

Constitution and Bylaws of the Pastel Society of North Carolina

Article I Name of Organization

The name of the organization will be the Pastel Society of North Carolina (herein variously referred to as PSNC or the Society.)

Article II Purpose

The Pastel Society of North Carolina is an educational corporation dedicated to the practice of soft pastel painting. Our goal is to provide educational opportunities for our members, to enhance community appreciation of the medium, to show and exhibit this art form to the public, and to bring together pastel artists from our region, and also nationally and internationally.

PSNC welcomes pastel artists whether amateur or professional. Members experience an environment for learning and sharing through technical demonstrations, workshops, member exhibitions (in person and on line) and plein air outings. Our programs provide opportunities for networking, communication, skill enhancement, innovative techniques and camaraderie.

Article III Membership

Section 1. Membership in PSNC is open to any person high school age or older who is interested in soft pastels. Members are encouraged to attend meetings, participate in exhibits and share their talents (i.e. board and committee assignments, etc.) as volunteers for the general good.

Section 2. Only members in good standing may vote on organizational business, may exhibit or compete in Society shows and competitions. "Good standing" means those who are registered on the membership roll as having paid dues for the current calendar year.

Section 3. Membership is on an annual basis January through the end of December of each year. Dues for the current year come due January first, regardless of what month the member originally joined the society; there is no pro-rating of dues. Membership will be terminated if dues are not paid by February 28.

Section 4. Members are strongly urged to serve one year on a committee. The President may delegate members to serve on committees. (See list of committees under Article IX.)

Section 5. Visitors are welcome and may attend one meeting or zoom presentation before joining PSNC. Guests may attend workshops for full price without membership in the Society.

Section 6. Members may attend Executive Board meetings without voting privileges.

Section 7. High school art students may join with a membership fee of \$10.00 annually.

Section 8. Members inactive (non-dues-paying) for two years, need to pay current year dues, update their personal file and, where applicable, resubmit the website fee and resubmit their information to the Web Master to have a web page reinstatement.

Section 9. Payment is through a Pay Pal account, or the option to use a credit or debit card through the PayPal button.

Article IV Executive Officers

Section 1. Executive Officers (or Board of Directors) of the Society are the Director, President, Vice-President, Treasurer and Secretary. Candidates for Executive Offices of the Society will have been members in good standing for a minimum period of one year before becoming an Executive Officer.

Section 2. Terms of office are *suggested* for a period of one (1) year, and no member will hold the same office for more than two (2) consecutive terms, except by two-thirds vote of the membership. (Suggested meaning circumstance-directed and responding to the needs of the individual; this language replaces imposed term limits.)

Section 3. Incoming Executive Board Officers take office the following January, and officers are expected to attend all meetings of the Executive Board for the remainder of the year.

Section 4. The outgoing President becomes the Director, while the incoming President remains in office. The Director is, in effect, the mentor for the President. The Vice President becomes the President.

Section 5 Conflicts of Interest. When a Director or Executive Officer finds a financial or personal interest in a matter coming before the Executive Board, whereby the result may be ethically questionable, firstly, that person shall refrain from discussion, lobbying or voting on the matter. Secondly, the member will describe the potential conflict to the board whereby their decision of agreement or discount shall be adhered. Thirdly, any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested officers determine that it is in the best interest of the society to do so. Lastly, the minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Article V Executive Board

Section 1. The Executive Board will consist of the Director, elected officers and chairpersons of these committees: Programs, Exhibitions, Membership, Publicity and Workshops.

Section 2. Executive Board meetings will be scheduled as the President and Board agree, though are generally held the week before general membership meetings. General membership meetings are currently scheduled for the second Saturday of the month 10am-noon; realizing this may be circumstance-dependent. Meetings may be in person or online as determined by circumstances. The Executive Board may call additional meetings as needed at the same or alternate venue.

Section 3. At general meetings, at least two (2) officers and one-fifth of the membership will constitute a quorum.

Section 4. Only the President may call special meetings, and may do so should any member of the Executive Board raise issues serious enough to warrant a special meeting.

Section 5. Co-officers, i.e. committee co-chairs, who share duties as agreed upon at the time of the election, will come to an agreement and constitute one vote.

Article VI. Amendments

Section 1. This constitution may be amended by Executive Board majority. Membership will be advised of changes to the bylaws, and an increase in membership fees will begin at the beginning of the next fiscal year.

Section 2. Proposed amendments to the bylaws must be submitted in writing to the Executive Board by email. Issues will be discussed as soon as possible, and a vote taken to accept or reject the proposed amendment.

Article VII. Finance

Section 1. The fiscal year for PSNC is January 1st through December 31st each year. Membership is on an annual basis for the same period.

