

2012 GUIDELINES (Policy & Procedures)

CALIFORNIA WATERCOLOR ASSOCIATION

Post Office Box 4631, Walnut Creek, CA 94596

Web Site: <http://www.californiawatercolor.org>

Email: info@californiawatercolor.org

PURPOSE & PHILOSOPHY

The California Watercolor Association (CWA) was founded in 1967 and incorporated in 1975 as a nonprofit charitable 501(c)(3) corporation engaged in the promotion of water media painting. The California Watercolor Association is one of the largest regional water media organizations in California.

CWA exists to create, foster, and sustain interest in the art of water media painting; to sponsor educational programs, displays and exhibitions; to increase the skills of its members; and to further the understanding and appreciation of water media art on the part of its members and the general public.

DATES OF MEETINGS

General meetings are held on the third Wednesday of each month (except for June and December) for members and guests at 7:30 p.m. at the Shadelands Arts Center, 111 N. Wiget Lane (at Ygnacio Valley Road), Walnut Creek, California.

GALLERY AFFILIATIONS

Gallery Concord

1765 Galindo

Concord, CA 94520

925-691-6140

Hours: Thursday through Sunday 11 am to 4:00 pm

<http://www.galleryconcord.com/>

2012 BOARD OF DIRECTORS

- President* – **Karen Powers** 5105026211
Vice President – **Open**
Director California Exhibits – **Lynda Moore** 415-454-4027
Director of Programs – **Carol Husslein** 925-935-6779
Secretary – **Leslie Wilson** 925-935-7529
Budget Director – **Open**
Director of Communications – **Samantha McNally** 415-828-4991
Co-Directors of Workshops – **Wendy Oliver** 925-280-1944 & **Janet Groza** 925-922-1235; assts. Alexis Melia, Michele Weitzenberg & Ann Patterson
Director of Outreach – **Open**
Director of Membership – **Sue Johnston** 510-531-5471

STAFF

- Membership/Data Manager* – **Anne Jacobson**
(staff to Membership Director)
Newsletter Editor – **Patricia Rosa**
(staff to Director of Communications)
Bookkeeper – **Kathy Vigil**
(staff to Budget Director)
Outreach Manager – **Open**
(staff to Outreach Director)
Audio/Visual Set-Up – **Stephen Abts**

CWA VOLUNTEER REWARDS (Service Hours Earned)

ONE POINT for each volunteer hour you work - even if you have your signature membership.

- **100 hours:** \$75 credit toward cost of CWA workshop registration, limited to one per year per member. Only two members can receive this credit in any given workshop. First come, first served.
- **60 hours:** One free National Exhibit Awards Luncheon (if scheduled); or, along with two (2) acceptances in a CWA National Exhibition, apply for Signature Membership; or upon presentation of signed service hours, one year's free membership.
- **30 hours:** One free CWA apron.
- **5 hours:** Rent a display panel.

It is the member's responsibility to keep a record of volunteer service hours by having a "Service Hours" slip available at the time of volunteering and have it signed by the chairman of the event being worked. The forms are available at: www.californiawatercolor.org/forms/CWAServiceHours.pdf. Signed originals (not copies) must be submitted by the CWA Member at the time the hours are to be redeemed.

Service hours are earned by assisting with shows, being a regional representative, bringing refreshments to the General Meetings and any other service deemed acceptable by the Board. Each time a service is performed, a "Service Hours Record" should be completed by the volunteer and signed by the person in charge of the activity. This provides a record of service.

The following positions earn 100 hours after 1 year of service:

- Board Members

The following positions earn 60 hours of service per year:

- Webmaster

The following positions earn 30 hours of service per year:

- Hospitality Chairperson
- Video Library Committee Director
- Gallery Concord Director(s)
- Plein Air Chair

The following positions earn 10 hours per show:

- Show Chairs

MEMBERSHIP

To join CWA or renew your membership, please visit our website at <http://www.californiawatercolor.org>. You may join or renew online, download a form, or write to: CWA, Attn: Membership, P.O. Box 4631, Walnut Creek, CA 94546.

Associate Membership (A)

Anyone with an interest in the arts may be an associate member of the California Watercolor Association.

