



**Guest and Artist Member Handbook
Policies and Procedures**

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Welcome to the Brown County Art Guild!

The Board of Directors, Artist Advisory Council, and staff have worked together to summarize the following policies and procedures to welcome and orient new guest artist members as well as keep full active artist members up to date.

Mission Statement

The primary functions of the Brown County Art Guild, Inc. include: providing facilities to exhibit, store and preserve works of art in the Marie Goth Estate Collection; to exhibit works of art created by past and contemporary Guild artist members; and to cultivate fine art appreciation and education.

A Short History of the Guild

The Brown County Art Guild was founded in 1954 by a group of notable and established fine artists including Marie Goth, Varaldo J. Cariani, Genevieve Goth Graf, C. Curry Bohm and Georges LaChance.

The current gallery location was purchased in 1967 by this group. The building, known as the Minor House, was formerly used as a boarding house in the heart of Nashville, Indiana.

Marie Goth died in the year 1975 at the age of 88. She had accumulated paintings belonging to her four peers, Varlado J. Cariani, Carl Graf and her sister, Genevieve Goth Graf. When she passed away, Marie left her estate to the Brown County Art Guild, Inc. Before she died, she requested that a memorial room be added to the gallery to showcase her and her peers' artwork. The Brown County Art Guild, Inc. became the official home of the Marie Goth Collection.

Timeline of Artist Membership 1954-2015

- 1954 Charter Members: C. Curry Bohm, Elizabeth L. Baum, Dale P. Bessire, Anthony Buchta, V.J. Cariani, Marie Goth, Ken Gore, Genevieve Goth Graf, L.O. Griffith, Georges La Chance, Al La Toor, Gordon B. Mess, Fredrick W. Rigley, Derk Smit, Musette O. Stoddard, Arnold Turtle
- 1955 Ruth K. Hibbs
- 1956 H.L. Jorgensen, Paul B. Reeves
- 1957 June Burkholder, Norman Ulery, Helen Woodward Woods
- 1958 Lilian Fendig, Dorothy Frantz
- 1959 Harriet Montieth, Joel Reichard
- 1962 Sybil Connell
- 1963 Katherine G. Blasingham
- 1964 Floyd Hopper
- 1966 Neil Dunnigan
- 1967 June Burkholder, Josephine Hart, Amanda Eller Kirby
- 1968 Sally Kriner, J. Lillian Dunnigan
- 1969 Walter Parke, James Scott
- 1971 Francis Clark Brown, Em Flanagan

1972 Nancy Blair Closson, Harry William Smith
1973 Albert Alfredson, Don Christopher Cloud, Thomas Midkiff
1975 Ruth Anderson, Doug Henry
1976 Mary Miller Salem, Crawford Donnelly, Margaret Eifler
1978 Harry Davis, Leah Traugot, Jean Vietor
1979 Jeanne McLeish
1980 Rich Ernsting, Marilou Crisman, Roger Frey, Wilbur Meese, Adolph Walter, Jan Wills
1981 Grant Christian
1982 Dean Davis
1985 George Elliott
1986 Louise Hansen, James Lentz
1987 Henry Bell, Marilyn Gerst, Martha Stevenson
1988 Peggy Brown, Jeffrey Burris, Lois Davis, Gordon Fiscus
1989 Emil Doner, Robert Hoffman, Rob O'Dell, Jerry Smith,
1990 George Debikey
1992 George Burrows, Creston Stokes, Bill Updegraff, Diane Ubelhor-Wunderlich
1993 Sylvia Worman
1994 Willa Howell Bullock, Sandy Ezell, Rebecca Moore Higgins
1995 Mark Burkett, Billie Durr Thurman
1996 David Banta, R. David Dale, Irene Joslin Olds, Peggy Trull, Wayne Waldron
1997 Allen Hutton, Russell Recchion
1998 Gerrie Govert, Nora Kasten, Maphajeane White
1999 Patricia Rhoden Bartels, Ron Elkins
2000 Carol Fisher, Larry Spears
2001 Judith Lewis
2002 Robert Eberle
2003 William Borden
2004 Roger Ambrosier, William Smoot, James Tracy
2005 Ronald Mack
2006 Hattie Stanton
2007 Rena Brouwer, Roger Merkel, Arlyne Springer
2008 Walter Hamilton
2009 Zhen-Zhong Duan, Lawrence Rudolech
2010 Charlene Marsh, Pamela Chase Newell
2011 J.A. (Judy) Burst, Mary Ann Davis, Lynn Dunbar, Jim Faulkner, Brian Gordy, Chris Griffin
Woods, Corrine Hull, Joel Knapp, Wyatt LeGrand, Chris Newlund, Thom Robinson,
Donna Shortt
2013 Kathryn Clark, Dan Woodson
2016 Wayne Campbell, Dixie Ferrer, Linda Gredy, James O'Black
2017 Charlene George, Mary Riley

