

Siskiyou Decorative Artists Seminar Policies

Seminars with nationally known travel teachers are sponsored by the chapter for the purpose of providing members opportunities for high quality education in decorative painting. These policies have been developed by the board and approved by the membership to facilitate the planning of these seminars and provide guidance for questions and issues that may arise prior to, during and after the seminars.

Responsibility – The First Vice President acts as the seminar chairperson and has overall responsibility for seminars. She contacts potential teachers and obtains information on cost, availability, teaching style and any special requirements or limitations; negotiates a contract with the teacher after the chapter votes to engage that particular teacher; and arranges for lunches, surfaces, materials, supplies and overhead projection if needed.

Number of Seminars – The chapter will hold up to three seminars each year with the chapter paying part of the cost for two seminars if sufficient funds are available.

Selection of Teachers – The choice of teacher will be made by the general chapter membership at a chapter meeting with recommendations from the board. Suggestions from members are welcomed. As a courtesy, members should not vote for a seminar if they do not plan to attend it.

Selection of Projects – Potential projects proposed by the teacher will be reviewed by the board and some projects may be eliminated based on factors such as complexity, cost or style. Photos of projects will be displayed and voted on by the membership at a chapter meeting.

Surfaces, Supplies & Paint – The chapter will suggest quality pieces at the most reasonable price possible. Depending upon the teacher's preferences and the particular projects, members may provide their own surfaces. However, teachers usually choose projects with a specific technique in mind. Members should follow the preparation instructions provided by the teacher and should use the same type of surface. If members choose to make any changes to the project, they should not expect the teacher to spend extra time working with them. Some teachers will provide needed paints for the seminar. Leftover paint will be divided among the seminar participants. Members must come to seminars with all required brushes, materials & supplies; a list will be provided to each student prior to the seminar.

Points – Unless specified otherwise by the board, and dependent upon availability of funds, members may use a minimum of 10 points (worth \$5) up to a maximum of 120 points (worth \$60) towards the cost of each seminar. Points, however, may only be used in increments of 10 points and may not be used to cover the cost of surfaces or lunches.

Attendance – Only chapter members may attend seminars. In those circumstances where an insufficient number of members sign up for a seminar, the board may elect to open a seminar to non-members. If a seminar is paid for with chapter funds it may not be opened to non-members.

Seminar Registration – The seminar chairperson will notify the chapter members in the newsletter of the starting and cut-off dates for signing up for a particular seminar. Because of the necessity of having some board members present at seminars, they will have the first opportunity to sign up for seminars. Registrations from other members will be accepted on a first-come, first-served basis. Members must complete the registration form which will be published in the newsletter, and submit it along with the specified deposit to the seminar chairperson. When the seminar is full a waiting list will be established. Payment in full will be required on a specified date. If final payment is not received by the specified cut-off date, the person will be removed from the list. There will be no follow-up reminder phone calls for payments. Each member is responsible for making the required payments on time.

Members who cancel will receive a refund if another member fills their spot. They must forfeit the surfaces ordered for the seminar unless extra pieces have been ordered. Members who cancel after surfaces have been ordered and there is no one to fill their slot the surface fee will not be refunded.

Seminar Monitor – The First Vice President will determine if a monitor is needed for a particular seminar. If a monitor is selected, the monitor will arrive at least one hour before the beginning of the seminar to assure the room is set up and paints are distributed. She will display samples, be generally helpful to the teacher and students throughout the seminar and be responsible for monitoring the noise level, discreetly informing individuals who are disrupting the class. She will assist the teacher with clean up. The seminar chairperson will be responsible for arranging for set up and clean up. The monitor may not paint during the seminar but will have the opportunity to observe the lesson being taught and shall be given the pattern packet and photo of the project when possible. She will be given lunch each day and will earn points. If more than one chapter member volunteers, the monitor will be selected on a first come/first served basis.

Seminar Host – The seminar host is the chapter's representative and saves the chapter funds by transporting and housing the teacher. The seminar host's responsibilities include:

Transportation for the teacher to and from the airport.

House the teacher while she is in our area for the seminar and transport her to and from the seminar.

Provide meals for the teacher. The chapter may elect to take the teacher out for a group meal and will pay for the teacher's meal, excluding alcoholic beverages

The host will pay her own seminar fees and will receive points.

The host will receive \$25 per seminar day plus one additional day (i.e., for a two-day seminar the host will receive \$75; for a three-day seminar \$100) to cover expenses incurred by the host for mileage, parking fees, meals, incidental and discretionary expenses. If the host is unable to transport the teacher to and from the airport it is the host's responsibility to find a chapter member who can transport the teacher and the host will reimburse that member for mileage and parking fees from the \$25 per day the host receives.

Seminar Schedule – Unless otherwise notified, all seminars will begin at 9:00 a.m. Members should be set up and ready to start on time. Breaks will be announced and members should be prepared to return and resume the seminar as requested. Members must be considerate of the teacher and others and limit visiting, chatting and cell phone use to breaks or outside the room. As a courtesy to the teacher, members are strongly urged to stay through the entire day of the seminar.

Business Meetings – Business meetings will not be held at seminars except under unusual circumstances.

Sale of Items – There will be no sales of items by members at seminars.

Photo Permission/Policies – The teacher must give permission before any photos or videos are taken of her or her painted pieces. Photos may be taken during the class as long as they do not distract the teacher or obstruct the students' views.

Surplus Funds – In those instances where the chapter has surplus funds after all costs for the seminar have been paid, those funds will remain in the treasury.

Modifying Seminar Policies – Seminar policies may be modified at any time by a member submitting a proposed change in writing to the President for the board's consideration. Upon approval by a majority of the board, the policy will be presented to the membership for a vote by quorum which consists of not less than 1/5 (20%) of the membership.

These policies were approved by the membership on 5/24/2014.