Signature Membership (S) & Master Signature Membership (MS)

Qualifications for Signature Membership status:

An applicant for Signature Membership must:

1. Be a member in good standing.
2. Have been accepted into either:
 - a. Three (3) CWA National Exhibitions; or

- b. Two (2) CWA National Exhibitions and have worked a minimum of 60 service hours.
3. Petition the Board through the Membership Director. Applicant shall submit a letter listing participation in CWA activities, copies of Service Hour Records, and show flyers or acceptance notices as necessary. The burden of documentation rests upon the applicant. Acceptance is subject to Board Approval.
 4. Signature members may use the initials CWA after their signature on water media work, upon the Board's approval of the petition. Use of these initials will continue only as long as the person is a member of CWA.

Qualifications for CWA Master Signature Membership status:

An applicant for Master Signature status must:

1. Be a CWA Signature Member.
2. Have been a CWA member for six (6) years.
3. Petition the Board through the Membership Director with a letter providing proof of six (6) CWA National Exhibition entry acceptances. Acceptable proof of acceptances must be in the form of show flyers, acceptance notices or show catalog pages. The burden of documentation rests upon the applicant. Acceptance is subject to Board Approval.
4. Master Signature members may use the initials MCWA after their signature on water media work, upon the Board's approval of the petition. Use of these initials will continue only as long as the person is a member of CWA.

Benefactor Membership(s): Gold, Silver or Bronze membership(s) may be conferred by recommendation of a Board Member and approved by a majority vote of the Board on a person, company, corporation or business, who has provided a special contribution or other good and valuable service. Benefactor members shall not have the right to vote, make motions or suggest resolutions.

Outstanding Achievement Member (OAM), Benefactor (B), Honorary Member (H) and Student Member (ST) - As defined in the Bylaws and approved by the Board.

Membership Dues

Dues are payable January 1st of each year.

- Associate/Signature Membership/Master Signature Membership: \$45 for 1 year, \$90 for 2 years, and \$135 for 3 years.
- Benefactor Membership(s): Gold-\$1,000, Silver-\$500, Bronze-\$250 for 1 year.
- Student Membership (between 16 & 25): \$12 for 1 year.
- There is no reduction in the normal dues amount because a member has moved from the area.
- There is no reduction in the annual dues amount for two artists who live at the same address both pay the applicable amount.

CWA SHOWS

- Any member who produces work with water media on paper, framed under plexiglass is eligible to enter CWA shows. Any breakage is the responsibility of the artist.
- Artists must adhere to each specific show requirement as stated in the prospectus distributed before each show.
- Creative, original work only no printed reproductions, no copies, no class work or workshop work will be accepted.
- Price of the painting must stay firm throughout the show.
- A painting exhibited in a specific show or location one year may not be entered again in the same show or location.
- After 3 acceptances in CWA shows, a painting becomes ineligible for further entry in any future CWA show. Paintings entered into a CWA National Exhibition cannot have been previously shown in any other CWA National Exhibition.
- The Board or its representatives has the authority to make the final decision to remove any objectionable piece of work or any entry too hazardous to handle and the Board or its representative's decision is final.

Framing Guidelines for CWA Show(s)/Exhibition(s)

The following guidelines are intended to help insure the safety of your artwork, the safety of its handler, and to maintain a high standard of presentation for a CWA show or exhibition. Paintings must show professional quality.

1. **Required for acceptance:** Paintings **MUST** be primarily waterbased media on a paper surface and under Plexiglas, or as stated in the prospectus. Paintings must conform to image and frame size requirements (image: 140 square inches; frame minimum: 14"x10", frame maximum: 44"x44").
2. **Condition of Plexiglass:** Clean, no deep scratches; edges completely covered by the frame; and floated art must not touch the plastic.
3. **Mat(s) if used:** Neutral, light colored mats, white or offwhite, clean, neatly cut, no sloppy corners. Colored liners are acceptable.
4. **Backing:** Foam core, clean, neatly cut, **NO CARDBOARD BACKING** allowed; wood frames may have a paper backing glued to edge of frame or inside grooves of frame.
5. **Frame:** Simple frames, neat, sturdy, no loose corners; framed on all four sides in metal or wood; no deep scratches; and not more than three (3) inches wide. (No ornate or intricate frames permitted)
6. **Picture Wire:** Strong enough for the weight of the painting; wire must be fastened securely with the ends taped; center of wire should reach 2 inches below top of frame; no other hanging method will be accepted.
7. **Hangers:** Flat brackets on wood or metal frames flush with the frame; no screw eyes, saw tooth hangers, or clamps.

CWA Show Costs

If a painting is not picked up on time (accepted or not), a charge of \$5.00 will be levied for the first week and \$1.00 per day thereafter. Members may mail paintings to

receiving for a show. The prospectus should delineate the process for mailing entries. Members are responsible for any shipping charges to and from any CWA shows. Members will also be responsible for handling charges as appropriate.

