



CHCC GALLERY COMMITTEE | MEETING AGENDA
Monday, January 3, 5:15PM

I. Welcome, Call to Order, Attendance

Ken Hooper-Capozzi, Chair

II. Approval of Minutes

- a. December 6, 2021 (attached)

III. Old Business

- a. Court Room Sessions IV
- b. Future Exhibits & Calls to Artists
- c. Additional Programming
- d. Volunteer Roles & Responsibilities
- e. Virtual Exhibits – Member Artists, Spotlights

Raffa/Hearn

IV. Current & Upcoming Exhibitions – Updates & News

a. 2021-2022 Season

- i. SAQA - Floridian Flavors (Jan 11 – Feb 26)

I. Works being delivered 1/5 in the afternoon. Install scheduled for 1/6 & 1/7.

- ii. Humanity Through the Artists Eye (March 4 – April 15) Ken / Maria
- iii. 36th HSJAS (April 26 – May 26) Tom / Sharon
- iv. Be Squared (June 3/10 - July 22)
- v. Dog Days of Summer (Aug 5 – Sept 1)

V. New Business

VI. Arts Council Updates, Board Projects and more...

Hooper-Capozzi/Hearn

- a. Sunset Concerts at the Gallery | 2nd Tuesdays @ 5:30p – next concert December 14
- b. Cultural Excursions | Chicago, July 13-17, 2022

VII. Arts Foundation Updates, Board Projects, and more...

Hearn

- a. ArtsFest 2021 | February 12 & 13, 2022
- b. MartinArts Awards nominations opening soon for Professional & Student artists

VIII. Comments from the Public

IX. Adjourn

- a. Next meeting March 7, 2022 @ 5:15pm

2021 - 2022 Gallery Committee Meeting Dates

Monday @ 5:15pm

~~Oct 4~~, Nov 8, Dec 6

Jan 3, Feb 7, March 7,

April 4, May 2, June 6,

July 11, Aug 1, Sept 12



CHCC GALLERY COMMITTEE | MEETING MINUTES

Monday, December 6, 5:15PM

- I. Welcome, Call to Order, Attendance @ 5:25PM Ken Hooper-Capozzi, Chair
 - a. In Attendance: Donna Rich, Sharon Hagin, Maria Miele, Roni Rottner, Jane Kiehart | Via Teams: Rickie Leiter
Staff: Jennifer Hearn
 - b. Absent: Donna Defalco, Tom Prestopnik, Ken Hooper-Capozzi, Jennifer Brand
- II. Approval of Minutes
 - a. September 13 and November 8, 2021 (attached) – Motion to approve by Jane, second by Sharon, all approved, and motion carried.
- III. Old Business
 - a. 31st All Florida Juried Art Show Roni / Jane / Ken
 - i. Visitor Statistics & Commissions – Total visitors 409 – weekdays 144, Saturdays 29, opening 150, events 86. Commissions totaled \$513.75 with 6 pieces sold.
- IV. Current & Upcoming Exhibitions – Updates & News
 - a. Current Exhibit – Court Room Sessions IV (Dec 7–29) Elise
 - i. Opening showcase was held Saturday, December 4 with approx. 200 attendees. Total amount raised will be shared at next meeting. See website for list of participating artists.
 - b. 2021-2022 Season
 - i. SAQA - Floridian Flavors (Jan 11 – Feb 26) _____
 - I. Jennifer called group to discuss adding additional programs to be held during exhibit. Will follow up with group to determine interest and availability.
 - ii. Humanity Through the Artists Eye (March 4 – April 15) Ken / Maria
 - I. Need to follow up with artists to curate exhibit and gather promotional materials, etc.
 - iii. 36th HSJAS (April 26 – May 26) Tom / Sharon
 - I. Tom and Sharon met to discuss updates to memo, jurors, awards reception date, sponsor benefits, etc. Will check with teachers for dates and plan to send to memo before the end of the year or early January.
 - iv. Be Squared (June 3/10 - July 22) _____
 - I. Committee discussed size requirements (8x8" up to 48x48") for entered pieces. In place of entry fee will ask participating artists to donate an 8x8" to install as group and use to raise funds for programs. Limit to 64 artists, no limit to subject matter and medium (must be on provided substrate) and must be a MartinArts Member.
 - v. Dog Days of Summer (Aug 5 – Sept 1) _____
- V. New Business
 - a. Future Exhibits & Calls to Artists – Discussed updating process for artists to apply for specific exhibits in place of individuals applying and holding a list of "approved" artists without direction. Some ideas briefly discussed were AFJAS past jurors, Florida Artist Hall of Fame, Black & White, Realism, Origins, host Colored Pencil Society, and Flora & Fauna. Something to consider as we brainstorm future exhibits - who do we serve and why? Be prepared to discuss ideas at next meeting to start planning for 2022-23 season and beyond.
 - b. Additional Programming – Not discussed
 - c. Volunteer Roles & Responsibilities – Draft shared with committee. Please send comments and suggested changes to Jennifer. Committee has also requested printing business cards to use when soliciting artists, sponsors, and volunteers.
 - d. Virtual Exhibits – Member Artists, Spotlights – not discussed