Section 2. The annual dues will be fifty dollars (\$50) per year, payable January 1st and no later than February 28th of each year. Memberships not renewed by February 28th will be considered to have lapsed. Dues are waived for anyone serving on the board or as committee members for the year of their service."

Section 3. Dues must be paid in full before entries of any artists are submitted in Society competitions, exhibits, or before participation in zoom or in-person demonstrations or workshops.

Section 4. Entry fees for PSNC-sponsored juried shows will be determined by the Exhibition Committee with acceptance by the Executive Board.

Section 5. Assets of the PSNC will be strictly dedicated to its tax exempt status within the IRC 501 C(3) and in the event of its dissolution its assets will be paid to the Pastel Society of America (PSA), a tax exempt organization which conforms to the regulations of 501 C(3)

Article VIII Duties of the Officers

Section 1. The regular term of office for all officers will commence on January 1st or in mid-term on the date of installation.

Section 2. The Director:

- A. Acts as a mentor and oversees the operations of the Board.
- B. Provides leadership to the Society.

Section 3. The President:

- A. Appoints the chair persons of all standing committees; is member ex-officio of same (*except auditing and nominating committees*).
- B. Provides overall leadership to the Society.
- C. Conducts the proceedings of all meetings except standing committee meetings.
- D. Serves as chairperson of the Executive Board.
- E. Designates committees.
- F. Represents the Society in matters of community and public relations.

Section 4. The Vice-President:

- A. Performs the duties of the President in his/her absence or at his/her request.
- B. Assists the President in activities necessary to the benefit of the Society.
- C. Confirms Society meeting location, date/time, program details and requirements are met.
- D. Confirms program details with Webmaster to be posted on website
- E. Confirms Membership Chairman emails each member.

- F. Assists Program Committee where required for scheduled programs.
- G. Becomes the President at the end of the President's term.

Section 5. The Treasurer

- A. Oversees the custody of funds, securities and assets of the society.
- B. Keeps an accurate account of the receipts and disbursements and prepares a true statement of the society's assets and liabilities at the close of the fiscal year.
- C. Prepares an annual budget including receipts and disbursements for Executive Board review no later than the February meeting.
- D. Makes the financial information available in a form available if members of the public request this information (suggest link to the status of PSNC's finances on website, or etc.)
- E. An assistant treasurer shall be appointed by the Executive Board and shall perform the duties of the Treasurer should the Treasurer be unable to fulfill these duties.

Section 6. The Secretary:

- A. Takes concise minutes of all Executive Board and Society general meetings and these minutes are present for approval at the following meeting or by posting on website in section designated for archive of minutes.
- B. Responsible for archiving minutes of Executive Board and Society meetings.
- C. Maintains all written correspondence as designated by the Executive Board; archive d minutes will be passed down to new Secretary.

Section 7. The Past President (Director)

- A. Is the Director of the Society.
- B. Aids in the transition of officers.
- C. Offers expertise for the following two years while the president is in office. When a new board is elected, the sitting President becomes the new Past President. or Director.

Section 8. Zoom Coordinator and Video Editor

- A. Sets-up Zoom meetings for in-person and online meetings for Board or Membership.
- B. Attends in-person meetings to stream the meeting live *(or gets a substitute to do this.)*
- C. Sets-up Zoom to record all meetings and edits them before sending them to the members. *(This is optional since they do not have to be edited but it is nice to be able to do so.)*
- D. Hosts/runs online meetings *(or designates another person to host/run the meeting. S/he may also set up a co-host to do this who will have the same access as the host. People can be shown how to do this. If the meeting is set up properly to begin with and the person knows how to login, the recording is automatic.)*
- E. Uploads recorded demos to our YouTube Channel *(in coordination with Google Administrator.)*

Section 9. Google Accounts Administrator and Digital Librarian

(see addendum for additional guidance)

- A. Maintains list of members by providing Google accounts for new members and deleting those who choose not to renew.
- B. Receives the minutes from Board and membership meetings in order to put them in the correct Google Drive folder so they are accessible on the website.
- C. Maintains PSNC documents on Google Drive for consistency and accessibility to future officers.

D, We have several generic email accounts through our Google Enterprise System such as members@pastelsnc.com, news@pastelsnc.com, etc. (These were created by the Google Administrator. Others may be needed in the future.)

E. The Digital Library is housed in four of PSNC's Google accounts. The Digital Librarian shares the files for limited times, provides access to these files. *(The Digital Library is very closely tied to the Google Accounts, it is logical to include this with the Google Administrator position.)*

Article IX. Committees *(description of scope of work follows in addendum)*

Section 1. There will be the following standing committees, the chairpersons of which will be appointed by the President and will be a member of the Executive Board.

