

# **NORTHERN COLORADO ARTIST COMMUNITY (NOCOAC) NONPROFIT HANDBOOK**

## **Purpose**

The purpose of the Northern Colorado Artist Community is to enhance lives in the Northern Colorado community through all forms of art.

## **Mission Statement**

NOCOAC shall enhance lives through all forms and dissemination of art; encouraging and supporting individual expression, providing public presentations, involving and expanding community programs at all levels and promoting art appreciation.

## **Strategies to Accomplish the NOCOAC Mission**

The primary purpose of this nonprofit public benefit corporation is to enhance lives through all forms of art. This will be accomplished by:

1. Provide instruction to our members and the community in as many forms of art as possible. Including art for display inside as well as outside
2. Provide arts educational activities for all ages of people and provide space for them to display their art
3. Promote public art exhibits and collaborate with other art-centric organizations
4. Arrange for artists to display their art in other venues for the appreciation of the community
5. Provide space for the community or artists to meet and exchange ideas
6. Encourage the exchange of art with other communities for the advancement of diverse cultural expression, aesthetics, social awareness and integration
7. Solicit artists to go into the public schools and provide instruction in all forms of art for the education and benefit of the children of the community. In partnership with the school administration and teachers

## **MEMBER AND NONMEMBER DONATIONS**

NOCOAC is fueled by your generous donations and we graciously accept your contributions from pennies to thousands. Thank you for supporting NOCOAC.

## **Founder**

The founder is Nancy Sander, owner of the Sanderosa Art Gallery in Laporte Colorado. She previously founded a nonprofit in California similar to the Northern Colorado Artist Community.

# BOARD OF DIRECTORS OF NORTHERN COLORADO ARTIST COMMUNITY

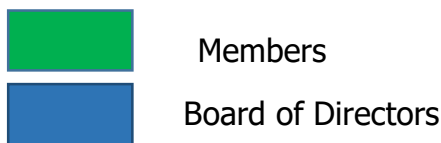
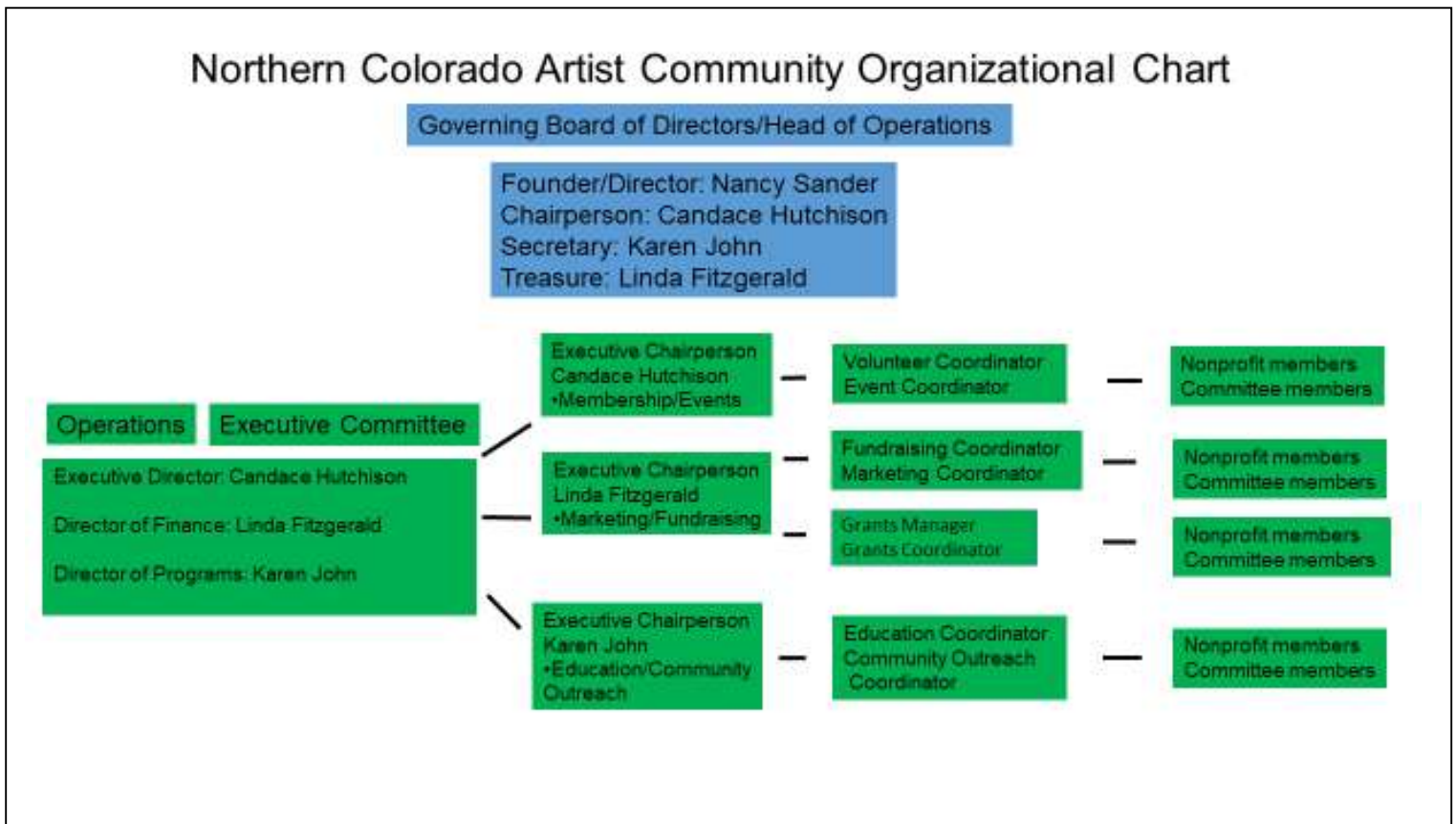
Founder/Director: Nancy Sander

