work. A list of the Board of Directors and Lead Coordinators is available on the website and is published in the newsletter. At the Annual General Meeting (AGM) in January, members may stand for election to the Board of Directors to replace those whose two-year terms have expired. The Board of Directors comprises the President, Vice-President, Past President, Treasurer and Secretary. The Past President is not an elected position but is customary. Lead Coordinators are appointed by the Board of Directors and the Management and Planning Committee. If you need to contact a Lead Coordinator, please call the President or Vice President for the current name and contact information.

MEETINGS

General Meetings are held at 7:00 p.m. on the fourth Tuesday of each month in room 340 at 255 Centrum Blvd., Orléans (the City of Ottawa's Orléans Client Service Centre). There are no General Meetings in July, August or December.

A short informal meet-and-greet is followed by a welcome address and announcements and then by the scheduled Grow With Art event, which is usually a talk, demonstration, critique or special function. This program is made possible through a grant from the City of Ottawa. Members may bring guests. The schedule of speakers and events is announced in the newsletter, on the website and through a colourful brochure, published annually.

The AGM takes place at the January meeting. At this time, the President presents a report on the past year and the tentative program for the coming year. The Treasurer presents a financial report on the past year and a projected three-year budget, which includes the newly commenced year. Members may be asked to vote for By-law amendments and elect new members to the Board of Directors.

The general meeting in November is the Volunteer Recognition Night. It is an opportunity for members to get together, socialize with and meet other members, celebrate the past year and thank those members who have volunteered and devoted some of their time to help run the organization smoothly during the past year. The President or one of the other members of the Board of Directors presents award certificates to those volunteers.

The Management and Planning Committee meet on the third Tuesday of each month, except July, August and December. Any member who wishes to contribute or simply observe is welcome to attend. Please contact the President if you wish to attend or have an item added to the agenda for discussion at the meeting. Management and Planning Committee meetings take place in the Lise Roy Boardroom of the Arts Network Ottawa offices at the Shenkman Arts Centre, 245 Centrum Blvd., Orleans.

As a courtesy to all, it is requested that you please refrain from wearing perfume and turn off your cellphones during Arteast meetings and events.

COMMUNICATIONS

The Digest, website and newsletter are the best tools for you to stay informed and keep in touch between meetings. Another way of keeping up to date is to attend the monthly meetings (referred to above), where you can find out about Arteast news and opportunities. So please come!

Digest

The Digest informs members of promotional opportunities, exhibitions and other visual arts related information. It is sent out once a week (usually Sunday) and reaches members via e-mail. Digest is automatically sent to new members, so there is no need to sign up to receive it. However, you may unsubscribe (see link at bottom of Digest) at any time, if you wish. Please read Digest regularly to stay informed about Arteast activities.

Members may submit announcements of their own (e.g. a non-Arteast exhibition in which their artwork appears) for posting in Digest. These announcements must be approved by the President before they can be posted. Please send them to president@arteastottawa.com.

Communiqué (Arteast's newsletter)

The newsletter is mailed to members three times a year and is available on Arteast's website. It provides information about the organization, news of Arteast's recent activities, profiles on members, and articles on other Arteast matters.

New members are automatically included on the newsletter mail-out list. However, many members prefer to read it online and have opted out of receiving a mailed copy. You are encouraged to do so too. There are advantages to reading the online version. First, it is available earlier than the mailed copy and, second, it is in full colour, whereas the hard copy is in black and white.

Articles for the newsletter should be submitted to the Editor by e-mail at editor.arteastottawa@gmail.com in accordance with the schedule outlined in the newsletter. The article should be a separate attachment in MSWord format not longer than 400 words. Photo credits will be published if indicated for the photos submitted.

Website (www.arteastottawa.com)

The website contains all information on Arteast about its current exhibitions, programs and other activities, as well as the organization's mandate and history, Board of Directors, contact information, minutes of meetings, forms, FAQs, events calendar, photos of past events, and much, much more.