A. Programs: Responsible for the programs at each meeting, and for inviting, confirming and reminding presenters by phone or email. *(This task is made easier by surveying members for their instructor preferences, and then contacting those artists.)* Provides a written note of thanks to the presenters following the event. Reports to the Vice President.

B. Exhibitions: Responsible for ensuring the Society holds public exhibits at least once each year. Responsible for communicating the display requirements of each gallery to the members (e.g., restrictions on subject matter, hanging requirements). Responsible for ensuring the artwork is properly exhibited at each show. This includes all the necessary components of providing a professional show and ensuring all paintings are delivered and retrieved at designated time.

C. Publicity and Marketing: Ensures the Society receives widespread exposure in the media, including, but not limited to local, regional, and state newspapers, newsletters both in print and through internet, radio and television, when available.

D. Hospitality: Plans and executes reception accommodations, foods and accouterments. Coordinates receptions with gallery or exhibition location; works in tandem with the Exhibition Committee. Maintains neat, sanitary and decorative appearance of food and tables during reception, and secures clean-up team after the event.

E. Workshop: Coordinates elements necessary to conduct workshops including instructor, location, dates, times, equipment requirements, etc. Maintains communication with instructor by phone or email; manages needs of instructor, and provides written note of thanks to instructor following the event. Works with marketing committee for fliers, payments and cancellation notice if necessary. Ombudsman for workshop participants to include registration, materials distribution, classroom set-up and help with housing for out of state people. Writes Instructor Agreement and acquires signature on an Instructor Agreement which includes the terms negotiated by both parties.

F. Membership and Communications: Maintains Contact List of Current Members and PSNC New Email Account including home, studio, email, and website addresses and phone numbers (via a spreadsheet) on the PSNC Google Drive for ease of distribution to membership. Sends a welcome note to new members, and annual membership cards after individual dues are received. Provides each member with a name tag to wear during in-person meetings. Records visitors to online meetings. Distributes news/announcements for the other board/committee members.

G. Website: Acts as the PSNC's Webmaster, ensuring the website contains accurate news announcements, member news, program information, and archive information. Keeps the

Word press CMS up to date with regular plug-in and theme updates as needed. Updates online membership list, creates artist's web pages, and maintains the website blog (which serves as the organization's newsletter)

H. **Auditing:** Consists of at least two members and the Treasurer, and examines the financial records each year at the end of the calendar year, and reports findings to the Society membership.

I. **Nominating:** Consists of one to three members, assembles a recommended slate of officers for the following year by polling all members by phone. This slate of officers will be presented at the October meeting and/or online through the website or email notification at which time other nominations can be made from the floor. Tallies the votes at the end of the voting period and present the results to the Executive Board and at the December meeting.

J. **Historian:** Maintains documentation of the Society and its accomplishments including photographs, videos, new articles, publications, etc. that mention the Pastel Society of North Carolina since its inception as a non-profit status North Carolina entity. Encourages members to view the Society's history by sending (via email or on Society's website) retrospective look at past events, exhibitions, shows and gatherings.

K. **Phone:** Communication by phone has been replaced for the most part by email. This is kept in place for unforeseen contingencies and not as a matter of course.

L. **Librarian:** Maintains and manages the Society's collection of DVDs, books, and magazines and the funds associated with the library. Submits receipts and an Excel spreadsheet of financial records for the library to the Treasurer quarterly. Submits requests for new materials to the Executive Board for approval. Ensures that members have access to rent library materials at all general meetings and work with Website manger to ensure a current list of available materials is accessible on the society website. *(Director's note: There are few items left in the physical library, though the formats are outdated. We have an online library managed through Google login access.)*

M. **Parliamentarian:** Assists the President and/or Vice President in ensuring the meeting progresses in a timely and orderly manner. Helps take the politics and heat out of situations because we are committed to following Robert's Rules.

N. **Statewide Committee:** This is usually two people who manage the Statewide Show when PSNC hosts and coordinates with the sister societies when they host the event. We also need a committee for "Statewide Awards". Both of these committees are listed on the website but currently we do not have anyone for the positions

Article X. Amendments to the Bylaws

Section 1. Amendments to these Bylaws can be approved by two-thirds vote of the Executive Board by polling each Executive Board member.

Section 2. All proposed amendments approved by the Executive Board must be submitted electronically for online voting for a period of 20 days. The majority of votes cast will constitute a quorum.

Section 3. When amendments are approved by a quorum, they will be adopted at the next general meeting and made available on the society website.

Approved by the membership October, 2001.

