



## THE ARTISANS ASSOCIATION 2024 Membership Renewal Form

\_\_\_\_ I am renewing my Artisans Association annual membership. I understand that in order to participate in any retail events (Art in the Park, Holiday Boutique, etc.), I must renew by January 31<sup>st</sup>.

NAME: \_\_\_\_\_

CELL/HOME PHONE: \_\_\_\_\_  
INDICATE WHICH IS PREFERRED

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ARTIST CODE: \_\_\_\_\_

WEBSITE/INSTAGRAM ACCOUNT: \_\_\_\_\_

### MEMBERSHIP INVOLVEMENT

It is **mandatory** that each Artisan participate in a committee per year. A member participating in any sales event (Art in the Park, Holiday Boutique etc.), is also required to work shifts for that event. Please check all areas of interest (your choice will be accommodated as much as possible). Failure to participate may result in a membership suspension.

Please indicate FIRST, SECOND AND THIRD choices. Placement on the committees will be on a first-come, first-served basis. Committee chairs will ensure that all members participate.

Indicate Choice	Committee Area
	Membership
	Artistic Integrity
	Gallery
	Finance
	Retail
	Publicity & Communications
	Community Outreach: SUFA events and Workshops
	Community Outreach: Grants and Scholarships

## A detailed description of each committee's responsibilities starts on PAGES 4-8

**MENTORS:**

We are constantly looking for existing artisans to be mentors for new St James Artisans members. Mentors help answer generic questions that the new member might have – a mentor does not help in the production of the art form. For example, new members might have questions about the Art in the Park or the Boutique – “how it works, how many pieces, what do I bring, what should I expect?” We try to match mentors and mentees with similar art forms and new gallery members with gallery members. You do not need to help with the SKUs process. Please consider helping a new member become more involved with the artisans.

\_\_\_\_\_ Yes, I would be happy to help a new member as a mentor.

**GALLERY:**

If you are an Artisan Association Member **only** and would like to be considered as a Gallery Member in the future, please check below,

\_\_\_\_\_ Yes, I would like to become a Gallery Member when space is available.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

# 2024 Membership Renewal/Retail Agreement

**AUTHORIZATION:** I agree to allow “The Artisans” and “SUFA” (Stepping Up for Arts) to use my image and/or an image of my artwork for promotional purposes.

**WAIVER:** In consideration of the opportunity to show or sell my artwork at Artisan sponsored events, I hereby release anyone involved in the management, the organizations themselves and any members of “The Artisans” and “SUFA” from any liability for the loss or damage in the handling, selling or showing of my artwork.

**GUARANTEE:** All artwork that I submit to show or to sell at any Artisan sponsored event is my own original design, all copyrights have been respected and the art has been created solely by me.

## RETAIL PARTICIPATION:

Upon renewing my membership as an Artisans Association Member, by signing and submitting this 2024 Membership Renewal Form, I will consent to and abide by the terms and requirements stated in the Artisans Event Participation Agreement, as specified on the Artisans Association website, for any retail events in which I will be a participating artisan for the 2024 calendar.

**DATE:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

**Member Forms and Dues:** Please mail or drop off a \$50 check payable to “**The Artisans**” and this completed Membership.

*\*\*\* Couples please write separate checks for accounting purposes.*

Registration Form to:

**Carolyn Gaziano, 3502 Members Club Blvd  
908-752-0246, cgazianoartisans@gmail.com**

If you would like to make a donation to “**SUFA**” (Stepping Up for Arts), our 501c3 charitable arm, please write a separate check made out to SUFA and enclose with your membership form and dues and mail/deliver to Carolyn Gaziano. All donations will be used to fund art teacher grants and art student scholarships in Brunswick County. You will receive a receipt letter for your tax records. **Donations of any amount are very much appreciated.**

Membership Chair Only:

