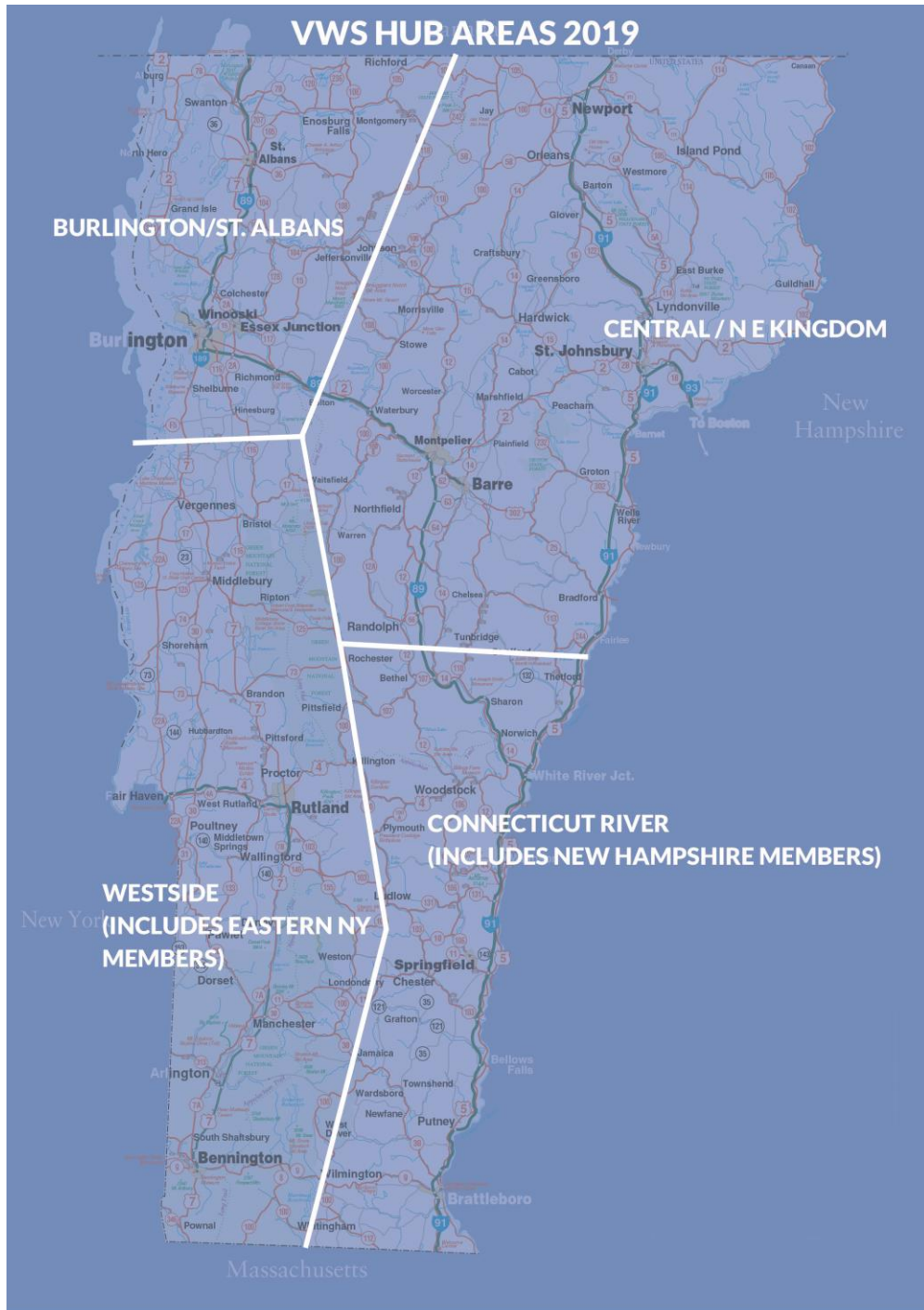


# The Vermont Watercolor Society

## HUB GUIDE 2019

**A Big Thank You to all the Hub Leaders!!**



## INTRODUCTION

### **Message from Tony Conner, VWS President:**

“VWS support of the artistic development and encouragement of social interaction between members through the hub program is unique among watercolor societies.

The VWS Hub program is in its 9<sup>th</sup> year and our newly combined/re-aligned hubs are already showing increased activity and participation.

Hub activities are a great return on your annual VWS dues. More importantly, it’s a great return on the investment in yourself! I encourage you to actively participate both in hub activities and by communicating with your Hub Leaders with any suggested programs or activities you think would be helpful. I look forward to seeing you at upcoming Hub Events!”