Revised January, 2004

Revised December, 2008

Revised February, 2009

Revised January, 2012

Revised July 2014

Submitted as approved by Board of Directors

February 2022 by Emily Thompson, President PSNC

Submitted with Addendum November 1, 2022

ADDENDUMS

This section is for the clarification and standardization of duties performed by the Chairs in the hope that it guides and answers questions for those who follow the current Chairs.

Addendum 1. Historian Chairperson

The goal of Historian is to maintain documentation of the Society and its accomplishments since its inception as a non-profit status North Carolina entity. Maintains publications in which the Society is mentioned and documented.

1. All previous hard copy documentation needs to be kept in a safe place and maintained.
2. a. When documenting Statewide exhibitions it is imperative to keep all hard copy brochures accessible as they have been requested in the past to check on previous artist participation.

b. To document the Statewide take pictures of the opening reception. It is also important to document the awards ceremony through a video.

c. Keep a digital record of the brochure.

d. Keep a digital record of the award winners.

e. Keep hard copies and or digital records of newspaper and magazine publicity.
- 3 a. When documenting Pure Color keep a digital record of the award winners.

b. Keep a digital record of the invitation.
4. Keep a digital record of a list of all events for the year.
5. a. When documenting programs in person take pictures of the speaker as well as the participating artists. Take photos of the stages of their presentation.

b. When documenting programs online take screenshot pictures of the speaker and any tangible things they have to offer. Maybe take some notes as well if there is nothing to see.
6. a. When documenting demonstrations in person take photos of the artist and the stages of the demonstration. Also document through photos the participating artists.

b. When documenting demonstrations online take screenshot pictures of the artist and the stages of the demonstration.

7. When documenting a members' exhibition take photos of the reception. Take photos of the artwork and if desired make the stills into a video presentation.
8. To document a holiday celebration take photos of the event.
9. Each file should be labeled. Here are some examples:

 PSNC_7_10_21_A 10 Minute Masterpiece Demo by Jen Evenhus (If in person you would include the location)

 PSNC_6_05_21_Statewide Exhibition_Bev's Gallery_Raleigh_NC
10. All the files for the year should be in one file such as: PSNC2022History
11. Document Chair Positions, Board Positions and membership for that year.
12. If you cannot attend an event be sure to get more than one person to take photos for you.

Addendum 2. Membership & Communication Chair Procedures (synopsis)

- ✓ Maintain up-to-date membership list (including contact information for members [home, studio, email, and website addresses and phone numbers]) on the PSNC Google Drive spreadsheet.
- ✓ Send out reminders for renewals
- ✓ Check PSNC PayPal account for renewals and new memberships
- ✓ Purge un-renewed memberships after end of grace period each year
- ✓ Add listings for new members at any time they join
- ✓ Provide new membership cards after receipt of dues each year. Provide membership card for new members when they join, including a welcome note.
- ✓ Maintain a list of visitors (non-members) to online meetings.
- ✓ If in-person meetings are scheduled, maintain name tags for members geographically close enough to attend.
- ✓ Distribute PSNC communications to members.
- ✓ Keep up-to-date contact lists of current members on the PSNC email accounts
- ✓ Distribute official news of meetings, exhibitions, etc. as directed by the Publicity & Marketing Chair or other board/committee chair

There is a Reference Manual available with detailed instructions for each of these steps

Detailed Description

Maintains Contact List of Current Members and PSNC New Email Account including home, studio, email, and website addresses and phone numbers (via a spreadsheet) on the PSNC Google Drive for ease of distribution to membership (*See Google section*). Sends a welcome note to new members, and annual membership cards after individual dues are received (*See Membership Timeline and New Memberships sections as well as PayPal section*). Provides each member with a name tag to wear during in-person meetings (*See Name Tags section*). Records visitors to online meetings (*See Visitors section*). Distributes news/announcements for the other board/committee members (*See Announcements section*).

Think of this position as customer service for PSNC members or non-members requesting information before becoming members. The Membership Chair is the person most likely to have frequent one-to-one interactions with members so they also function as a sort of troubleshooter/goodwill ambassador. Interaction is via email so emails should be read and answered in a timely way. Check emails AT LEAST once a day and checking more frequently would be better. Emails sent out must always be courteous and professional as they represent PSNC as an organization. If you don't know the answer to the question asked, reply saying so and forwarding the question to the most likely board/committee chair to have an answer. Be helpful.

Memberships Renewals and New Memberships

New memberships can and do come in all year long. Membership renewals should be made as soon as possible AFTER January 1 each year. Do not send out reminders before then as it is better for the Treasurer if memberships for each year are paid during that calendar year. Membership renewals are due in January each year, regardless of which month the member originally joined. February is a grace period for renewals. Any membership not renewed by March 1 is considered to have lapsed.