Commissions for Scholarship/Outreach/Building Fund

CWA commissions on the sale of member or nonmember artwork:

- A minimum of a **25% commission** will be charged on the sale of artwork. 15% will be designated for the “Scholarship/Outreach” Program and 10% will be designated for the “Building Fund.”
- Any change to the 25% base commission is subject to Board approval one month prior to distribution of a show or exhibition prospectus.

Promotional Show

A nonjuried exhibition used to promote CWA. Signature members may be called to participate through a method of rotation or lottery.

Student Shows

CWA holds juried student shows on occasion that encompass artwork from various schools in the greater Bay Area. Student Cash Awards will go to separate student artists.

Jury Procedures for CWA Shows and National Exhibition

- There will be no unofficial discussion of paintings or jurying decisions among members of the committee and the juror(s).
- The jury committee will not wear nametags. The jury committee shall be made up of no more than five (5) CWA member volunteers.
- Only the juror(s) and official members of the committee may be present during the jurying.
- The juror(s) will be allowed an overview of all entries before the jurying process begins so that they will have a general idea of the quality of the work submitted.
- Paintings may be scored on the basis of 1 to 5, with 5 being the highest score.
- Paintings will be placed one at a time on an easel before the juror or at juror(s) discretion, juror(s) may walk about the room to score paintings as above.

VIDEO LIBRARY

The CWA Video Committee maintains a library of videos, which may be checked out by CWA members for a one-month period. One video per month may be borrowed per member. Arrangements may be made so that members outside the area who do not attend the monthly meetings may check out videos.

Members may check out a video by signing the “Check Out List” next to the video title wanted and completing a rental agreement form. If the video is available, it can be checked out at that time. If not, check back later to see if it has been returned.

Videos must be returned at the following month’s meeting or mailed back prior to the meeting or a \$10.00 late fee will be assessed. This fee must be paid before another

video can be checked out. Mail videos to CWA, P. O. Box 4631, Walnut Creek, CA 94596.

WORKSHOPS

Terms and Conditions

- Class sizes are limited; reservations are accepted in the order received.
- CWA volunteer credit of 100 points may be applied towards the fee, with a limit of 2 students using volunteer credits per workshop.
- A \$75 non-refundable deposit per workshop by check, credit card (Visa/MasterCard) or PayPal must accompany registration form.
- Registration is available on-line and forms are available for download at www.californiawatercolor.org/classes.php.
- Balance is due sixty days (60) before the workshop begins.

CWA Cancellation Policy

- Cancellation of a workshop six (6) weeks or more prior to the first day of the workshop is 100% refundable, less the \$75 registration fee.
- Cancellations with less than six (6) weeks before the start: you may find a substitute to take your place or ask the workshop committee registrar to assist you, if there is a waitlist. It is the responsibility of the person registered to make his/her own reimbursement arrangements with the substitute. The workshop committee will not be involved.
- Once the workshop begins, there will be no refunds for no-shows or withdrawals.

NEWSLETTER

A newsletter is published monthly by and for CWA members.

EXPENDITURES

Show chairpersons, board members and special board appointments are allowed to approve daytoday operating expenditures up to \$100. Any expenditure over \$100 requires approval of a quorum of the board. Expense account reports are to be submitted to the bookkeeper quarterly or at the beginning of each month.

GALLERY CONCORD

Gallery Concord is a nonprofit, educational gallery managed and staffed by artists from the California Watercolor Association. Showcasing a wide variety of watermedia paintings, the gallery also features the work of a different sculptor as well as a guest artist each quarter. The Gallery is supported by the City of Concord.

Artists are selected for the gallery by a panel of three past CWA presidents and a gallery director. Those interested in applying for membership in Gallery Concord should send examples of their work to the gallery.

Gallery Concord promotes the visual arts within the greater Concord community by staging regular showings, periodically furnishing educational programs to schools and the public, and providing an opportunity for local artists to display art in juried shows and network with gallery visitors.

A commission of 15 percent of sales will be donated to CWA for the Student Outreach Program.

Free visits by school children to the gallery are encouraged.

Location:

The Gallery is housed in the former Masonic Temple at 1765 Galindo Street, one block south of Willow Pass Rd. Parking is available to the rear of the back of the building, with access from Clayton Road.

The gallery is open 11 a.m. to 4 p.m., Thurs – Sun.

For information, call (925) 691-6140.

Website: <http://www.galleryconcord.com/>.