Chair: Candace Hutchison

Secretary: Karen John

Treasurer: Linda Fitzgerald

## Organizational Structure



## Board of Directors

- A Director on the board may serve a term limited to 3 years and may be reelected by the Board of Directors for a second term of 3 years
- Officers on the Board of Directors may serve a term of 2 years and may be reelected by the Board of Directors for a second term of 2 years

- An Officer or Director can resign at any time
- Board of Directors can vote additional Directors and Officers on the board from the membership as needed
- The Board of Directors may appoint or hire Executive Committee Chairpersons and grant the committee powers
- The Directors on the Board will have sole voting power

### **Board of Directors Code of Conduct**

In addition to adhering to the general membership code of conduct listed on page the Board of Directors will also follow these guidelines for conduct:

- The Board of Directors will respectfully consider all ideas from the membership in all areas concerning the nonprofit, including but not limited to: membership, events, marketing, fundraising, education and community outreach
- Members will discuss ideas pertaining to the committee on which they serve, during committee meetings
- The Coordinator or Executive Chair of each committee will present these ideas to the Executive Committee and The Executive Committee Chairs will present to the Board of Directors
- The Board of Directors will vote on the ideas while considering potential concerns, such as: conflicting dates, budget, liability, etc...and communicate their decisions in a timely manner to the members of the committees

### **EXECUTIVE COMMITTEES**

All committee members must be a member of NOCOAC.

#### **Membership Committee Chairperson: Candace Hutchison**

##### **Purpose**

To find, engage and retain members of the public in order to provide financial and committee support to the organization, (NOCOAC)

##### **Goals and Expectations**

- The Membership Committee will provide written reports to the Executive Director about its meetings, attendance, recommendations and actions taken
- Committee will meet on an "as-needed" basis or at the request of any members of the committee. Meetings may be held in person or via zoom
- Develop and implement membership recruitment ideas and promotions
- Develop innovative projects to enhance membership retention

- Provide written request for promotional monies for Board approval
- Email official welcome greeting to new members, both basic and business levels
- Have a greeter at membership receptions to welcome members
- Update and maintain membership web page
- Create and email "Friends of NOCOAC" newsletter