Renewal Timeline

In late December, identify board members and committee chairpersons for the upcoming year. These people will receive free membership for the year(s) of their service. Also, identify any members who paid for membership twice the previous year (there are always one or two). It is best to make note of those who overpay during the year at the time it happens so you don't forget when January rolls around. Plus, check PayPal for any members who went on and renewed before the reminder was sent out. (*See PayPal section for details.*) There are also a few individuals who have free Honorary membership due to extraordinary past service and do not need to pay ever. They are marked in green.

Create new membership cards for all these individuals and update their membership status in the membership spreadsheet (*see Google section*). The easiest way to create a new membership card is to use the previous year's card, change the date, and resave with the current year in the title. (The membership cards are in Word. Some members are unable to open a Word document. If requested, re-save their card as a pdf and resend. [Word/File/Save As/File Format/PDF]) Then email each of them with their membership

cards and a brief note. (It saves time to copy notes from emails in previous years and update/customize them.) For those who are board or chair members, thank them for their service and remind them they do not need to pay for membership for the upcoming year. For those who overpaid, remind them they already paid for the new year and do not need to pay again. For those who have already renewed on PayPal, thank them for renewing. Honorary members also receive new membership cards.

On or shortly after January 1 each year, send out a reminder to everyone that it is again time to renew. There are notices from previous years that can be copied and updated. No need to reinvent the wheel. Send the notice with one named recipient (usually yourself) and BCC the group using the contact label. (*See Google section.*)

Around February 1, send out another reminder. This is best done with a more targeted email that leaves out those who have already renewed. In my experience, even if you put “Please ignore if you have already renewed” in bold at the top, some of them will renew again. Directions on how to use labels to email to a targeted audience are in the Google section.

About a week before the end of February, send out another targeted email to those who have not renewed that their memberships will expire as of March 1.

Early March (1 or 2) send out targeted emails to those who did not renew letting them know that their memberships have expired but they can rejoin at any time.

Around March 7, go on and delete the names of those who did not renew from the Google spreadsheet. It is a good idea to paste them somewhere in case they renew. I keep an Excel spreadsheet of ex-members called “PSNC Former members” for this purpose. If they rejoin, it is helpful to still have this info. Don’t delete them from the contacts list in the Google Email accounts but be sure to remove the “PSNC members” label from their contact entries. This way they will no longer receive PSNC emails. (*See Google section.*)

At this point, it is safe to prepare an updated list of PSNC members to send to Leandra Ganko leandra@legadesigngroup.com to place on the PSNC website list of our artists. This can be copied and pasted out of the spreadsheet. All she needs are the first and last names of the members, not addresses, etc. She will also need to be informed about any new members who join during the rest of the year so she can add them to the list.

New Memberships

These are handled the same as renewals except you will need to input all the contact info for the new person and add their email addresses to the contacts on the membership and no-reply email accounts (*see Google section*). Create a membership card for them (use an existing one and change the name, do a “save as” with the new name) and send it with an email welcoming them to PSNC. (You can find an old one in the emails, copy and update to send.) Be sure to ask for a contact phone number as that info is not on the PayPal receipt.

PayPal

All memberships are now paid via PayPal. Members do not have to have a PayPal account in order to renew as they are given the option of using a debit/credit card but the transactions still come in via PSNC’s PayPal account. You will need to have a password

so that you can view PayPal transactions. (Check with either the current President or the Google Administrator.) Most transactions happen during the first couple of months so you may need to check the account daily during those months. After about March, things slow down so you can gradually check less frequently but it is still good to check once a week. Be sure to check for new members a day or two before our monthly meetings as some people join specifically to see the demo by a particular artist.

Log into PayPal. You will see the PSNC name at the top left, your name at top right and recent activity under the heading “Notifications.” Ignore the “Payment to” transactions as they are Treasurer business. You will want the “Payment from” transactions from individuals. This page will have the name of the payer. Click on the name and it will take you to a page with details of the transaction. You will need to copy the info on the left under “OK to ship to” plus down below where it says “Name for display on website and Email”. Paste this info into a Word document for our records so you can use this as a source for copying and pasting into the Google spreadsheet and contacts. Sometimes the name under “ship to” is different from the name under “name for display on website”. The “name for display on website” is the one you want for the spreadsheet and membership card. Some people use a spouse’s or a business PayPal account to pay and that would be the name under “ship to” so would not necessarily be the name of the artist. Also, pay attention to how much was paid. Some people include additional funds in order to pay for an artist page on the PSNC website. That would need to be marked on the Google spreadsheet and Leandra would need to be informed to expect the materials for the page.