Past Presidents East Bay Watercolor Association

1967, 1968 – Del Newman
1969, 1970 – A. B. Echols
1971 – Francis Coan
1972 – Art Ellis
1973 – Len Barker
1974, 1976 – Peg Humphreys
1975 – Charlotte Panton
1977 – Don Larson
1978 –1979 – Inez Doyal
1980 –1981 – Barbara Wigren
1982 –1983 – Jean Warren
1984 –1985 – Elaine Murphy
1986 –1987 – Elizabeth Rosberg
1988 –1989 – D. Lee Garrison
1990 –1991 – Karen Frey
1992 – Judith Drogin
1993 – Helen Tiernan
1994 – Nora Eaken
1995 – Walter Hartsough

Past Presidents of California Watercolor Association (Formerly East Bay Watercolor Association)

1996, 1997 – Karen Mason
1998, 1999 – Jerry Little
2000, 2001 – Bill Yokoyama
2002, 2003 – John Finger
2003 – Deborah Owen
2004, 2005, 2006 – Sue Johnston
2007 – Co-Presidents
Sue Johnston & Samantha McNally
2008, 2009, 2010 – Samantha McNally
2011 – Bruce Stangeland

Benefactors

Eleanor Bain
Richard Barrett Fund
Charlotte Huntley
Karen Mason (In Memorium)
Hank McDonnell (In Memorium)
Helene Yu-June Rice

Outstanding Achievement Members

Barbara Bochenek
Charlotte DeHart

Renee Fakhrai
D. Lee Garrison, CWA
Annette Hodtwalker
Pam Howett
Peg Humphreys, CWA
Cynthia Kelly*
Don Larson, CWA
[Jerry Little, CWA](#)

Charlotte Panton, CWA

Helene Yu-June Rice, CWA
Gladys A. Schaible, CWA

Lin Teichman

Wayne White
Barbara Wigren, CWA

Karen Mason, CWA*

[Jann Pollard, CWA](#)

Mary Spivey

[Jean Warren, CWA](#)

Honorary Members

Don Andrews
Gerald Brommer
Jim Kosvanec

Master Signature Members

Cole, Dick MCWA

[Crooks, Valerie MCWA](#)
[Dispenziere, Patricia MCWA](#)
Eastman-Roan, Cynthia, MCWA
[Fairmont, Manette MCWA](#)
[Greenberg, Judy MCWA](#)
[Huntley, Charlotte MCWA](#)
Kahn, Susan, MCWA
[Keary, Geri MCWA](#)
Lutz, Carol, MCWA
Maddox, Carol, MCWA
[Pederson, Jean MCWA](#)
Potter, Kenneth, MCWA
[Sutton, Linda MCWA](#)
[Wacknov, Myrna MCWA](#)

* deceased

Signature Members

[Adkison, Melissa CWA](#)
Allen, Leroy CWA *
[Allen, Patricia CWA](#)
[Anderson, Catherine CWA](#)
Anderson, Jack CWA
Anderson, Wilmer CWA
Anderson-Clark, Blanche
CWA [Ashley, Susan CWA](#)
[Bieber, Karen CWA](#)
[Bloom, Arlynn CWA](#)
[Boberg, Jackie CWA](#)
[Boissiere, Kathie CWA](#)
[Branstool, Ginny CWA](#)
[Brayton, Francesca CWA](#)
[Britton, Charlotte CWA](#)
[Broad, David CWA](#)
Brown, Marianne CWA
Browne, Diana CWA
Brunner, Kevin CWA
Burke, Mary CWA *
[Cain, Sheila CWA](#)
[Cairns, Pat CWA](#)
[Cannon, Larry CWA](#)
Cardoza, Mark CWA
Carnie, Kay CWA
[Castro, Kara CWA](#)
[Cataldo, Sally CWA](#)
[Chee, Cheng-Khee CWA](#)
[Cheney-Parr, Leslie CWA](#)
[Chiofalo, Victoria CWA](#)
[Cohen, Valerie CWA](#)
Crump, Anne CWA *
[Daily-Birnbaum, Elaine CWA](#)
Daniels, Mickey CWA
[Delehanty CWA, Sandy CWA](#)
Della, Pamela CWA
[Dennis, Betty CWA](#)
[Dentinger, Ric CWA](#)
[Dixon, Henry CWA](#)
Drachnik, Cay CWA
Duncan, Barbara CWA
Erickson, Robin CWA
[Even, Genie CWA](#)
[Fago, Margaret CWA](#)
Fakhrai, Renee CWA
Fallin, Anne CWA
Farnham, Benjamin CWA
Fischer, Nancy CWA
[Freeman, Thomas CWA](#)
[Frey, Karen CWA](#)
[Gao, Qian CWA](#)
Garrison, D. Lee CWA
Gilson, Barbara CWA
Green, Dick CWA
Gross, Sarah CWA
Grossman, Arnold CWA