Annual Calendar

January and February:

Patron Show

February only:

Youth Show

February:

Annual Patron & Artist Membership Meeting and Spring Painting Exchange is held the last Sunday of February at 2 p.m. Artists are asked to bring in four to six pieces of new artwork for the spring show. It is at this time that new applicants are reviewed and juried. Guest artist members and new applicants need to have their work submitted by the third Sunday of the month. The staff can modify the date of the Exchange to accommodate member artists and Guild members.

March – October:

Three seasonal exhibitions with compulsory participation by guest and member artists as well as three themed special exhibitions with optional participation by guest and member artists. Themes are determined by the Guild staff and change seasonally each year.

June:

Member Artist Social and Painting Exchange is held the first Sunday of June. Artists are asked to bring in four to six pieces of new artwork for the summer show. Guest artist members need to have their work submitted by the last full week of May. The staff can modify the date of the Exchange to accommodate member artists and Guild members.

August:

Autumn Artist Member Painting Exchange is held the last Sunday of August, an Artists meeting (lead by the Artist Advisory Council) is held at 2 p.m. Artists are asked to bring in four to six pieces of new artwork for the fall show. Guest Artist members and new applicants need to have their work submitted by third Sunday of the month. The staff can modify the date of the Exchange to accommodate member artists and Guild members.

September:

The Brown County Art Colony Weekend is held the second full weekend. Guest and member artists are encouraged to attend Guild activities as their schedule allows.

November and December:

Holiday and West Baden Special Exhibits for optional participation by guest and member artists.

Hours and Holidays:

January-February Hours: Open Friday-Saturday, 11am – 5pm and Sunday, 12 - 4pm.

March-December Hours: Open Monday-Saturday, 11am – 5 pm and Sunday, 12 - 4 pm.

Closed: Easter, Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day. The Guild is also closed for each artist member painting exchange.

Open with Reduced Hours: Memorial Day, Independence Day, and Labor Day.

Guild Policies

Artist Member Meetings and Painting Exchange

- Seasonal exhibitions: new shows will be installed three times a year in March, June and September. Artist members may be excused from a show by notifying the director in advance. All work brought to the Guild for exhibits must be new or must not have hung in the Guild for at least three years. Solo exhibit paintings are exempt from this rule. Paintings must be signed.
- Inventory paperwork: artwork inventory paperwork must be completed in advance of the drop off or meeting day using the inventory form provided by the Guild. A Guild label, completed and affixed to the upper left corner of each painting, is required. Paintings not labeled will not be hung.
- Communication: artwork that is presented after the day of the meeting or exchange will be displayed as space allows. If an artist does not have artwork available for a new show and does not communicate it with the Guild, they will be placed on the Inactive List.
- Early drop-off: local artists are encouraged to make an appointment with the director to drop off new artwork sometime in the weeks prior to the meeting and exchange. This will make the general membership meeting less hectic for all involved.
- Member Artist voting: a proxy vote for new applicants or for new directors of the board may be submitted by phone, email or in writing with the director of the Guild. Guest artists are not allowed a vote.