### Artisan dues

Check #	Amount	Date

### SUFA donation

Check #	Amount	Date

# ARTISAN COMMITTEE DETAILS

<b>Membership Committee</b>
<b>Needs 4 Members</b>
<p>Work with Membership Chair to:</p> <ul style="list-style-type: none"> <li>● Enlist members into the Artisans.</li> <li>● Assist with updates of membership forms, distribution and collection of dues</li> <li>● Coordinate with Gallery / Retail and Finance teams to arrange training for new members</li> <li>● Invite new members to meetings and functions.</li> <li>● Assist in planning social events for the members.</li> <li>● New Members               <ul style="list-style-type: none"> <li>○ Assign new members an Artist Code and a mentor (if requested)</li> <li>○ Set up periodic new member orientation meetings</li> <li>○ Coach new members on the nuances of the organization</li> </ul> </li> <li>● Place orders for name tags and distribute to the Artists</li> <li>● Send cards to members for illness, death, etc.</li> <li>● Develop and review policies and procedures for initial membership and for maintaining membership.</li> </ul>

<b>Artistic Integrity</b>
<b>Needs 8 members</b>
<p>Work with Artistic Integrity VP to:</p> <ul style="list-style-type: none"> <li>● Ensure that all items displayed/ for sale have been juried</li> <li>● Keep and maintain jury books</li> <li>● Ensure the quality of items offered displayed at retail events meet quality standards and similar to what was approved in the jury process</li> <li>● Develop and review policies and procedures and jurying standards</li> </ul>

<b>Gallery</b>
<b>Needs 25 Members</b>
<ul style="list-style-type: none"> <li>● Assist and organize Gallery clean-up, repairs, yard maintenance and Gallery upkeep – 7 members</li> <li>● 2D Hanging Committee – 6 Members. (Fill in other spots with EAs)</li> <li>● 3D Distribution Committee – 6 Members. (Fill in other spots with EAs)</li> <li>● Event Coordinators for First Friday - set up calendar, buy supplies, contact musicians – 2 members</li> <li>● Event Coordinators for Art on the Porch – set up and take down on certain days – 2 members</li> <li>● Event Coordinators for Featured Artists – set up and take down on certain days – 2 members</li> </ul>

## Finance Committee

### Needs 8 Members

Work with Treasurer to:

- Be proficient in Square Technology and work with Cashiers with issues and/or questions
- Daily balancing of QuickBooks to Square
- Cash Needs:
  - Confirm Settlement Sheets are correct
  - Ensure change is made as needed for cash drawers
  - Daily cash deposits are collected and deposited to bank
  - Change is kept in safe for future needs (any large bills exchanged at bank)
- Bill Pay:
  - Pay monthly bills as needed for the Gallery e.g. Rent, Utilities, Phone etc.
  - Track credit card transactions including receipts, credit card payment from card holder, pay credit card balance and ensure the expenses are placed in the correct category in QuickBooks
- Calculate and Pay Monthly Sales Use Tax
- Artisan Checks:
  - Calculate monthly artisan checks for Gallery and Retail checks as needed
  - Generate checks in QuickBooks assigning to the correct category
  - Prepare signature page and check clearing form
  - Place checks in Gallery for pick up by Artisan and email sent to notify
  - Track outstanding checks
- Calculate and pay quarterly estimated Taxes
- Track and prepare monthly Budget and present at Steering Committee along with the summary highlighting what items need to be noted and/or watched
  - Prepare and send weekly and monthly reports. Weekly reports go to the Artisans and the Steering Committee and monthly to the Steering Committee
  - Weekly Inventory:
    - Collect and correct weekly inventory requests via soft copy in Excel
    - Upload and/or input requests in Square
    - Create and generate barcodes for Artisans
    - Take barcodes to Gallery for pick up by Artisans
- Create back up report of Square Inventory of all Artisans inventory monthly
- Retail Events and Holiday Boutique:
  - Ensure we have cash for cash drawers and change required for event
  - Set up for event with Registers and cash boxes along with supplies and signs
  - Confirm all cash drawers are balanced and replenish change post event
  - Be available for any troubleshooting and/or questions during event
- Develop and review policies, procedures and forms and maintain on google docs
- Work with Accountant for requirements throughout the year and tax return at year end

