

## Library

There is an extensive art library for your use. Please complete the borrowing register correctly and return books within 4 weeks.

Please record in the register:

- Title of the book/DVD
- Your name
- Date taken
- Date returned

A committee member will follow up any outstanding books but please make their job easier by returning books promptly—and put the returned date in the register.



## Mana Arts Society (Inc)



*Art work by Jill Sutton*

## Members Information Booklet 2021

## Clubroom Emergency Procedures

### First Aid

Our First Aid kit is located in the toilet area.

### Emergency Exit

The back door for use in an emergency is by the toilet.

The lower catch is always open - merely lift the latch.

The upper catch is locked but the key is on a string just above it.

Unlock and pull down the latch to get out.

### Fire and Earthquake

Leave the building through the safest route.

In the event of a fire call 111, or send someone to Palmers to call

Gather on the sports field - check everyone is accounted for.

Keep away from overhead power lines.

### Flood or Tsunami

Leave the building through the safest route.

The nearest high ground is the railway embankment, or

Motuhara Road in Plimmerton (by the school).

### Defibulator

The closest automatic external defibrillator to the clubroom is by the front door of the Four Square, Plimmerton.

## Welcome

This booklet is designed to explain how we operate as a club and to provide information on our activities.

If there is any additional information you think should be included, please let a committee member know.

### Committee

The members of the committee are elected at the annual general meeting. They are responsible for the smooth running of the club.

The committee requires a minimum of six and up to ten members. If not elected at the AGM a president, treasurer, secretary is selected from amongst the elected committee members.

Each committee member is allocated a portfolio of duties such as - exhibitions, publicity, membership, keys, housekeeping, newsletter, workshops, social, library, grants, and communications.

### Constitution

As an incorporated society, we are bound by a set of rules set out in a formal constitution.

A copy of our constitution is kept on our notice board, so take an opportunity to read it.

### Suggestions

If you have any ideas about how the operation of the club could be improved, please discuss with a committee member.

### Maintenance

Please record faults or damage in the day book and notify a committee member

## New members application

Prospective new members should complete and email the application form showing their contact details to the 'membership' committee member. Membership fees should be paid by direct credit (03-1533-0005984-00) or handed to the Treasurer or a committee member for action.

Membership entitles you to take part in all public exhibitions, attend any workshop or tuition event at a reduced rate, use the clubrooms for your art activity, and to receive a regular newsletter.

## Fees

The current membership fee is set at the annual general meeting in March each year and will change from time to time. The annual membership fee (currently \$60) is due at 1<sup>st</sup> January and should be paid by the end of the month by direct credit.

Mana Arts now offers a joint membership for retired couples with the second person to pay 50% of the full membership fee (currently \$90 per couple).

Non-artist members may become a 'Friend of the Club' by paying a reduced fee (currently \$30). This entitles them to the newsletter and an invitation to attend social events such as exhibition openings.

There is a reduced fee for junior members (currently \$25).

## Contact List

A list of all members is completed from time to time and displayed on the club notice board. If you would like a copy, please ask the 'membership' committee member.

If you do not wish your contact details to be available for others, please advise the 'membership' committee member.

## Club art groups

Club members are welcome at any of these groups to carry out their art, discuss work and exchange ideas. Our groups are held:

- Tuesday, Wednesday and Thursday mornings from 10am.
- Wednesday evening painting group 7pm -9pm. Contact Robyn Armour on 04 2368609 or robynarmor@gmail.com for further information.
- Life Drawing is on 2nd and 4th Thursdays of each month at 6.30pm. Contact Julie Kilpatrick - juliemarykilpatrick@gmail.com or Jan Nalder - Nalder@top.net.nz for further information. Small fee for model.
- ◆ The Friday Sketch Group runs from 10am. Contact Graham Poynter 021 0217 4344, gpoynter03@xtra.co.nz, or Julie Kilpatrick - juliemarykilpatrick@gmail.com for further information.
- ◆ Pastel group on the 4th Saturday of the month at 10am - 2pm. Contact Bev Janes on 027 419 3504 for further information.

## Workshops / Tutorials

The committee arranges these events as a way of promoting artistic interest. We usually engage a well-known artist to teach us a new skill or update skills we may already have. These activities are also open to the general public. A fee is charged to cover costs and members enjoy a reduced fee.

For example, Jan Nalder [nalder@top.net.nz](mailto:nalder@top.net.nz), 04 2399632 is running the following fee charged classes:

- ◆ L-Plates Art, adult beginners, Mondays 10-12, Saturdays (from 15 May) 3.30-5.30, basic composition, light, perspective/proportions
- ◆ ArtStart for children during school holidays, Mondays 1.30-2.30, casual picture making, art supplies provided.

If you have any suggestions on subjects or artists you would like to see covered by future workshops, please let a committee member know.

## Exhibitions

You are invited to show your work at exhibitions organised by the club in our clubrooms or at other suitable local venues. We issue an entry form to you prior to each exhibition with details of the exhibition rules, dates, and fees to be charged (if any).

There are a few general guidelines you should be aware of:

- You need to have current paid membership to be eligible to enter works in exhibition.
- Paintings submitted must be original works, copies of other artist's work or unsigned work will not be accepted.
- Paintings must be for sale and presented suitable for sale
- To ensure every submitting member is represented, we may limit the number of works displayed due to display constraints.
- Paintings must be dry and suitably mounted, framed to a high standard labelled and strung suitable for hanging.
- All sales are subjected to a commission deduction at the current rate of 15%
- Paintings sold up to one month after the exhibition are still subject to the commission. It is up to you to advise and pay the club treasurer.
- You are responsible for your own insurance. The club does not cover artist's personal property displayed at the exhibitions or stored at the clubrooms.

## Social Activities

We hope you have a friendly social life with the club. Openings to exhibitions are held as well as a Christmas get-together. These are designed to help you meet club members who you may not see in the normal course of your art activities.

## Display Boards / Notice Board

Please name and date any work you display so they can be returned. Unclaimed unnamed sketches will be destroyed. You are welcome to put up any item of interest to other members on the notice board.

## Display of works at clubroom

Members are invited to display their art work at the clubroom. It must be understood that this is done at your own risk as MAS insurance does not cover your art works.

## Website and Facebook Policy

Photos taken at workshops and other public events may be put on the website and/or Facebook at the Committee's discretion.

Any photos of individual artists and/or their work needs approval from the artist/s. If you wish to have your profile and/or works displayed on the MAS website or on Facebook, please contact the publicity member.

Facebook link: <https://www.facebook.com/manaartsplimmerton/>

Website link: [www.manaarts.weebly.com](http://www.manaarts.weebly.com)

Instagram: [ManaArtsPlimmerton](https://www.instagram.com/ManaArtsPlimmerton)

## Newsletter

A newsletter is issued regularly (via email) with information of coming events and items of general interest. If you have an item to be included, please send to the newsletter editor.

## Club equipment

It is important that everyone looks after all club equipment. No equipment is to be taken out of the clubrooms without the permission of a committee member.

- Printing press—can be messy so get help from an experienced member for the first time
- Overhead projector—useful to enlarge onto a large canvas