

# How to Chair an Art Exhibition



Tidewater Art Alliance  
of the Visual Arts  
P. O. Box 3093  
Norfolk, VA 23514-3093

# **TABLE OF CONTENTS**

**Introduction**

**Checklist**

**Appendix:**

- **Sample prospectuses**
- **Sample Press Release**
- **Sample Invitations**
- **Sample Letters**
- **Sample Report**

# Guidelines for Selection of Jurors for TAA Shows

**To avoid a conflict of interest, the following guidelines should be considered  
when selecting jurors for major shows.**

**Juror should not be a member of TAA**

**Juror should not be from the local area** *(except for Members' Show)*

**Juror should not be a commercial gallery owner.**

**Suggestions for qualified jurors would include:**

Art Critics, Art Historians, Museum Curators, Studio Art Teachers at the college level.

# HOW TO CHAIR A TAA EXHIBITION

## INTRODUCTION

This manual is designed to serve as a chronological checklist of the actions needed to produce a successful art exhibition under the auspices of the Tidewater Art Alliance.

Since each exhibition is unique as to location, design, time of year, purpose, etc., some of the items in this handbook may not be relevant or applicable. If this is the case, simply ignore them.

Serving as Chair for a TAA exhibition can be a professionally and personally rewarding experience. Rarely will you have such an opportunity to see and learn from the inside, how an exhibition is organized, juried, hung, and managed. You will meet museum curators, art critics, dozens (if not hundreds) of fellow artists. You'll see for yourself what "sells" in this region and what doesn't. And you'll have the satisfaction of knowing that you have contributed in a major way to the cultural life of the community at large.

Your success and enjoyment as Chair will be enhanced by the extent that you involve others in this process. **Don't try and chair an exhibition all by yourself!** Start early to recruit others to help with the hanging of the exhibition, the reception, publicity, accepting and returning works, sitting the exhibition (if necessary), printing, etc.

Don't let the number of items in this handbook frighten you. A close look will show that they are just a series of very small and easy steps to be taken along the path to a very successful exhibition!

Finally, plan to attend all the General Membership meetings that occur during your tenure as Chair. The Executive Officers can answer your questions, provide support, resolve difficulties, offer suggestions, and help when and if help is needed.

Determine from Board of Directors how much the juror can be paid, including travel. Also, if jurying requires most of a day.

**NOTE: The chair (and co-chair, if there is one) may enter the exhibition subject to the same rules as everyone else, but, to avoid the appearance of favoritism or undue influence, is not eligible for any awards and therefore doesn't pay the entrance fee**

This looks like a fairly formidable task. Actually, it isn't too hard if you can recruit a few helpers to work with you on the exhibition committee. As a matter of fact, it can be a lot of fun, as well as professionally rewarding!

# Where do you start

Carefully review all notes, comments and reports from the previous year's chair. Talk to him/her if you can.

- I. **CALENDER** - In the preparation of prospectus **Determine calendar!** Usually the president have the contact and the dates information.

**Important dates:**

- **Delivery of Work- with date and time**
- **Jurying of Work**
- **Pick-up of unselected works**
- **Opening Reception -with date and time**
- **Exhibition opening and closing dates**
- **Pick up unsold work -with date and time**

- II. **VERIFICATION** - **Contacting the manager/director of the gallery/site where the exhibition is to be held**, confirm dates of the exhibition and opening receptions. Determine if there are any size limitations for artwork (For instance, ceilings are only 7 feet high. Therefore, we cannot accept artwork that's taller.)
- III. **VOLRNTEERS** - **Start recruiting your team** - an Exhibition Committee to help you. First contact Artistic chair, Exhibition chair, and Hospitality chair TAA members, friends, relatives, students, all are sources of help. You can use membership directory to determine which member volunteer for what job.
- IV. **PROSPECTUS** - Draft the Call for Entries/Prospectus using previous year's prospectus a guide. TAA has learned the hard way that we must use a standardized prospectus to ensure that all information is clearly explained. If there are any special hanging instructions, ensure that the information is contained in the prospectus. (Examples of prospectuses are contained in the Appendix). Have prospectus typed in Word document.