Members may request to have a few images or their artwork posted on the Members' Gallery section of the website. The President must approve these submissions and they should therefore be sent to president@arteastottawa.com. Links to member's individual websites can also be made.

Facebook

Arteast also has a presence on the social media forum Facebook. Write-ups on exhibitions and other Arteast events and activities appear there along with photographs. In addition, Arteast uses Facebook to advertise upcoming exhibitions and activities as well as post members' news.

EXHIBITIONS

All members are invited and encouraged to participate in exhibitions. Many are group shows but some are solo. Arteast has access to nine year-round exhibition spaces as well as one City of Ottawa gallery, which it uses once a year. These venues/exhibitions are run by a Lead Coordinator who is usually assisted by a small team or at least one other person.

General Information About Exhibitions

- Calls for artists with links to registration forms and instructions are posted in Digest and on the website. Forms for the Mosaic and Arteast Juried Awards Exhibitions are also included in the hardcopy of the newsletter. Please check these sources regularly to ensure you do not miss anything.
- It is very important that members read and follow the instructions provided. Please strictly observe deadlines and respect the specific dates and times for drop off and pick up of your artwork. If you are unable to do this yourself, please arrange for someone else to do it for you. Arteast charges a \$15 storage fee for artwork that is not picked up at the specified time on the specified day.
- The Lead Coordinators of each exhibition will ask exhibiting artists to perform specific volunteer duties.
- Artwork submitted must be your original work, not copied from artwork or photos of others and not executed under the guidance of an instructor or in a class setting.
- Please limit the number of times you submit the same piece at various Arteast venues to keep viewer interest high.
- At some venues, Arteast charges a nominal, non-refundable registration/hanging fee for the artwork submitted.
- Artwork must be dry and ready to hang. Works on canvas stretched over frame must either be framed or, if unframed, the edges must be painted or taped. Other types of work, such as works on paper and photographs, should be framed and protected by glass. Artwork must have the proper hanging hardware attached. (IMPORTANT: please read Appendix I - Hanging Hardware). Arteast reserves the right to refuse any works that do not meet these requirements. Arteast does not provide framing or hardware installation services. These details are the responsibility of the member.
- Normally, the Lead Coordinator of an exhibition space handles sales transactions and submits the payments to the Treasurer. Arteast charges the artist a 15-percent commission and the Treasurer forwards the remaining funds to the artist. The commission is in recognition of the exhibition opportunity that Arteast has provided to members. In

the case of the Mosaic exhibition, the commission is 25 percent, of which Arteast receives 10 percent and 15 percent goes to the ARTicipate Endowment Fund. In circumstances where a sales transaction takes place between the artist and the buyer, the buyer should make payment to Arteast.

- In the event of a sale, the artist must be present at the take-down to package and deliver the artwork to the client. A work that sells must remain on exhibition for the duration of the show.
- If a vernissage is held, please attend the event whenever you can and send out invitations to guests.
- For juried exhibitions, the decisions of the juries are final. Once awards and selections are made, no further discussion will take place. Jury members are not members of Arteast.

Mosaic Exhibition (Trinity Gallery, Lower level, Shenkman Arts Centre, 245 Centrum Blvd., Orléans)

The City of Ottawa permits Arteast to use its Trinity Gallery at the Shenkman Arts Centre once a year. Arteast holds its annual Mosaic Exhibition in this space in winter/ early spring and is grateful to the City for providing Arteast members with an opportunity to show their work there.

This is a juried exhibition. Works are juried by a panel of three judges on the initial take-in day to determine which pieces will appear in the Mosaic show. The judges then choose three pieces to receive the Jurors' Choice Awards and one piece to receive the Award of Excellence. The works are then retrieved by the artists. Members whose works are selected for the exhibition are informed within a week of the initial take-in and must then bring their pieces to the Trinity Gallery on the day of the final take-in and hanging.