## **Marketing/Fundraising Committee Chairperson: Linda Fitzgerald**

### **Marketing Committee Purpose**

To develop and execute ideas to get maximum exposure to Colorado communities of the existence and purpose of NOCOAC

### **Goals and Expectations**

- Promoting NOCOAC on Social Media sites
- Press releases in Colorado newspapers
- Public Service announcements on Colorado Radio Stations

### **Fundraising Committee Purpose**

To develop and expedite ideas for financial support for NOCOAC through membership and non-membership fees and/or donations and events

Events such as Ice Cream Social, Fine Art Auction, "Other" item auctions

## **Grant Writing Committee**

### **Purpose**

To secure grants monies for NOCOAC programs to benefit the community

### **Goals and Expectations**

- Work with a grant writing professional or company to find and apply for grants
- Develop data driven activities to enhance grant applications
- Follow up collecting data after activities

## **Education/Community Outreach Committee Chairperson: Karen John**

### **Education Committee Purpose**

To provide education in all art forms to all ages to enhance the Northern Colorado Community

### **Goals and Expectations**

- Create no pressure spaces for beginners, intermediate and advanced students to learn about art
- Provide programs in visual arts, folk/craft arts, music, theater arts, literary arts, sewing, landscaping, etc....
  - To introduce basic art concepts
- Provide opportunity for youth and adults to display their art
- Provide opportunity for youth and adults to participate in public art
- Serve the community by sending art facilitators to facilitate programs in the public schools, homeless shelters, nursing homes, special needs classes, etc...
- Provide tours of the Sanderosa Gallery (and other galleries) with a volunteer artist guide to discuss works in the gallery pointing out the artists' use of shape, color, etc...
- Make people aware of other galleries and studios that are providing art programs that may not be offered at the Sanderosa

## **Community Outreach Committee**

### **Community Outreach Purpose**

To serve the Northern Colorado Community by participating in community activities designed to enhance the community

### **Goals and Expectations**

- Public space beautification (sculpture, mural, trash clean up, community gardens)
- Supporting outside community fundraising events
- Provide opportunity for youth and adults to display their art
- Provide opportunity for youth and adults to participate in public art
- Serve the community by sending artists to facilitate programs in the public schools, homeless shelters, nursing homes, special needs classes, etc...
- Provide tours of the Sanderosa Gallery (and other galleries) with a volunteer artist guide to discuss works in the gallery pointing out the artists' use of shape, color, etc...

## **MEMBERSHIP**

### **Nondiscrimination Statement**

The Northern Colorado Artist Community does not discriminate against individuals or groups based on age, political affiliation, race, national origin, gender, class, disability, sexual orientation, gender expression or religious beliefs.

### **Membership Guidelines**

1. Membership is open during anytime of the year

- a. **Fees will not be prorated**
- b. Membership renewal due by January 15 or membership will be discontinued
2. Members will fill out membership application and return to NOCOAC
  - a. Members or Sponsors will receive Organization Donation Receipt
3. Must be a member to organize and carry out a function through NOCOAC such as facilitating events or volunteering
4. Members of NOCOAC do not have to be artists or have art in Sanderosa Gallery
5. Artists displaying art in the gallery do not have to be members of NOCOAC

### **Basic Membership \$45/year**

- Annual Show in NOCOAC gallery with awards
- Yearly meeting with the Board of Directors
- Free reception for designated events
- Membership mention on website
- Opportunity to be a Featured Artist during First Friday Art Walk events

Members **are not required** to volunteer but Encouraged

### **Basic Community Membership: \$45/year**

- \$10 off any TWO classes/programs of choice (\$5 each)
- Invitation to Special Events
- Membership mention on web page
- Special Recognition in Newsletter with statement about self
- Special Recognition on Acknowledgement Community Board at NOCOAC Headquarters

Members **are not required** to volunteer but are Welcome

### **Business Membership: \$100/year**

- Invitation to Special Events

- Logo and one sentence promotion in the newsletter once a year
- Framed certificate of membership to display
- Membership mention on website
  - Opportunity to sponsor an event for **\$50 more per event**
    - Artist designed poster with business logo at the bottom will be displayed at the gallery prior to the event
    - Receive an 8" X 10" of artist designed poster via email for own personal advertising.
      - Poster will be promoted on Gallery's Facebook/Instagram pages