- **Determine availability of funds for prizes.** TAA usually provides awards money. Other benefactors may donate additional prizes.
- **Emailed the draft to president for approval.**
- **On 20<sup>th</sup> of the prior month prospectus should be submitted for print.** If necessary, it can be mailed separately, but this is additional cost and should be avoided if at all possible. **Emailed to the ARTLINE Editor**

- V. **JUROR** - Determine from Board of Directors how much the **juror can be paid**, (may including travel). Also, if jurying requires most of a day, TAA may pay for a juror's lunch. Consult with TAA artistic chair and the President of TAA for suggestions and recommendations regarding a juror. **Juror cannot be a TAA member** and preferably, be from out of town, or at least be unfamiliar with the artists in the area.
- a. **Contact juror, ask for availability both for jurying and a juror's talk at the awards ceremony**, ask his/her credentials and get a brief (one or two sentence) biography for use in prospectus. Inform the juror that we do require that the juror provide a Juror's Statement after jurying. (see Juror's criteria) This Juror's Statement is a brief description of how the exhibition was juried, how the juror made his/her choices, what was truly excellent, where the artists may need improvement, etc. The content is up to the juror.
  - b. **Obtain Board's and/or President's approval of juror**, then formally write (email) to the juror, confirming arrangements, including the juror's honorarium, date and time of jurying, travel/lunch arrangements, who will be present while jurying, the requirement for a Juror's Statement after the jurying, the date of the reception, number of awards, and purpose of the exhibition. Send copies to TAA President and TAA Secretary. Provide juror with TAA's juror's criteria.
- VI. **Determine budget for the reception if it's not provided by the facility**, have this approved by the TAA President.
- a. **Contact Hospitality chair** for information regarding help with reception, etc.

**NOTE Exceeding this budget will require approval of the Board of Directors.**

- VII. **Obtain from member producing prospectus draft of document** and ensure that all information is clearly explained. If there is not such person, draft the Call for Entries/Prospectus using previous year's prospectus a guide. TAA has learned the hard way that we must use a standardized prospectus to ensure that all information is clearly explained. If there are any special hanging instructions, ensure that the information is contained in the prospectus. (Examples of prospectuses are contained in the Appendix).
- VIII. **Have prospectus typed in Word document emailed to the ARTLINE Editor** for copies printed, and delivered with the ARTLINE mailing distributor for inclusion in the newsletter preferably two months prior to the exhibition opening. If necessary, the prospectus can be mailed separately, but this is additional cost and should be avoided if at all possible.

- IX. **Determine number and type of award ribbons.** Have the Ribbons chair order or buy ribbons. No handmade awards or ribbons!
- X. **Arrange with Exhibition chair for volunteers to receive work,** pick up unselected work, a Hanging Committee (if appropriate, assist with hanging the exhibition. In the case of the Hermitage Foundation Museum and the Courthouse Galleries, their staff will hang the exhibition. You may ask to be present to help hang the exhibition; this is an excellent professional learning experience!) Also ask for volunteers to help with pick-up at the end of the show.
- XI. **Consult with the member responsible for invitation cards** (assuming that TAA is responsible) regarding design of the invitation to the artists' reception. Be sure to give them the inclusive dates of the exhibition, location, time etc! Sample invitations are in the Appendix.
- XII. **Make sure that the invitation design is submitted to the Executive Officers** for approval. Once invitation design is approved you will get directions where and how many to print. (Now on many occasions the gallery is doing the printing of the invitation or announcement themselves.)
  - a. Deliver printed invitations to ARTLINE distributor for bulk mailing. Invitations should be mailed two weeks prior to the reception.
  - b. Or provide the membership list to the gallery if they are doing the mailings.

**Have some (50+) extra invitations available for members at show's art delivery.**

Contact Publicity chair and arrange for press release regarding opening of the exhibition. (This needs to be sent to the media and others at least 28 days prior to the exhibition opening. The mailing list and sample press releases are in the Appendix)

- XIII. **Line up a photographer** to record the opening and the award winners.
- XIV. **Call TAA treasurer** to ensure that honorarium check for the juror is prepared. Call Membership chair to make sure they have volunteers present when artworks are accepted.
- XV. **Be present to accept artworks.** Membership chair must supply an up-to-date membership roster to verify membership before accepting the works. Artists who are not members may join at this time. Make sure that checks are annotated to indicate "membership" as well as "entry fee" or both combined.
- XVI. When accepting works, use the Exhibition Entries Form or create one (from membership roster) in the Appendix to keep a record of who paid what. Send this form with the money/checks collected to the Treasurer and also a copy of the list to the membership chair as soon as possible! **NO LATER THEN 2 WEEKS** after.
- XVII. Ensure that you have the juror's honorarium check ready for delivery to the juror.