VI. Arts Council Updates, Board Projects and more...

Hooper-Capozzi/Hearn

- a. Sunset Concerts at the Gallery | 2nd Tuesdays @ 5:30p – next concert December 14th
- b. Cultural Excursions | Chicago, July 13-17, 2022

VII. Arts Foundation Updates, Board Projects, and more...

Hearn

- a. ArtsFest 2021 | February 12 & 13, 2022

VIII. Comments from the Public

IX. Adjourn @ 6:35PM by Roni & Jane

- a. Next meeting January 3, 2022 @ 5:15pm
 - i. Cancelling February meeting due to ArtsFest.

2021 - 2022 Gallery Committee Meeting Dates

Monday @ 5:15pm

~~Oct 4~~, Nov 8, Dec 6

Jan 3, ~~Feb 7~~, March 7,

April 4, May 2, June 6,

July 11, Aug 1, Sept 12

CALL FOR ENTRIES | Be Squared - A Members Exhibition presented by MartinArts

MartinArts invites member artists to participate in "Be Squared – A Members Exhibition". Works will be exhibited at the Court House Cultural Center from June 5–July 23, 2022.

Important dates

- Exhibit dates: June 10–July 22, 2022
- Entry deadline: May 1 or until exhibit is at capacity - limited to 64 pieces on a first come, first served basis.
- Delivery of artwork: June 7, between 10AM–1PM
- Exhibition Opening Reception & Awards: Friday, June 10, 5:30– 7PM
- Pick up artwork: Monday, July 25, between 10AM–1PM. MartinArts will not be responsible for unclaimed artwork after this date. Artist may send a representative for drop off or pick up but must have a letter signed by the artist authorizing them to submit and/or pick up artwork.

Gallery Location and Hours

- Court House Cultural Center, 80 E Ocean Blvd., Stuart, Florida 34994 | 772-287-6676
- Gallery hours are Tuesday 10AM–6PM | Wednesday–Saturday, 10AM–4PM

Want to exhibit your work? Here are the details!

- MUST be a current, returning, or new member of [MartinArts](#) (\$35/year) for duration of exhibit.
- In lieu of an entry fee, participating artist agrees to create and donate an 8"x8" original piece of artwork in any medium or theme on a surface provided by MartinArts (pick up details will be provided after entry). All donated pieces will be installed as part of the exhibit and used as a fundraiser for arts programs.
- 2D and 3D original work in all media completed in the last 36 months and not previously exhibited at the Court House Cultural Center, The Elliott Museum, or any other local art exhibit within 50 miles. Giclees will be accepted in photography only.
- 2D work: Square format ONLY sized 8"x8" to 48"x48" (including frame). Work must be dry, framed OR appropriate substrate, and properly wired to hang 3" from the top of the frame with NO toothed brackets, NO staples showing on sides, and NO clip style frames.
- 2D works must be framed with Plexi-glass only, NO glass.
- 3D work: Square format only not to exceed 36" in any direction (H"xW"xD"). Limited to 70 lbs maximum weight.
- Artists submitting installations may be asked to participate in its installation.
- Label back of each artwork with artist's name, title, medium, price and framed size (H__" x W__" x D__")
- All artworks may also be used in a virtual gallery during the above listed exhibit dates and for an additional period of no more than one year.