The gallery is operated and staffed by municipal employees. The City of Ottawa provides publicity for this event. Gallery staff may direct artwork buyers to Arteast.

These exhibitions are among Arteast's most public shows. Consequently, we ask that you present your best work for this venue. Work that has previously won awards elsewhere may be entered.

- The call for artists is posted in the fall in Digest and on the website, and registration forms are included in the newsletter.
- Members must register by completing the application form and submitting it by the deadline.
- Group show; members may submit a maximum of two works.
- Registration/hanging fee is \$10 for the first work and \$5 for the second work (to be paid at initial take-in).
- There is a vernissage . The awards are presented at this event.
- Exhibiting artists are asked to perform volunteer duties for the exhibition.

Promenade Arteast (Lower level, Shenkman Arts Centre, 245 Centrum Blvd., Orléans)

The City of Ottawa provides Arteast with this exhibition space on a year-round basis.

- Calls for artists are posted periodically in Digest and on the website. Sometimes, a place in a Promenade Arteast exhibition is presented as a door prize at a Grow With Art meeting.
- Exhibition changes once every two months.
- Members must register by completing the application form and submitting it by the deadline .
- Group show; each artist may submit one work.
- Registration fee is \$5.
- There is a vernissage.
- Exhibiting artists are asked to perform volunteer duties for the exhibition.

Recreation Centres

Arteast has two exhibition spaces at City of Ottawa recreation centres. These venues accommodate group shows where artists can hang several works of various sizes so long as they fit on the wall space available. Both venues are run by a Lead Coordinator assisted by a small team of volunteer members.

St. Laurent Complex (525 Coté Street, Ottawa)

- Calls for artists are posted periodically in Digest and on the website; Lead Coordinator establishes a waiting list.
- Exhibition changes every two months.
- Six shows per year, including the Arteast Juried Awards Exhibition (see separate section on this exhibition).
- Four artists per show; space per artist is 16 feet wide by 8 feet high.
- Registration/hanging fee is \$20.
- No vernissage, except for the Arteast Juried Awards Exhibition (see below).

Arteast Juried Awards Exhibition (St. Laurent Complex, 525 Coté Street, Ottawa)

This exhibition, commonly referred to as AJAE, takes place in the fall and is Arteast's other juried exhibition. A panel of three judges select the first, second and third-place winners of awards in several categories (categories are identified in the registration form) as well as three juror's choice awards and one award of excellence.

- The call for artists is posted in late spring/early summer in Digest and on the website, and the registration forms are included in the newsletter.
- Members must register by completing the online application form and submitting by the deadline (a date in August).
- Group show; members may submit one work in one of the specified categories.
- Registration/hanging fee is \$10.
- The take-in is on a date in September and the take-down is in late November.
- There is a vernissage. The awards are presented at this event.
- Exhibiting artists are asked to perform volunteer duties for the exhibition.

François Dupuis Recreation Centre (2263 Portobello Blvd., Orleans)

- Calls for artists are posted periodically in Digest and on the website; Lead Coordinator establishes a waiting list.
- Exhibition changes every two months.
- Members are required to fill out a registration form.
- Four artists per show; space per artist is approximately 10 feet.
- Registration/hanging fee is \$20.
- No vernissage.

Municipal Libraries in Ottawa

We are fortunate to have year round exhibition opportunities at four City libraries in the east end of Ottawa (Blackburn Hamlet, Orléans, North Gloucester and St. Laurent).

Orléans Library (1705 Orleans Blvd., Orléans)

- Changeover notice is posted in Digest and on the website.
- Exhibition changes every two months (January, March, May, July, September, November); first Tuesday of the month; 10:30-11:30 a.m.
- No advance registration. Instead, members must fill out a register on site as well as a display card for each work and a contract, which is good for one year.
- Group show; each artist may bring more than one work; work is hung on a first-come-first-served basis and space is limited so the Lead Coordinator reserves the right to limit the number of works per artist.
- No registration/hanging fee.
- No vernissage.