**If chair (you) is not participating in the show, chair (you) may be present during the jurying process, ready to assist juror and answer any questions juror may have. One of the benefits of chairing an exhibition is being able to witness and**

**assist the juror, learning how jurors make decisions, etc. If chair (you) participates in the show, arrange someone of the gallery staff to accompany and assist the juror.**

XVIII. Give juror the list of entries to mark the ones accepted and the award winners. Make sure to get a copy of the list back.

XIX. Request and require of the juror to provide a written critique of the exhibition (Juror's Statement); juror can mail this to you.

**Upon completion of jurying or after the juror's talk if there is one, present the juror with honorarium check.**

XX. **Notify (by telephone or email) artists who have all entries accepted.** Artists who have not had all their artwork accepted will **not** receive a call, and should pick up their unselected works on the day specified in the prospectus. This must be clearly spelled out in the prospectus.

XXI. Notify TAA treasurer of award winners and check amounts. The treasurer will prepare the checks for the winners to be presented at the reception.

XXII. Arrange with TAA treasurer for award checks to be at reception for delivery to the award winners.

XXIII. Determine if a catalog, (for brochure, program or any other printed material ask the president) is needed for the exhibition. If so, prepare catalog. Sometimes the exhibition location staff will prepare the catalog.

XXIV. **Arrange for labels of accepted artwork.** Work together with the director of the exhibition site; many times the exhibition site staff will prepare the labels.

*If not, you'll have to make your own arrangements. Usually simple typing on a small card is sufficient. Labels contain the artist's name, title of the artwork, medium, and price. Do not use the word "price", simply the (\$) dollar amount.*

XXV. **Telephone award winners** and ask them to be present at the reception, but DO NOT tell them what award they have won!

XXVI. **Make sure that membership applications, information brochures and TAA histories are displayed during the reception.**

XXVII. At the reception location, be sure to post the "About TAA" poster somewhere, and leave it posted for the duration of the exhibition. Leave a supply of any TAA promotional material available, and a supply of membership applications.

XXVIII. Work with Hospitality chair to manage the reception.

### At reception.

- The president opens the awards ceremony and welcomes the guests.
- The Exhibition chair (you) usually, introduces the Juror and thanks the appropriate people.
- The juror's talk at the reception should be a 10 to 15 minutes verbal critique –educational speech as specified in the juror's criteria. (Sample in the appendix) There will be separate payment for the talk.
- Either the juror, the Exhibition chair (you) or the TAA president announces the award winners; discuss this in advance.

### **Upon completion of jurying, or after the juror's talk if there is one, present the juror with honorarium check.**

- XXIX. Be present or assign someone responsible for pickup of unsold work at end of the exhibition.
- XXX. Write thank you notes to juror. Send a copy to the TAA president and the Secretary.
- XXXI. Return loose-leaf notebook to TAA president. Include any notes, suggestions, hints, lessons learned and copies of all paperwork. This will be an invaluable reference for next year's chair.
- XXXII. Make final verbal report to the members at the general meeting and have a **written report** for the president and also one to be published in Artline. (Sample in appendix)

### **REPORT SHOULD INCLUDE:**

- The number of participants (Dollar amount from entrance fee)
- New members for particular show (Names and \$)
- The number of works accepted from the total that was submitted.
- Name of the Juror
- Names of your Volunteers
- The money that was collected for reception.
- How much was spent on reception and awards, invitations, ribbons....
- Suggestions for next exhibition

Go on vacation!





## Prospectus: Call for Entry

### Miniature Exhibit: "TINY TREASURES"

**TAA Annual Juried Miniature Exhibition at The Hermitage Foundation, located at  
7637 North Shore Road, Norfolk, Virginia 23505**

The general guideline is that a represented subject should be no larger than 1/6<sup>th</sup> of its actual size, i.e., the human head should be no larger than 1 & 1/2 inches; **more detailed description under Rules paragraph below.**

#### Awards

Best in Show- \$300  
Creativity Award by Ruth Scarlott - \$300  
2 Awards of Excellence \$ 200  
1 Award of Merit - \$100  
2 Honorable Mentions \$50 each

#### Juror

Ms. Aimee Koch is an administrator from Gallery 1708 in Richmond. Her expertise lies in contemporary visual art - especially fine art photography. Aimee holds an MFA in photography from Washington University School of Art in St. Louis and was awarded artist residencies at Cooper Union in New York and the Cité Internationale des Arts in Paris.