### **Student Membership: \$10/year**

- Must have a valid school ID or letter from school
- \$10 off any TWO classes/programs of choice (\$5 each)
- Invitation to Special Events

Membership mention on web page

### **Family Membership: \$85/year**

- Up to 5 people in the membership

List names on the membership application

Must be living at same address

- \$10 off any TWO classes /programs of choice (\$5 each)
- Invitation to Special Events

Membership mention on web page

## **Non-member Sponsorship: \$200/program or event**

- Artist designed poster with business logo at the bottom will be displayed at the gallery prior to the event
  - Receive an 8" X 10" of artist designed poster via email for own personal advertising.
  - Poster will be promoted on Gallery's Facebook/Instagram pages
  - If other marketing methods are utilized (print or radio) Sponsor will be identified

## **PROGRAMS**

Programs include events, classes, demonstrations, shows, festivals, etc...

1. Program Application will need to be filled out for board approval of program/time(s)/date(s) – application online or at gallery
  - Space fee(s) will be paid when application submitted - will be returned if not approved
  - If program is cancelled due to lack of participants, space fee will not be reimbursed
    - In case of Emergency: If program has registered participants but needs to be cancelled due to facilitator's emergency, it will be rescheduled by facilitator and there will not be additional space fee required
  - See quarterly deadlines for program applications below (#3)
2. Facilitators' requirements:
  - Program registration will be through facilitator's email posted on website
  - Can charge whatever you wish for your program, it all belongs to you
    - Can make a donation to NOCOAC, if so choose
  - Responsible for registration for your program, for advertising, and for collecting money
    - NOCOAC will advertise newsletter, website and FB
  - Advised that price of their program needs to reflect the cost of supplies and space fee
    - Expected to furnish their own supplies
    - Not allowed access to the NOCOAC supply cabinet, except for non-disposable supplies such as cups, scissors, rulers, brushes etc.
    - Asked to replace any broken materials
  - Walk-ins are up to facilitator and will need to be specified for advertising



### 3. Year will be divided into 3 quarters for ease of promotion and advertising

- No programs in January
- Each quarter will have a deadline for program application submission(s) and late applications will not be considered
  - Programs for February & March: deadline January 5
  - Programs for April, May & June: deadline March 1
  - Programs for July, August & September: deadline June 7
  - Programs for October, November & December: deadline Sept. 6

### 4. Needed for website and marketing:

- Upon approval from board, facilitators are expected to email to Education Director (Karen John - kjohn634@gmail.com) or Executive Director (Candi Hutchison - candi@4r.com) the following, asap
  - Brief program description, include price, age group, time/date, materials if needed and any special instructions, like wear appropriate clothes for messy project
  - brief facilitator bio (optional)
  - personal photo (optional)
  - image of project
  - are Walk-ins welcome for your program or not

Nancy will not collect money or sign up students

## **Volunteers**

- Must be a member of NOCOAC
- Must receive basic volunteer training
- Will keep track of hours in a volunteer logbook kept at the Sanderosa Gallery

## **MEMBERS CODE OF CONDUCT**

- Members will maintain an attitude of kindness, inclusion and encouragement toward all other members, prospective members, gallery visitors, event collaborators, other artists in the community at large and general public when representing the gallery
- Members will refrain from intoxication or being under the influence of any other recreational drug legal or illegal while at the gallery, attending an event that includes the gallery and or representing the gallery in any other way

- Members will refrain from any other type of illegal unethical activity when representing the gallery
- When volunteering in the gallery members will refrain from negatively critiquing artists' artwork to prospective buyers, or any other person in the gallery
- Solicited critiques will be kind and honest and stem from a genuine intent to help the artist succeed. Said critiques will occur in a manner that will not lead to embarrassment for the artist seeking advice

### **MEMBER AND NONMEMBER DONATIONS**

We graciously accept donations of any amount