Hamlin, Elizabeth CWA
Harvie, Donald CWA
Hasegawa, Noriko CWA
Heece, F. T. CWA
[Herrick, Georgia CWA](#)
Highsmith, John CWA
Humphreys, Peg CWA
Hunter, Ray CWA
Hunter, Iretta CWA
Jahnke, Berni CWA
Joe, Alvin CWA
[Johnston, Sue CWA](#)
[Klausenstock, Judith CWA](#)
[Koch, Ruth CWA](#)
[Kroll, Lynne CWA](#)
[Lacki, Melanie CWA](#)
Laitner, Helen CWA
[Lamar, Jeanne CWA](#)
Larsen, Don CWA
[Leites, Ara \(Barbara\) CWA](#)
[Lijoi, Gina CWA](#)
Limberg, Julie CWA
[Little, Jerry CWA](#)
Lyons, Marguerite CWA
Manty-Bollinger, Jean CWA
Mason, Karen CWA *
Maxwell, Barbara CWA
[McIntyre, Robert CWA](#)
[Messer, Christine CWA](#)
Miller, Ruth CWA
Miller, Marilyn CWA
Moloney, Catherine CWA
Moranville, Rosamond CWA
[Murphy, Elaine CWA](#)
[Neill, Eileen Mueller CWA](#)
Nootbaar, Shirley CWA
[O'Connor, Birgit CWA](#)
Olsen, Audie CWA
[Oser, Judi CWA](#)
Panton, Charlotte CWA
[Partovi, Nancy CWA](#)
[Pearson, Charmaine CWA](#)
Petersen, Lorraine CWA
[Peterson, Charlotte CWA](#)
[Pollard, Jann CWA](#)
Prichard, Gwen CWA
[Purcell, Robin CWA](#)
Rallston, Russell CWA *
[Rapp, Phyllis CWA](#)
Rasmussen, Berna CWA
[Reardon, Michael CWA](#)
[Rella-Clohesy, Lucille CWA](#)
Rencher-Miller, Shirley CWA
Rice, Helene Yu- June CWA
Rodrick, Nelle CWA
[Rotach, Marlin CWA](#)

[Routledge, Susan CWA](#)
Ruth, Light CWA
Saarni, Betty CWA
Sallak, Tom CWA
[Savellano, David CWA](#)
[Schaffer, Sandra CWA](#)
Schaible, Gladys CWA
Schutzky, Marilyn CWA
[Scott, Susan CWA](#)
[Sears-Bourbon, Marilyn CWA](#)
Severin, Charlotte CWA
Shook, Melinda CWA
[Sklar, Rita CWA](#)
Smythe, Natalie CWA
Sohl, Susan CWA
[Sorrentino, Vita CWA](#)
Stagg, Musia CWA
[Strotz, Lorna CWA](#)
[Switzer, Ann CWA](#)
Ukon, Toshiko CWA
Valencia, Salvador CWA
[Verbiest, Claire Schroeven CWA](#)
Vollmer, Alice CWA
[Warren, Jean CWA](#)
[Washington, Margaret CWA](#)
[Wear, Marilyn CWA](#)
[Welsh, Judy CWA](#)
Wigren, Barbara CWA
Williams-Avila, Linda CWA
Wilson, Larry CWA
[Wilson, Leslie CWA](#)
Wilson, Marilyn CWA
Yokoyama, William CWA
[Young, Camille CWA](#)
[Zavala, Gail CWA](#)
Zerries, Al CWA *
[Zittin, Floy CWA](#)

* deceased

BYLAWS

You are invited to see CWA's current Bylaws by visiting our website:
<http://www.californiawatercolor.org/forms/bylaws.pdf>.

UPDATES TO POLICY & PROCEDURES

Periodic updates may be made to CWA's Policy & Procedures. If you have any questions, please check our website:
http://www.californiawatercolor.org/forms/Policies_Procedures.pdf.



Membership List

Legend to abbreviations within the Membership List:

Associate Member (A)

Signature Member (S)

Outstanding Achievement Member (OAM)

Benefactor (B)

Honorary Member (H)

Student Member (ST)