### **Historical Note:**

“The Hub initiative began in 2011 in response to the realization that members were having difficulty participating in VWS sponsored happenings simply due to the challenge from the state’s geography. Members had commented that driving distances made it difficult to connect with other members, to attend statewide events, and to transport paintings to exhibitions. The primary goal of VWS is to provide a valuable membership experience so the BOD felt it necessary to do more, thus the Hub initiative was born.” Jan Olmstead, 2012 President

### **What is the purpose of having Hubs?**

The Hubs facilitate member involvement and participation in local art related happenings, networking opportunities, and exhibition transport options. They enable members to participate in exhibits, workshops, Plein Air events that they plan closer to their homes. The hubs function under the provisions and guidelines that the VWS state organization functions.

Our membership clusters in four general areas. Every member is assigned to a Hub based upon their zip code. Each hub has a Team of two to three Hub Leaders to help local activities get off the ground. The advantage of a Team is to spread the organizational tasks among several individuals easing time and energy for all.

### **Who is a Hub Leader?**

A Hub Leader is a volunteer within the Hub membership who is the primary contact to the VWS Hub Director.

Being a Hub Leader is definitely a bit more work but brings with it the benefits of working more closely with the VWS Directors and thus having the opportunity to work as a team member with the VWS leadership and having direct input into how the Hub initiative functions.

## **What are the responsibilities of Hub Leaders?**

Working with the Hub director, they organize at least one Hub event per year. There is no limit to the number or type of events, depending on the interests of the Hub members. Members are encouraged to organize events, coordinating with the Hub Leaders.

They keep financial records of the Hub's expenditures, welcome new members and communicate with their Hub members to announce upcoming events.

Publicize before the event; share after the event. Leaders, or designated "reporters", are responsible for emailing Hub news to **vwsnews@gmail.com on or before the 25<sup>th</sup> of the month**. Email an image and short description of the event listing some things the participants will learn/ learned from the event. This makes it more interesting to the members.

Website procedures...

Leaders ensure that VWS Hub guidelines are followed.

## **HUB GUIDELINES**

### **Finances- The Hub Budget**

Each Hub receives \$300 plus \$15 per member, **as of July 31** of the prior year. In addition, each hub retains half of their hub's funds left over from the previous year. The budget is managed by a Leader in conjunction with the Hub Director.

The money is available for reimbursement of approved expenses using the proper procedure for any Hub activity that is art related and generates member participation.

### **Suggested expenses that are covered:**

- Fees to hire a model or instructor for a hub event.
- Rental of space for a hub meeting, art show or hosting an art event.
- Admission fees to an art show, art museum or exhibit for a group hub excursion.
- Fees for music performers at a hub exhibit or art event.
- Refreshments (excluding alcohol) served at a hub exhibit, event or educational offering.
- Art supplies (excluding sales tax) provided in coordination with a hub educational offering.
- Travel and meal expenses for Instructor who is a VWS member, or other presenter.
- Rental of a bus or van for a field trip as a hub
- Advertising hub events

### **Items that are NOT Covered:**

Reimbursement of sales tax.

- Reimbursement of alcoholic beverages.
- Instructor Fees for a VWS member who leads a workshop or event.

### **Steps for Obtaining Funds...the One Form Per Payee Solution**

1. Mail/email One **VWS Request For Funds Form Per Payee**, to the **Hub Director** for approval once you know you will have an expense. The Hub Director will notify you immediately if it is approved.
2. Mail/email a **COPY OF THE INVOICE from the Presenter/Venue** to the Hub Director at least 2 weeks Before the event! The Hub Director, accountant and treasurer need to process the information before the Presenter/ Venue's check is received by them/you.
3. Mail/email a **COPY OF THE INVOICE from the Presenter/Venue** to the Hub Director **Less than 2 weeks** Before the event, or After the event. The Hub Director, accountant and treasurer will process the information, then mail you the check.
4. Mail/email **COPIES of Your RECEIPTS to the Hub Director** to get reimbursed for the expense. Provide at least 2 weeks! The Hub Director, accountant and treasurer need to process the information before the check is mailed to you.

### **Fundraising**

Fundraising within any hub is strictly prohibited under the name of the Vermont Watercolor Society. The VWS is both a State and Federally recognized non-profit organization and thereby required to report all revenues and taxed for all revenues

### **Proper Representation of the VWS**

As a local representative of the VWS, proper ID and signage must be used for written articles, announcements, press releases and any communication to people outside of the Society. Proper signage includes VWS logo, use of VWS stationary, and an accurate description of the VWS as an organization. Hubs are local subsidiaries of the VWS, thus, Hubs must properly represent the Society and function under the same policies.