#### Eligibility

This juried exhibition is open to all TAA members, who may submit up to three entries with a **\$20 non-refundable entry fee**. Non-members must first join TAA by paying membership dues (**\$50 new members or \$30 for active renewal**: see separate application form) plus the entry fee of \$20. For more membership information, contact Michael Young, Membership Chair; email, [mike.young1604@earthlink.net](mailto:mike.young1604@earthlink.net) or call him at (757) 624-9604.

#### Rules

Only original works of art completed within the past two years and not previously exhibited in The Hermitage Museum or in any prior TAA exhibition may be submitted. Two-dimensional entries must be framed and ready for hanging with hook eyes and wire. Frames, mats, and glass should be clean and presented in a professional manner. White or off-white mats are suggested. Neither saw-tooth hangers nor wet paint shall be accepted. All media are permissible. Pedestals for works of sculpture will be provided by the Hermitage Museum. Size requirements: for **2-dimensional art**: Image size no larger than 4" x 5" total with frame and matting 8 and 1/2" x 11" or less, (standard paper) in other words in any direction including frame the total size cannot exceed 93 and 1/2 sq inches. **Three-dimensional art** follows the 1/6th rule but needs to stay within the square inch allowance. 3-dimensional Size: 8" x 8" x 8" or less, in any direction including the size of the base. (Total size 512 sq inches)The exhibit chair will disqualified all work that doesn't meet the requirements!

#### Submission

Works may be delivered to the Hermitage Museum on **October 18<sup>th</sup>, Wednesday from 10.00 AM to 5.00 PM and October 19<sup>th</sup>, Thursday from 8.00 AM – 5.00 PM**; If you need other arrangements, please contact the chair. Identification labels must be affixed to the back of the work with tape or other removable method. The identification labels and permanent identifications should be completed prior to delivery. Each artist may submit up to three pieces to be juried. Works should be picked up promptly on the specified dates.

**Collection** of Unselected Work will be on **Monday, October 22, from 10.00 AM to 5.00 PM.**

**Artists will be notified by telephone only in the case of all pieces getting in. If you don't receive a phone call you must assume you need to pick up the unselected art work.**

**Details**

- Reasonable care will be taken in handling work, but neither The TAA nor The Hermitage Foundation Museum shall be responsible for lost or damaged work. The Hermitage Foundation Museum will charge a **30% commission** on works sold. Artists are advised to set prices accordingly. Works may be NFS
- **Artists' reception and award ceremony will be held on Thursday, October 26; 6:00 PM. – 8:30 PM.**

**CALENDAR**

Deliver Work Wednesday, October 18, from 8AM. - 6.30PM.  
 Thursday, October 19 from 10AM. - 4PM.  
 Collect Unselected Work Monday, October 22, from 10 AM. – 5 PM.  
 Opening Reception Thursday October 26, from 6:00 PM. – 8:30 PM.  
 Exhibition Dates Thursday, October 26, through Sunday, December 3<sup>rd</sup>.  
 Museum Hours Mon. – Sat. 10AM. – 5PM., (Wednesday closed) Sun. 1 – 5PM.  
 Pick Up Exhibited Work Monday December 4, from 8 –5 or, December Tuesday 5, from 10 – 3

**NOTE: UNCOLLECTED WORK BECOMES THE PROPERTY OF THE HERMITAGE MUSEUM FOUNDATION 7 DAYS AFTER COLLECTION DATE FOR PICK UP.**

Hermitage Foundation Museum: Larissa Sutherland Phone (757) 423.2052 ext 207  
**TAA Chair: Mary Ann Gamboa 757- 464-4790 (Call for special arrangements 464-4790)**  
**Co-Chair: Ishina Feld 757-636-0509**

**Members receipt for Artworks**

<b>Entry # 1</b>	
<b>Entry # 2</b>	
<b>Entry # 3</b>	
<i>Signature of Committee Member Receiving Works</i>	Date: 2006