North Gloucester Library (2036 Ogilvie Road, Ottawa)

- Changeover notice is posted in Digest and on the website.
- Exhibition changes every two months (January, March, May, July, September, November); second Tuesday of the month; 10:30-11:30 a.m.
- No advance registration. Instead, members must fill out a register on site as well as a display card for each work and a contract, which is good for one year.

- Group show; each artist may bring more than one work; work is hung on a first-come-first-served basis and space is limited so the Lead Coordinator reserves the right to limit the number of works per artist.
- No registration/hanging fee.
- No vernissage.

Blackburn Hamlet Library (199 Glen Park Drive, Ottawa)

- Calls for artists are posted periodically in Digest and on the website; Lead Coordinator establishes a waiting list.
- Exhibition changes every two months.
- Members are required to fill out a contract and a display card for each work as well as submit other information to assist with mounting the exhibition.
- Solo shows; however, if an artist does not have enough work, a second artist may also present work.
- Space can accommodate approximately 12 pieces, depending on size.
- No registration/hanging fee.
- No vernissage.

St. Laurent Library (St. Laurent Complex, 525 Coté Street, Ottawa)

- Calls for artists are posted periodically in Digest and on the website; Lead Coordinator establishes a waiting list.
- Exhibition changes every three months.
- Members are required to fill out a contract and a display card for each work as well as submit other information to assist with mounting the exhibition.
- Solo shows.
- Space is a 21-foot-long wall above study carrels at end of library; because of its height, is ideal for large works.
- No registration/hanging fee.
- No vernissage.

Lunasole Restaurant (5935 Jeanne D'Arc Blvd. South, Orléans)

The restaurant is located at Jeanne D'Arc and Youville Drive in Orléans. This venue provides two wall spaces for a solo show. One wall is suitable for several smaller works. The other can accommodate either several smaller works or a single larger work.

- Calls for artists are posted periodically in Digest and on the website; Lead Coordinator establishes a waiting list.
- Exhibition changes every six weeks.
- Members are required to fill out a registration/application form.
- Solo show, except at the end of the year when a group show is mounted comprising one work from each artist who has exhibited at Lunasole during the year.
- No registration/hanging fee.
- No vernissage.

OPEN STUDIO (St. Laurent Complex, 525 Coté Street, Ottawa)

Arteast runs Open Studio for members on the second and fourth Thursday of the month, most months of the year. It is a great opportunity for members to get together and sketch, paint or create in their chosen medium. It is not an art class. Instead, it facilitates informal discussions between artists who are working together and allows participants to share their knowledge and experience. Members who paint in oil should not use solvents for clean-up. There is no fee to participate but members must register in advance. Open Studio sessions are advertised in Digest, on the website and on Facebook. These notices contain information on the specific dates and how to register.

CULTURE DAYS

This is a weekend-long event that takes place in September at the Shenkman Arts Centre. Arts organizations and artists can promote themselves to the public and offer the public interactive arts activities or provide demonstrations of various artforms. Arteast is a regular participant in Culture Days and takes this opportunity to promote its activities and programs to the public as well as showcase its members' talents. Arteast issues a call to members during the summer for volunteers to demonstrate their artistic techniques at this event.

ARTPRENEUR

This event takes place each fall at the Shenkman Arts Centre. It provides an opportunity for arts organizations, individual artists and people working in Ottawa's arts communities to promote themselves, their programs and their businesses, and to network, share experience and help build careers in the arts. Arteast participates in this event biennially to promote the organization to other members of the arts community.

BAZ'ART

This event is organized by the City of Ottawa and takes place in the Shenkman Arts Centre on one weekend in November. It provides an opportunity for arts organizations, individual artists and craftspersons to demonstrate their art techniques and sell their works. Arteast has been a regular participant in this event since its inception and, in mid-fall, issues a call to members for volunteers to demonstrate their artistic techniques.