Conditions

- A 25% donation benefiting MartinArts will be deducted from all sales. Please price accordingly.
- Artists are encouraged to price their work for sale; however, work may be tagged "NFS" (not for sale).
- No withdrawals of work permitted before the close of the exhibition.
- MartinArts reserves the right to refuse an artwork if the work is improperly framed or wired, under glass, misrepresented, and/or for any other reason is deemed inappropriate.
- MartinArts reserves the right to use any accepted image for promotional purposes.

Questions

Contact Jennifer at 772.287.6676 (x2) or jhearn@martinarts.org and mention "Be Squared - Members Exhibit" in the subject line of the email.

Court House Cultural Center Gallery Committee

The Court House Cultural Center Gallery Committee oversee and manage exhibits and programs in the Frederic M. Ayres and Martin County Community Foundation galleries. The purpose of the CHCC Gallery Committee is to promote appreciation and participation of the visual arts by exposing the community to a variety of artistic exhibits. This is accomplished through various forms of programming including exhibits, artist lectures, demos, and workshops intended to illuminate new perspectives. Volunteers work to curate exhibitions, provide support for the installation, and assist with marketing of all exhibitions and related programs. The CHCC Gallery Committee is open to anyone interested in promoting the arts by their active participation, love, and appreciation of art.

All Committee Members

Roles & Responsibility:

- Participate in monthly meetings at least six times per year, typically held monthly on the first Monday at 5:15pm in the gallery, to deliberate and vote on items relating to the operation and use of the gallery space, increase exposure as a strong element within the community and provide a well-balanced visual arts program for the community.
- Assist with exhibit curating, installation & de-installation of artwork, and set-up/clean-up for receptions
- Attend events to greet guests and act as advocates for organization
- Share and promote arts events via online (email, social media, etc.), and printed materials (postcards, posters, etc.)
- Recruit additional gallery committee members and volunteers
- Recruit artists and market participation in exhibits and to become MartinArts members
- Establish, plan and partake in gallery fundraisers
- Collaborate on programming related to exhibits to provide more exposure for artists
- Other endeavors undertaken by the Gallery Committee
- Communicate via email or phone with committee members and MartinArts staff as needed
- Recommend changes in programming/governance to the MartinArts Board of Directors
- Maintain an awareness of the arts community and the changing artistic practices, trends and issues within the discipline
- Advise on related matters, including the development of new opportunities/needs in the community
- Become familiar in the Sunshine Law and how it impacts communications between Board Members

Gallery Committee Chair

Position Summary: Serve as the CHCC Gallery Co-Chair overseeing 6-8 exhibits per season. Recruit, motivate and lead a committee of volunteers to curate and install exhibits, programs, events, and obtain sponsorships.

Qualifications:

- Community oriented
- Self-motivated
- Strong leadership skills and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of both the MartinArts Council and the Gallery Committee

Roles & Responsibility:

All Committee Member responsibilities listed AND

- Recruit volunteers to assist in developing and executing exhibits, programs, and events.
- Actively solicit contacts that would help contribute to the gallery's success.