In the event that someone thinks they already paid but you don’t have a record of it, you can search back through PayPal to see if the transaction was overlooked.

If there is a technical problem with a person trying to complete a PayPal transaction, Leandra is likely to be able to help. This happened once with an overseas transaction in which the person wasn’t given the option of using her credit card through PayPal. Leandra was able to come up with an alternate way for the person to get to that window and renew her membership.

Google

It is best to handle all Google account business via Google Chrome as there are less likely to be incompatibility glitches. Chrome is free to download. There are two Google email accounts used by the Membership & Communication Chair: membership@pastelsnc.com and no-reply@pastelsnc.com The membership one is specifically for communications concerning memberships and announcements go out on the no-reply one. Each has a contact list which needs to be kept up to date and should contain the same contacts. The membership email account is the contact email address listed on the PSNC website for membership questions.

When you send out emails from either account, you need to send the email to one person and BCC (blind copy) the list of PSNC members. This protects members’ privacy and also means that they don’t have to look at a couple of pages of email addresses before they get to the actual email. When you are sending out news announcements from the no-reply account, you can use the membership account as the named recipient and BCC the members list. However, you can’t send email to a no-reply account so when you send

emails from the membership account, you will need a different one to use. I use my PSNC personal email account as the named recipient and then BCC the members list. If you want to do this and don't have a personal PSNC email account yet, you can get one from the Google Administrator.

Occasionally, someone will have trouble receiving emails from either PSNC account. This is usually because the emails have been flagged as junk by their email server. This problem can generally be fixed if the member not receiving emails will just add the two PSNC accounts to their contacts list. Have the member do this and then send out a "test" email to them to see if it solves the problem.

Contact Lists

(Note: these instructions are based on how things look on a Mac. Hopefully, they will not be too much different on a PC.) To get to the contact list, log in to the email account. On the upper right, you will see 9 little dots arranged in a square. Click on this and various icons come up. To get to the contacts list, click on the Contacts icon. To edit an existing contact, locate and click on it. Then click on "Edit" to the right. From there you can update any data. If the person did not renew for the year, don't delete the contact but instead delete the PSNC member label under the person's name so they will no longer receive group emails. Click on the little flag next to the label. You can unclick on "PSNC members" label. Be sure to click on "Apply" at the bottom of the label list. Then save the changed contact.

During the renewal process, you can add a label "Not renewed" to any person who hasn't renewed yet and just send out emails blind copying (BCC) that label. When any of them renew, just take that label off of their contact card. Any contact can have multiple labels.

It is also helpful to have a label for Board and Chair members for the year. You will need to send out announcements to that group from time to time so that makes it easier. They don't need to be sent BCC.

There is also a label for our international members for emails sent just to them. Some of them attend our zoom meetings so it is helpful to let them know when Daylight Saving starts and ends. No need to tell the other members in the US as they already know.

To add a new member as a contact, click on the 9 dots, choose "Contacts" and click on "Create contact" at the left. Enter first name, last name and email address. (Best to copy and paste from PayPal receipt information to avoid typos.) Click on the label symbol next to the person outline above the name. Choose "PSNC members" and click on "Apply" at the bottom of the label list. Then click on save to the far right of the person outline. Now you may close the contact and move on to the next one.

Visitors to PSNC Zoom Meetings

Occasionally, people ask to attend a Zoom meeting as a guest. PSNC policy allows people to attend one meeting prior to joining. To keep up with these, add them as new contacts with the "Visitor" label. In addition to name and email, under "Notes" put the month the person visited. Don't forget to send this person the link for the requested Zoom meeting. I put a sticky note on my computer to remind me. When someone asks to attend as a visitor, you can go to the membership contacts list, click on the "Visitor" label and

see those who have already attended as visitors and avoid letting someone attend more than one meeting without joining.

Member Spreadsheet

The spreadsheet for member contact information can be accessed by logging on to the membership email account. Click on the 9 dots on the upper right of the page and choose “Drive.” You will see an image of a spreadsheet on the page. Double click on that. This opens the spreadsheet. If you are updating the data, change the date at the top (PSNC Membership 202x – as of Month x, 202x).

For renewals, update the date in the first column. As members renew, change the text color of their line of data to something new for the new year. It makes it easier to spot who has renewed and who hasn’t. Compare the address on the spreadsheet with the address on the PayPal transaction. If it is different, ask the member if they have moved and if their phone number has changed. People rarely think to update their information with PSNC when they move.

For members who received free membership due to serving on the board or as committee chairs, mark theirs as “202x Officer/Chair” so they don’t appear to have lapsed due to non-payment and update their data lines to the new year’s text color.