**TAA 2006 "Tiny Treasures" Entry Form**



Name \_\_\_\_\_ Phone (day) \_\_\_\_\_ (night) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ E-mail \_\_\_\_\_  
 Title #1 \_\_\_\_\_ Medium \_\_\_\_\_ Size \_\_\_\_\_ Price \_\_\_\_\_  
 Title #1 \_\_\_\_\_ Medium \_\_\_\_\_ Size \_\_\_\_\_ Price \_\_\_\_\_  
 Title #1 \_\_\_\_\_ Medium \_\_\_\_\_ Size \_\_\_\_\_ Price \_\_\_\_\_

**Release**

I, \_\_\_\_\_, for good and valuable consideration hereby acknowledge, release and forever discharge Tidewater Art Alliance, Inc., and The Hermitage Foundation Museum, their officers, directors, agents, employees, associates, and volunteers of any and all claims, demands or liability for any damage or loss, or the consequences thereof, which may be sustained by my works of art entered in and/or exhibited as part of a Tidewater Art Alliance sponsored Art Exhibition and/or sale.

Artist's Signature \_\_\_\_\_

Date \_\_\_\_\_

**TAA "Tiny Treasures" Exhibition Identification Labels**

<i>Entry #1</i>
Artist
Title
Medium
Price/Insurance Value
Specific Handling Instructions

<i>Entry #2</i>
Artist
Title
Medium
Price/Insurance Value
Specific Handling Instructions

<i>Entry #3</i>
Artist
Title
Medium
Price/ Insurance Value
Specific Handling Instructions

## SAMPLE OF PRESS RELEASE

### FLYING HIGH:

Tidewater Arts Alliance Juried Exhibition

April 28- June 11

The Tidewater Arts Alliance artist members were challenged this year to create artworks which expressed the theme, FLYING HIGH for this annual juried exhibition. Whether literal or obtuse, the artists are sure to help us see things in a fresh new way. This year's juror,..... will select entries to be exhibited as well as the \$800 in cash awards, including the Best in Show, \$500 Hampton Arts Commission Award. Come join us to explore the creativity of this challenge and meet the artists at the Opening Reception and Awards Presentation on Friday, April 28, beginning at 7:30 pm.

---

### Fundraiser

First major fundraiser for old/new TAA, the Tidewater Art Alliance for the Visual Arts and the Virginia Symphony Orchestra will joint forces in fundraising event "Art *in Concert*" "silent art auction Saturday night, February 11, 2006 at the Virginia Symphony "Romantic Germans" concert at Chrysler Hall. The Artwork from 30 artists will be on display in the Dress Circle of Chrysler Hall from 6pm through the concert intermission. A preview of the work of some of the participating artists is available on the Virginia Symphony website and bids may be placed in advance through the website [www.virginiasymphony.org](http://www.virginiasymphony.org).

---

### Membership Exhibition

The Tidewater Art Alliance is presenting its 80th Annual Membership Exhibition at the Portlock Galleries at So No, located at 3815 Bainbridge Boulevard in Chesapeake. Titled "Significant Expressions", the collection of paintings, sculpture and ceramics showcases fine works of local artists. The two main galleries revel in the splendor of these creations until April 2, 2006.

## **SAMPLES OF NEWS RELEASE**

*(From formal Tidewater Art Association)*

December 11, 1990

TIDEWATER ART ASSOCIATION

NEWS RELEASE/PUBLIC SERVICE ANNOUNCEMENT

FOR IMMEDIATE RELEASE, PLEASE

Contact: Constance Fahey, 425-6671/495-7662 Julie Hilton, 583-1905

**SMALL IS BEAUTIFUL!** The Tidewater Artists Association is seeking entries for its Annual Juried Miniature Exhibition, to be held at the Hermitage Foundation Museum, Norfolk, in February, 1991.

This annual juried exhibition, one of the region's most popular and prestigious, is open to all Tidewater Artists Association members, who may submit up to three works of art for jurying. Non-members are invited to join the Association in order to compete. As usual with the Miniature Exhibit, works cannot exceed fifty square inches (or 350 cubic inches for sculptures). Over \$800 in awards is available, including awards for photography and printmaking.

Entries will be accepted at the Hermitage Foundation Museum's studio facility on Sunday, January 27th, from 11 a.m. to 4 p.m. Artists interested in entering should contact Constance Fahey at 495-7662 or Julie Hilton at 583-1905 for information and a prospectus.

Founded in 1924, The Tidewater Artists Association is the area's oldest and largest art association, with a membership of approximately 250 artists and supporters of the visual arts. This year's Miniature Exhibit will open on February 3 and continue through March 3.