COMMUNITY OUTREACH

Arteast provides opportunities for members to volunteer in programs it offers to the community. Arteast partners with schools, seniors' residences and organizations for persons with disabilities to provide hands-on learning experiences and to increase an understanding and appreciation of the visual arts within the community. Community outreach projects depend on Arteast members offering to volunteer.

PROMOTION OF MEMBERS' EXHIBITS AND ACHIEVEMENTS

Arteast assists its members by providing them with the means to promote their non-Arteast exhibitions, courses or other visual arts activities. Members may have these announcements published in the Digest. As these notices must first be approved by the President, please send them to: president@arteastottawa.com.

We also like to publish articles about our member's achievements in Communiqué. Please submit a short article to editor@arteastottawa.com no later than one month before the newsletter goes to press.

VOLUNTEERS

Arteast is run almost exclusively by volunteers and we welcome members who wish to help the organization by volunteering. From time to time Arteast makes requests for members to help in various capacities. If you think you can play a role, please let the Vice President know. Job descriptions are available for Board of Director and Coordinator positions. Occasionally you may be asked directly to consider taking on a responsibility. We ask that you reflect on this request seriously. It may take you out of your comfort zone but promises a great learning experience and will expand your list of contacts in the visual arts community! There is no better way to familiarize yourself with Arteast than by volunteering in an ongoing role. However, we fully understand that not everyone is able to take on these responsibilities because of work or family obligations, or due to health issues.

Members of the Board of Directors commit to a two-year term (except the Vice-President who becomes President and then Past President). Lead Coordinators and other volunteers may commit for as long as they wish. We are very fortunate to have several volunteers who have devoted many years beyond that original obligation and we are most grateful to them!

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

GETTING THE MOST FROM YOUR MEMBERSHIP CARD

Discounts at local art supplies stores and framers are occasionally offered to Arteast members and are mentioned in the newsletter from time to time. You may also inquire at the store at the time of purchase.

CONCLUSION

This Member's Guide outlines what Arteast can do for you. We hope that you enjoy being a part of this fun-loving group of artists.

The Board of Directors holds a yearly planning session, but is open to suggestions for new ideas at any time. If you have an idea for a new project, it has a better chance of being accepted if you are prepared to take a leadership role to help make it happen!

Arteast is an inclusive and non-judgmental organization. We ask that you treat all members, guest speakers and gallery staff with courtesy and respect.

Updated 2018

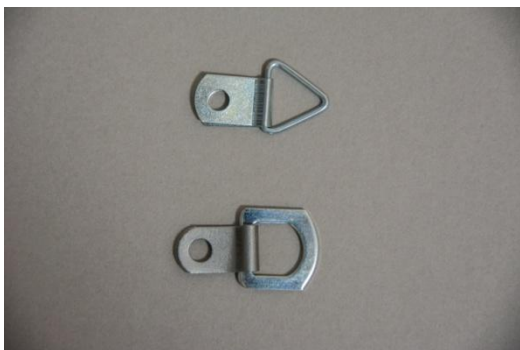
APPENDIX I

HANGING HARDWARE

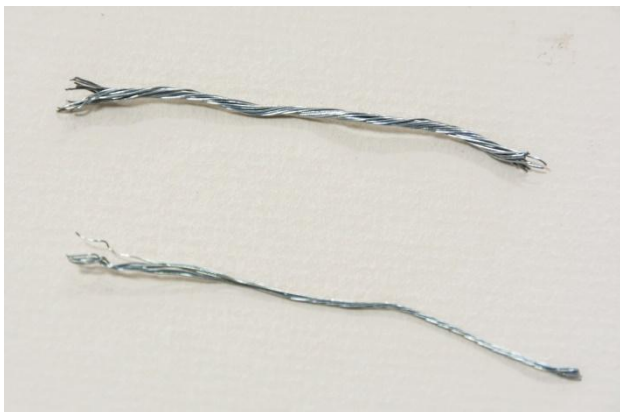
All artwork that is to be hung must have the appropriate hanging hardware attached at the back. Forms of hanging hardware other than those described below are not acceptable.