There are a few Honorary members whose information always stays in green indicating nothing needs to be done unless their contact info changes.

For new members, click on the number next to the name that comes alphabetically after the new name, which highlights that row. Then choose “Insert/Rows/Insert 1 row above.” This gives you an empty row where you can enter the contact info for the new member that you copied off of the PayPal transaction. It is best to copy and paste the info, ESPECIALLY the email address, in order to avoid having a typo.

There are notes at the bottom of the page about individuals who paid twice for the year and do not need to pay for the following year. Also, there is an alternate address for one member. It’s a good place to put member notes that may be relevant the next year. Just delete them once they are no longer relevant.

Once your edits are complete, you can simply close the window. Changes are saved automatically. Before PSNC switched over to Google Drive, an Excel spreadsheet was kept with member information. I have maintained that one as a duplicate of the Google Drive spreadsheet as a backup in case one or the other gets corrupted. There is also a separate Excel spreadsheet of former members.

Announcements

The PSNC email accounts are meant to be used only for official PSNC business. The membership account is used by the membership chair for emails regarding membership. In the case of emails to the entire group, address the email to a single recipient (your PSNC email address) and BCC the PSNC Members label. In the case of emails to an individual PSNC member, just put that person’s address on the email. If someone is in the contact list, as soon as you type part of the person’s first name, a list of likely people comes up and you can choose the correct one. If the email is going to the entire PSNC membership, choose BCC, type PSNC and that will come up as an option.

News emails go out on the no-reply account. You can address the email to yourself or membership and BCC PSNC Members. The news would come from other board or committee chairs including information regarding upcoming exhibits, upcoming meetings, etc. Generally, all news emails sent out come via the Publicity & Marketing Chair. The President, Historian and Secretary also occasionally have information that needs to be sent out. In the case of the Statewide Show every year, information from the hosting pastel society in NC will need to be distributed to our members. (That would be from either APS or PPS.)

Often announcements generated by the Publicity & Marketing Chair include a flyer to be sent out. If the file is a pdf, it cannot be inserted into the body of an email but will have to be sent as an attachment. These can be multiple pages and any links to websites or email accounts in the document will be functional. If the file is an image such as a jpg, this can be inserted into the body of the email but any links listed on the image will not be live. In that case it is good to have any needed links included as text above the inserted image where they will be live. Keep attachments or inserted images under 1M in size so that all members will be able to receive the email.

Members' personal announcements are not generally sent out to the entire group. There is a place for those announcements on the website. If you receive a request for something like that, forward it to the Publicity & Marketing Chair to deal with.

Name Tags

In the event that in-person meetings resume, name tags are maintained for members who are geographically likely to attend. There is a Word document set up with the logo and a place for the name to be inserted. This has been set up to position correctly on purchased sheets of perforated name tag cards that can be separated and inserted into name badge holders. The sheets should be able to print on any printer that takes 8.5" x 11" paper. The existing box of badges will need to be compared with the current membership list from time to time and updated. They are kept alphabetized in 2 boxes which should be taken to all in-person meetings. Also, bring the stick-on name tags and a marker in case of visitors. If you run out of supplies, let the Treasurer know that you will need supplies, roughly how much they will cost and once you have made the purchase, send the receipt to the Treasurer for reimbursement.

Addendum 3. PSNC Publicity Chair

1. Keep everyone abreast of everything.
2. Create a flyer of each upcoming event and forward to membership chair to be disseminated to the members.
3. Contact the person who hosts and updates the website to have them add the current info to the site.
4. Work with workshop chair to help get that info out as well.
5. Rinse. Repeat. Every. Month.

Addendum 4. PSNC Pure Color Chair

1. First select judge. Make sure it is one with renown and has signature status with PSA and IAPS.
2. Speak to board about the amounts that may be spent in awards.
3. Check dates to see if the current time work. Review and update prospectus.
4. Work with Publicity Chair to get flyer created with all of the current info.
5. Contact Onlinejuriedshows to create a new contract.
6. Advertise in Pastel Journal and IAPS Globe and Art Guide.
7. Send an email to every pastel society on the IAPS list about the upcoming show in January, March, April, May and June.
8. Put flyer on all pastel society Facebook pages in April, May, June. Start a count down in July in Facebook and Instagram. Field the myriad of questions that are created by this.
9. When entries have been sent, review them against the entries of previous shows to ensure that there are no repeats from past shows.
10. Talk to judge about doing a video about their thoughts about the show and schedule that.
11. Talk to the judge about doing a video of award winners.
12. Write or review the acceptance and decline letters that the artist will receive.
13. Cover Facebook with info that the show is live and when the awards ceremony will occur.
14. Write to each winner to confirm that the email address that is on file is the email that they use for Paypal.
15. Send the treasurer the list of winners with the updated emails and amounts each has won.