Guidelines for Wall Space Allotment per Artist

Artists may submit four to six pieces using the following guidelines:

- Works submitted must not significantly exceed the average wall usage (2,500 sq. inches).
- Works submitted exceeding a total of 2,500 square inches may, by discretion of the director, be reduced to facilitate fairness and equality in wall space usage.
- To calculate total square inches, measure the height and width to the outside of the frame of each piece. Multiply height by width of each piece to determine the square inches. Add the square inches together to get total the surface area of exhibit space.

General Framing Requirements

To qualify for hanging, all frames and mats must meet the following criteria:

- In good condition and free of dirt, broken ornaments and obvious surface damage.
- Appropriately sized to support the weight of art on the wall.
- Equipped with straphangers and wire, located within the top 1/3 of the frame.
- Well-constructed with nail holes filled and miter joints tightly joined.
- Glazed (glass or acrylic) if framing works on paper. Glazing should be clean and free of scuffs and scratches.
- Suitably matched to the artwork regarding scale, style and color.

Note: the director reserves the right to refuse work with substandard or damaged mats or frames.

Policy for Loaning Artwork on a Temporary Trial Basis

There might be occasions when it would be advantageous to loan artwork to potential customers on a trial basis.

- Ideally, this would be for only a day or two, but could be, at the discretion of the director, up to two weeks depending on the circumstances.
- For work to be loaned, an artist must have initialed the Guild's release form at the bottom the inventory form submitted at the Artist Painting Exchange.

The borrower (potential buyer) must:

- Sign a form assuming responsibility for the art on loan.
- Verify the work's condition when taken and agree to return it in the same condition.
- Agree that, if the work is not returned within two weeks, the price listed with taxes will be applied to the credit card of record.
- Supply a credit card number and driver's license number.

Featured Artist Program

To increase opportunities for member artists to showcase their work at the Guild, two active full member artists are featured monthly, April through November.

- Full active member artists are in a rotation to be selected as one of two artists featured monthly at the Guild. Newly accepted members are placed at the bottom of the featured exhibit rotation list behind the established full active member artists.
- If an artist declines the opportunity to be featured when their name has come into rotation, he or she will go to the bottom of the list and will have to wait until the rotation has been completed to be chosen again.
- The Guild will work with artists to help make their featured month successful. Please have all promotional materials to the director in advance. These materials may include a current biography; artist's statement; and at least four digital images (sample selections) of artworks to be featured, along with the titles, sizes and medium.
- If featured artist(s) wish to have a postcard made to promote themselves, the artist(s) is responsible for the expenses. Artists are encouraged to collaborate with staff to make these promotions as effective as possible.

Patron and Youth Shows

The Patron Show will be held in January and February. The Youth Show will be held in February.

- The Patron Show is open to all patron members of the Guild, donors who have contributed \$40 or more during the year.
- These two exhibits provide an opportunity for the Guild to support its patron members and to encourage emerging community artists. The Guild's active full artist members are not invited to participate in these two shows.
- The Youth Show is open to artists age 18 or younger.

Reproductions

All active member artists qualify to display and sell reproductions of their original artworks, but the number of pieces accepted will be limited due to limited merchandising space in the Artisan Gift Shop.

Reproductions must be:

- Unframed.
- High quality reproductions.
- Clearly labeled as a “reproduction from an original work of art.”
- Professionally presented with clear, clean, unscratched packaging – no Saran wrap, or acetate wrap with tape will be accepted.
- Custom sized clear Mylar bags or shrink-wrap recommended.
- Backed by acid free rigid material – no cardboard allowed.
- The director reserves the right to refuse reproductions and/or note cards that are not clearly labeled as such or with a substandard presentation.
- A 50% donation is requested for the sale of non-original work, i.e. reproductions, note cards, books, etc.
- Fine artisan payment checks are written once monthly, the first Friday of the month for the artisan’s total accumulated commission for the previous month’s sales.
- Only original art will be hung on the walls of the main galleries.