For works that have a frame made of wood or other material to which screws can be attached, the following photographs show the appropriate hardware. D-rings must be screwed into the frame and braided/twisted wire attached. The gauge of the wire must be able to support the weight of the artwork. D-rings are more secure and reduce the risk of marking the wall. Thread the wire through the D-rings twice and secure by winding the wire around itself. Cover the wound section of wire with tape (e.g. electrical tape) to ensure the bare wire threads do not injure persons handling the artwork and do not scratch walls.

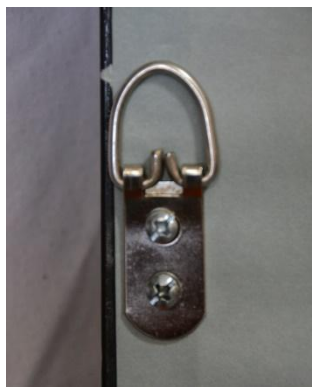
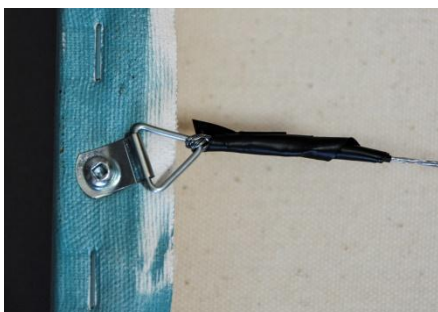
Examples of D-rings:



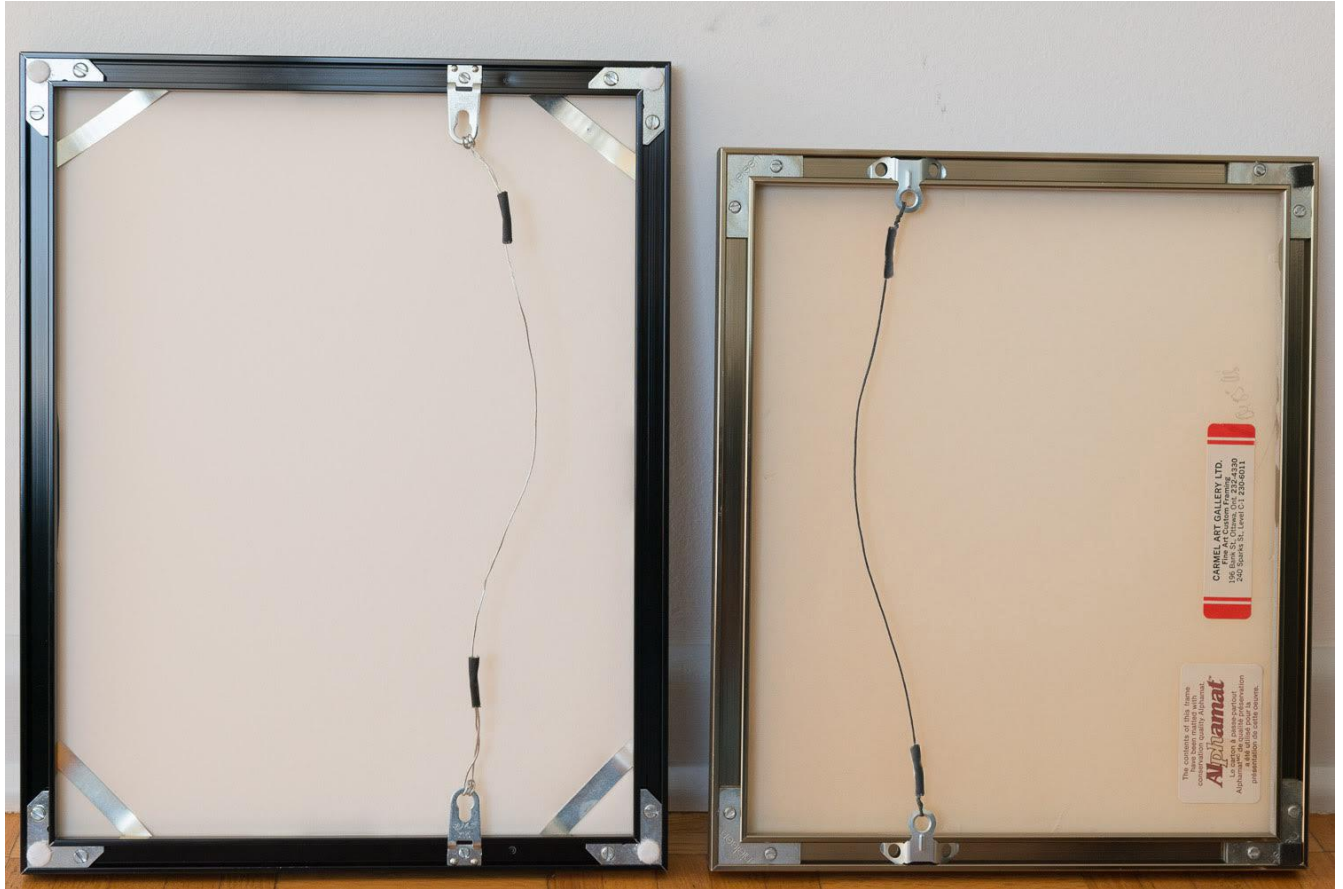
Examples of braided/twisted wire:



How completed hardware attachment should appear (photo at right shows vertically positioned D-ring for heavy works – no wire is attached in this case):



Photographs and works on paper are often mounted in metal frames with glass protecting the work. The photographs below show typical metal frames and their appropriate hanging hardware. The braided/twisted wire and tape are attached in the same manner as already described.



The following link provides a video demonstrating how to attach the hardware:

<https://www.youtube.com/watch?v=-ThspVqHlok>

APPENDIX II

GLOSSARY OF TERMS

Application/Registration Form:

- Most exhibition spaces require members to fill out an application/registration form in order to submit artwork for an exhibition. Sometimes this is done at the outset with forms provided with a call for artists. These forms may also be provided to the member by the Lead Coordinator after the member has responded to a call for artists. A few venues do not use registration forms but there are other types of paperwork to be filled out and information to be provided to assist with mounting an exhibition.

Changeover:

- This term is more typically used in reference to the Orléans and North Gloucester library exhibition spaces. The take-down/pick-up and take-in/drop-off activities occur simultaneously during a one-hour period once every two months. The dates and times are advertised in Digest and on the website by the Lead Coordinators.

Gallery/Exhibition Space/Exhibition Venue:

- Spaces used by Arteast for exhibitions. They are made available to the organization under contract by the City of Ottawa or through arrangements with libraries, community centres and non-City entities, such as restaurants, business offices and so on.

Hanging/Registration fee:

- Some of Arteast's exhibition spaces charge a registration/hanging fee to help defray some of the costs associated with mounting exhibitions.

Take-down/Pick-up:

- When an exhibition ends, members must retrieve their works from the exhibition space. The Lead Coordinator informs exhibiting members of the day and time this will happen. It usually occurs on the same day as the take-in/drop-off for the next exhibition, but earlier in the day.

Take-in/Drop-off:

- When an exhibition begins, members must deliver their work to the exhibition space for hanging. The Lead Coordinator informs exhibiting members of the day and time this will happen. It usually occurs on the same day as the take-down/pick-up for the previous exhibition but later in the day.

Vernissage:

- Official opening event for an exhibition, with refreshments, that provides an opportunity for the public to meet the exhibiting artists. Exhibiting members are encouraged to attend this event, as this helps promote sales, and to contribute refreshments.