<b>Retail</b>
<b>Needs 24 Members</b>
<p>The main focus of the Retail committee is to plan and organize non-Gallery related retail functions for Artisan members. Currently the plan includes the Holiday Boutique and two Art in the Park functions per year. However, there may be a need to increase the number of Art events per year.</p> <p><b>Retail Events – 10 members</b></p> <ul style="list-style-type: none"> <li>• Holiday Boutique development, planning and organizing. Bring to SC for approval - 10 members</li> <li>• Art in Park - solicit artists, schedule of participating artists for set-up and clean-up of event. – 6 members</li> </ul> <p><b>Other Retail – 5 members</b></p> <ul style="list-style-type: none"> <li>• Manages storage collaboratively with Gallery director.</li> <li>• Ensures that all participating artisans are in good standing, submitted a signed Membership Renewal/Retail Agreement Form and have paid membership dues for the current calendar year.</li> <li>• Develop Policies and Procedure</li> <li>• Organize change out of Community Center (quarterly) – 7 members</li> </ul>

<b>Publicity / Communications</b>
<b>Needs 8 members</b>
<p>Work with Publicity/Communications VP to:</p> <ul style="list-style-type: none"> <li>• Send out announcements to members</li> <li>• Send announcements of events to the community for The Artisans and SUFA</li> <li>• Set up advertising campaign (with Budget) for the Gallery, the Holiday Boutique and other retail events</li> <li>• Update signage for the HB and put signage out when required for the HB</li> <li>• Update website and Facebook pages</li> <li>• Develop and review policies and procedures</li> <li>• Support marketing efforts as needed.</li> </ul>

**Community Outreach:  
SUFA events and  
Workshops**

**Needs 18 members**

**SUFA Events (10 members)**

- Plan and implement events and/or sell project (i.e. show/performance, Artist's design event, or items to sell to meet annual fundraising goals.)
- Present list to SC for approval
- Manage Holiday Boutique Raffle
- Develop a list of community outreach programs to assist the local community
- Develop and review policies and procedures

**Educational Workshops Opportunities (6 members)**

- Determine a list of educational opportunities, including costs and break even
- Set up and coordinate educational opportunities for The Artisans and the Community
- Work with Communications Committee to advertise the classes
- Attempt to bring in an outside instruction several times a year
- Prepare instructor agreement for both internal and external instructors and keep on file.
- Manage finances around workshop to include refreshments, salaries, materials, etc.
- Ensure all workshops break even or make money for SUFA
- Attempt to hold some workshops in the evenings or weekends for teachers to attend.
- Develop and review policies and procedures

**Community Outreach:  
Grants and Scholarships**

Work with VP SUFA - Art Appreciation and Education to:

**Scholarship (6) Mainly a **Spring duty**.**

- Assist with budget recommendation to SC
- Review and change the scholarship application form
- Review and change, if necessary, the criteria for scholarships
- Send out letters to Guidance Counselors, Teachers, and Director of Fine Arts with applications
- Coordinate with the Communications Committee to post application to website and FB and publicize the recipients from our donations.
- Review all applications
- Recommend applicants to SC for approval
- Develop and send out award letters to students
- Send announcements to colleges with checks
- Develop award certificates for each student
- Attend awards ceremonies
- Invite winners to quarterly meeting in June

**Grant Giving (6) - Mainly a Fall duty.**

- Assist with budget recommendation to SC
- Review and change the Grant application form
- Review and change, if necessary, the criteria for awarding Grants
- Send out letters to Fine Art Teachers with applications
- Review all applications & recommend applicants to SC for approval
- Arrange for Award ceremony for January quarterly meeting
- Work with Finance to arrange for checks to the schools
- Ensure photos of projects are maintained
- In August attend the Professional Development Day meeting for tea

**Rev 2/2024**