### **How to get a Hub started**

The Hub Leaders set a date, time and place for the initial Hub business meeting and sends this information to all members of their Hub. The meeting begins with members introducing themselves and getting to know who is in their Hub. The meeting may include other activities such as: potluck meals, member sharing of their paintings, demonstrations, guest speaker.

An open discussion of activities which the membership would enjoy culminates in determining the activity(ies) to be pursued, who is handling the details, the date, time and place. 3

## **What Kinds of activities can happen in a Hub?**

Pot-luck get-togethers, workshops using VWS talent, such as: matting and framing workshops, photographing your art, creating jpegs for digital submissions, using the website, setting up member pages, having tax and marketing information sessions or demonstrating painting techniques. Some events can be hosted at members' homes, or in public spaces for a fee.

Hubs can establish regular painting groups, local exhibitions, informal critiques, open studios, trips to art galleries, hire models for life drawing and painting.

## **How to keep a Hub going**

The Hub Leaders maintain the Hub calendar. The Leaders do not bear the entire responsibility for all Hub activities. The assistance of various Hub members ensures an active Hub and a greater variety of events.

## **Hub Events, Open or Closed?**

Hub events should be open to the entire society whenever feasible (when there is room to accommodate more than the interested parties in the host Hub.)

If the Hub event is Open, it is to be announced at least 3 weeks in advance of the event in the VWS Newsletter. Include the name of the event, date, time, location, and contact person with an email address. Email the Newsletter Editor at [vwsnews@gmail.com](mailto:vwsnews@gmail.com) by the 25<sup>th</sup> of the month.

## **Stepping down as a Hub Leader**

When a Hub Leader decides to step down, he/she should notify the Director of Hubs. The Leader needs to notify the Hub members and invite the members to consider volunteering for the position. The Hub Leader may encourage individual members to take the position.

The person leaving the position needs to provide a review of the hub's recent activity and summary of future plans to facilitate a smooth transition for the incoming Hub Leader. If the position remains open, no events will be organized at the local level without the approval of the VWS Board.

## **VWS Alcohol Serving Policy**

In furthering the Vermont Watercolor Society mission, there will be many VWS sponsored events and exhibits. Some will include only Members and others will include both Members and non-Members. Social gatherings often include serving and drinking of alcoholic beverages.

In order to encourage sociability at events while balancing safety for participants and compliance with existing laws, the VWS Board of Directors has developed this policy to govern service of alcoholic beverages at any VWS sponsored event.

1. For purposes of this Policy, a VWS sponsored event includes:

All painting exhibits that primarily include the work of Members, even if it also includes the work of non-Members and is primarily financially supported by VWS; this can include exhibits arranged by the Director of Exhibits, the Director of Hubs, a Hub Leader; or by a group of individual VWS Members for the benefit of other VWS Members

1. Any painting class or workshop that is primarily financially supported by VWS or by fees collected by VWS; this can include classes and workshops arranged by the Director of Programs, the Director of Hubs, a Hub Leader; or by a group of individual VWS Members for the benefit of other VWS Members.
2. Any other Member only or Member and non-Member event primarily financially supported by VWS or by fees collected by VWS; this includes any event arranged by a VWS Officer or Director or individual VWS Member or Members for the benefit of other VWS Members and/or the public.

2. Any alcoholic beverage provided at a VWS Sponsored event will be limited to white or red wine and beers. No hard liquors or drinks mixed with hard liquors are to be served at VWS Sponsored events.

3. For VWS sponsored public or private events being held at any operating venue that has a current Vermont State Liquor Control Board (VLC) Serving License or Permit – Operating venue will provide and serve wine and beer. VWS may reimburse or share in the cost of any special VLC permit and in the cost of wine and beer provided for the event.

4. Vermont State Law and Legal Liability Statutes make individual home and property owners legally liable for property damage, injury or death that result from alcohol related accidents, if they served the alcohol.

For VWS sponsored private events being held in a private location (e. g. Hub event held at a Members home) individual attendees should bring the wine or beer of their choice and serve themselves from the supply carried in.

The State organization is an open, inclusive Society that adheres to the

### **VWS Mission Statement:**

The Vermont Watercolor Society is dedicated to promoting the awareness and appreciation of watercolor to its membership at all levels of ability and to the community by providing opportunities and venues for participation, education, fellowship and exhibitions.