Policy Regarding Artist Membership

- A simple majority of 50% plus one vote of the quorum (including those present and proxies) at each meeting (1) upon application and (2) then again at the next voting meeting one year later. When a guest artist receives a 50% plus one, the artist is accepted into membership as a full active artist.
- The Guild must be consistent with all artists applying for membership.
- All applicants must follow the same procedure; no exceptions will be made. Voting for new members will be done with a secret ballot.
- The applying artist submits four works of art in the same category (2D-3D) and medium (watercolor, oil, pastel). Mixing categories (2-D to 3-D) or (mixing media i.e.: oil, pastel, watercolor) is not allowed.
- Following the first-round vote of acceptance, the “guest artist” will pay a Guild fee of \$400 and at least two of the four submitted paintings will be hung in the gallery. Additional work may be hung depending on space availability.
- At least two or more works of art will be displayed in each show during the one-year application process depending on space limitations. The works selected to exhibit in the gallery will be at discretion of the gallery director.
- Should a member artist wish to show in a new category or medium, the artist must submit his or her new work to the general membership. A secret ballot will be used for the vote to allow an additional category. A majority vote of 50% plus one is needed to add a category for a member artist.

- The artist will be accepted into membership in one category only (2-D or 3-D). A member artist wishing to switch mediums within the same category will be considered by the Artist Advisory Council on a case-by-case basis.

Emeritus Member Artist

- An optional status for artists over 65.
- Annual dues are fifty dollars, \$50.
- Sales commission is the same as for regular members.
- May attend meetings and vote.
- May exhibit one piece of framed artwork and up to two unframed originals.

Inactive Member Artist

- Available during extenuating circumstances (such as illness). If the reason for inactivity is financial hardship, the Artist Advisory Council will be notified for consultation.
- Annual dues are fifty dollars, \$50.
- May attend meetings but is excused from voting while inactive.
- May not exhibit artwork while inactive; however, can return to full active member status at any time by paying the additional annual dues (\$350) and will not need to be juried in again.

Additional Artist Responsibilities

- Artists are to keep their contact information current.
- Artists are to make appointments with the director or gallery manager when they need to meet or to pick up/drop off artwork.
- Artists must complete, date and sign artist pick up/drop off forms whenever works of art come or go from Guild premises.
- Artists are encouraged to volunteer their time and talents when possible.
- Concerns and or suggestions for improving the Guild are always welcome.
- Artist members are at some point asked to be Board of Directors liaisons through the Artist Advisory Council (AAC) and may attend board meetings in person or by conference.

Grounds for Dismissal (Revoking of a Membership):

Artist members are voted into the Guild based on the quality of their artwork. If the artist membership, Artist Advisory Council or Board of Directors determines that an artist member is displaying conduct detrimental to the overall operation, reputation or physical well being of the staff, membership, volunteers or Board of Directors, or intent to damage the reputation of the organization, a simple majority artist membership or Board of Directors vote for the revocation of membership may be called.

Conduct that qualifies as detrimental to the Guild includes, but is not limited to the following:

- Actions detrimental to the overall operation of the Guild.
- Behavior threatening to Guild staff, volunteers, members or Board of Directors.

- Inappropriate or inflammatory communications to members and/or non-members with the intent to damage the reputation or operation of the Guild, or physical well-being of its staff, volunteers, members or Board of Directors.

Finances:

- A one-time initiation fee of \$400 will be charged upon admission to the Guild.
- Annual dues of \$400 are assessed in the second year and beyond.
- A 30% donation is requested on all sales of original artworks.
- A 50% donation is requested for sales in the Artisan's Gift Shop (note cards and reproductions).
- The Guild will collect and pay the Indiana Department of Revenue sales tax on all sales made at the Guild.
- Monthly payments will be sent to those artists who sold original art or reproductions in the previous month.

Dues Policy:

The director will mail an annual member artist invoice in early February and payments are expected by the Spring Exchange & Annual Meeting, and if not received, the artist will be contacted for full payment or for a payment schedule. If an artist has not paid at least \$50 towards his or her dues by the Spring meeting, artwork will not be hung. If there is no communication or no dues are paid by the end of March, the artist forfeits his or her membership and will need to reapply as a new artist.