Addendum 5. Tech Positions

Zoom coordinator and video editor

- a. Set up Zoom meetings for in person and online meetings including member meetings, in person meetings for those attending online, board meetings, etc.
- b. Attend in person meetings to stream the meeting live or get a substitute to do this
- c. Set up Zoom to record all meetings and edit them before sending them to the members. This is optional since they do not have to be edited but it is nice to be able to do so.
- d. For online meetings either host/run the meeting or designate another person to host/run the meeting. S/he may also set up a co-host to do this who will have the same access as the host. People can be shown how to do this. If the meeting is set up properly to begin with and the person knows how to login, the recording is automatic.
- e. When demos are recorded and/or edited, these are uploaded to our YouTube Channel which is done by the Google Administrator.

Google Accounts Administrator and Digital Librarian

- a. Maintain the list of members by providing Google accounts for new members and deleting those who choose not to renew. This is most time intensive during the beginning of the year but we have had new members join throughout the year. Setting up Google accounts entails creating the account in the Google Administrator panel and emailing the individual of their login credentials. These credentials are needed for the member to access “member only” documents and in the future, a directory.
- b. The Google Accounts manager must receive the minutes from the board and member meeting in order to put them in the correct Google Drive folder so they are accessible on the website.
- c. All PSNC documents should be maintained on Google Drive for consistency and accessibility to future officers.
- d. We have several generic email accounts through our Google Enterprise System such as members@pastelsnc.com, news@pastelsnc.com, etc. These were created by the Google Administrator. Others may be needed in the future.
- e. The Digital Library is housed in 4 of our Google accounts. The Digital Librarian should have a working knowledge of how to share the files for limited times (checkout is 1 month) and know how to find and access all files. When the library form is filled out a notification goes to this person and s/he locates the file and gives sharing access for 1 month as well as sends the user an email to that effect. Since the Digital Library is very closely tied to the Google Accounts, it is logical to include this with the Google Administrator position.

As I mentioned in another email, the equipment needed to use Zoom is not complicated, nor expensive. It can be as simple as an iPad or old unconnected iPhone mounted on a tripod to do this. I will test this out in January to make sure it works with my own old iPhone and an iPad. PSNC may need to purchase an iPad and mount and tripod to do this which is not expensive. I cannot emphasize enough that we do not need high end equipment such as computers, video cameras, switchers, etc., to do what we want to do; which is share our in person meetings. I have been using my personal computer to set up Zoom meetings and host those. Anyone with a computer can do the setup and online meetings. The most critical part of that equation is a solid Internet connection. vr Jane Steelman

Addendum 6. Workshop Chair

Coordinates elements necessary to execute workshops including instructor, location, dates, times, equipment requirements, etc. Maintains communication with instructor by phone or email in preparation leading to dates of workshop. Manages needs of instructor, and provides written note of thanks to instructor following the event. Works with marketing committee for fliers, payments and cancellation notice if necessary.

Paramount, is involvement with the participants. This includes sign-up, material distribution, classroom set-up and help with housing for out of state people. Also writing up and getting signed the Instructor Agreement for the workshop which includes all the terms negotiated by both parties.

Addendum 7. Program Chair

- ✓ Surveys members for their nominations for the next year's art presenters.
- ✓ Contacts nominated artists for interest, availability, and extends an invitation.
- ✓ Coordinates with said artists to set calendar for the next year.
- ✓ Asks artists to send a bio and description of proposed presentation to Publicity Chair along with a photograph of one of their works, or of themselves.
- ✓ Asks presenters to send their personal information to the Treasurer for payment.
- ✓ Follow up with Treasurer to see if payment was sent to the art presenter.
- ✓ Introduces presenters (via zoom or in person) to those in attendance.
- ✓ Sends a thank you note to the artist after their presentation.

Addendum 8. Event Chair

Events typically have been members' shows and the first thing is to find a venue for the show. That venue will draw up a contract which the Event Chair will sign, if the space and the terms seem amicable.

The board may be consulted or informed as seems appropriate.

Membership will be notified of the upcoming show.

The venue will set its requirements for dates of submission, pickup, art work size, topic, limits and percentage to be taken on sales.

The venue typically handles the installation, detailed tags for the works and publicity (which is aside from the PSNC publicity for the same event).

Hospitality Chair will coordinate for the reception if any is planned; sometimes the venue will coordinate the reception.

Event Chair will oversee that works are inventoried, properly labeled, delivered, and installed; that delivery and pickup is timely and coordinated among artists helping other artists.

A thank you will be written to the venue at the end of the show.