- Work with MartinArts staff to schedule committee meeting dates, develop agendas and facilitate committee meetings.
- Communicate regularly with staff and volunteers and monitor progress of planning (using timeline) to ensure tasks are completed.
- Hold committee members accountable for their tasks and the overall goals of the gallery.
- Work with MartinArts staff to manage and adhere to approved budget.
- Work with MartinArts staff and committee to define tasks and assign volunteers to roles.
- Creating an environment for fun and success
- Thanking all of artists, jurors, speakers, and special guests

Gallery Exhibition Sub-Committees

Position Summary: This committee is responsible for developing the exhibitions and season calendar, working with MartinArts staff to write and manage artist/exhibit agreements, juror(s) selection, marketing/PR, and fundraising. It arranges for acceptance of art into the gallery, manages the return of the artwork to artists, manages installation & de-installation of artwork, recruits volunteers as needed, works with staff to create labels and signage, and works with Exhibition Event & Hospitality volunteers to develop and oversee the exhibition opening reception.

Qualifications:

- Community oriented
- Self-motivated
- Strong leadership skills and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of both the MartinArts Council and the Gallery Committee

Roles & Responsibility:

All Committee Member responsibilities listed AND

- Recruit volunteers to assist in installation & de-installation of artwork
- Actively solicit contacts that would help contribute to the gallery's success.
- Communicate regularly with staff and volunteers and monitor progress of exhibit planning (using artist agreement timeline) to ensure tasks are completed.
- Work with MartinArts staff to manage and adhere to approved budget, timelines, and guidelines of exhibit
- Thanking all of artists, jurors, speakers, and special guests associated with exhibit

Fundraising

This committee looks at all possible forms of funding for the exhibitions – grants, sponsors, donors, online campaigns; and helps to write necessary documentations and applications, contact funding entities, develop sponsorship packages, handle follow up communications and thank you letters. These efforts must be coordinated with MartinArts Fund Development Committee and Development & Membership Manager if consideration is being given to large corporations and grants.

Communications/P.R./Marketing

This committee writes and sends out press releases to periodicals, media outlets, and blogs to promote CHCC exhibitions and programs – coordinating this with the Exhibition committee. It will send out the calls for art/artists to the appropriate outlets and provides input for designing and distributing posters/signs/postcards for exhibits and related programs.

Court House Cultural Center Event & Program Volunteers

Gallery Docents

Become the friendly face of MartinArts as you welcome and assist visitors at the information desk. Gallery Docents are surrounded with art and help visitors at the same time by answering general questions about the current exhibit and artists, provide news about local arts & cultural activities, and assist staff with light duties. Light duties may include making phone calls, label and prepare announcements and letters for bulk mail, organizing supplies, etc. Docents are needed Tuesday 10AM–6PM, Wednesday–Friday 10AM–4PM, opening receptions, and various events & programs throughout exhibit. Commitment is at least one 3-hour shift per month when an exhibit is open.

Exhibition & Event Hospitality

Organizes refreshments for all programs and receptions from set up to clean up. Works with Staff, CHCC Gallery Committee, or WSA members to coordinate food/beverages for events. May also acquire sponsors to solicit donations for small trays, appetizers, and other refreshments or supplies. Coordinate volunteers for events (greet guests, collect donations, set-up tables, linens, food and drink stations, and clean-up), Commitment is for one year and coordinate at least one reception event.

Events & Programs

This committee develops and manages events and programs during the exhibitions. Works with the Exhibitions Gallery committee to develop and oversee the exhibition opening reception. It also looks at other ways to bring traffic into the gallery, such as artist talks, performance art, and workshops and then works with the Exhibition Communications/P.R./Marketing Committee to promote these events.

Art Out of the Closet

An annual/semi-annual event to raise funds for MartinArts programs, arts education, and the Court House Cultural Center Gallery. This committee will determine guidelines of items to accept, coordinate all aspects of the collection and organization of donated items, and determine key event details such as dates, prices, marketing, etc.

MartinArts Magazine

Helps to organize and distribute MartinArts Magazines 2 times per year to various sponsor, member, and supporter locations within Martin County. May also be encouraged to follow up with locations after initial distributions to assess replenishment needs.