August 10, 1990

FOR IMMEDIATE RELEASE, PLEASE

Contact: Jeanne or Lester Knorr, (804)640-8004 Constance Fahey, 425-6671 or 495-7662

CALL FOR ENTRIES: The Tidewater Artists Association is seeking entries for its Annual Juried Marine Exhibition, to be held at the Norfolk Academy in October, 1990. This juried exhibition is open to

all Tidewater Artists Association members, with at least \$300 in awards available. The juror will be Glen Eure, Proprietor of Ghost Fleet Gallery in Nags Head. Entries will be accepted at Norfolk Academy on October 2 between 4 and 7 p.m. Artists interested in entering should contact Jeanne or Lester Knorr at 640-8004 for information and a prospectus.

The Tidewater Artists Association is the area's oldest and largest art association, with a membership of approximately 200 artists and supporters of the visual arts. This year's Marine Art Exhibition will open on October 8 and continue through October 30.

PRESS RELEASE /  
PUBLIC SERVICE ANNOUNCEMENT

November 10, 1990

Contact:

Patricia Daley, 498-8013

Constance Fahey, 425-6671/495-7662

FOR IMMEDIATE RELEASED PLEASE

FINE ART FOR HOLIDAY GIVING! Original works of fine art, jewelry and handcrafted items suitable for holiday gift-giving will be offered for sale at the Tidewater Artists Association Association annual juried exhibit "Treasures Great and Small".

The exhibit opens on November 23 at the Working Gallery, 2407 Pacific Avenue in Virginia Beach, and will continue through December 31st. This popular annual event provides the public with the opportunity to purchase reasonably-priced original works of art for holiday gifts, decorations, or investment and appreciation. The exhibit is free and open to the public from 11 a.m. to 5 p.m., Monday through Saturday.

The Artists reception will be held at the Working Gallery on Saturday, December 1st, from 2 to 4 p.m. and the public is invited.

The Tidewater Artists Association is the area's oldest and largest art association, with a membership of approximately 300 artists and supporters of the visual arts.

**Invitation Card.**



at  
The Hermitage Foundation  
Museum  
7637 North Shore Road  
Norfolk, VA 23505

Exhibition Dates:  
Dec 5.—Dec. 31

show chair:  
Lynne Sward  
497-7917

Juror:  
Carlton Abbott

*Opening Reception*  
Dec. 5, 7-9PM

Tidewater Artists Association  
P.O. Box 3093  
Norfolk, VA 23514-3093

The opening reception is in  
the Hermitage Foundation  
Museum—gallery in Norfolk,  
7637 North Shore Road.  
December 5, from 7 to 9 p.m.

Please, join me at the recep-  
tion.

Ishina Feld

## SAMPLES OF LETTERS

*(from formal Tidewater Artists Association)*

August 10, 1988

Mr. William Utley  
General Manager  
Qualex-Color Craft  
700 West 21st Street  
Norfolk, Virginia 23517

Dear Mr. Utley,

As per our conversation early last week, I am writing to thank you for being a sponsor of the Tidewater Artists Association's Marine Art Exhibit, at the Tidewater Artists Gallery in D'Art Center, Norfolk, Virginia. The \$50.00 cash award you offered will be awarded to one of the winners of this juried art show which will be held during September 1988.

On behalf of the Board of Directors, I thank you for your sponsorship of the Arts, and sincerely hope the publicity we can offer you through our monthly newsletter, THE ARTLINE, our newspaper coverage, and a sign prominently displayed in the Gallery recognizing

the sponsors of this exhibit will benefit both our organizations.

Please mail the \$50.00 check, payable to Tidewater Artists Association, to the address on the letterhead. Our treasurer, Paul Chapman, will then write a check to the winning artist.

We hope you will join us at the Opening Reception. An invitation will be forthcoming. The Awards will be presented at this time.

It was a pleasure talking with you. Feel free to call me at 495-7662 if you have any questions.

Sincerely,

Constance J. Fahey  
Programs Chairman

## REPORT

### **The annual TAA miniature exhibit “Tiny Treasures” 2006**

Chair person – **Mary Anne Gamboa and Ishina Feld**

Location; **Hermitage Museum** Norfolk, October 26 – December 3.

**59 artists** entered the show

**50 artists and 153 pieces of art** were accepted into the show.

Over **100 visitors** at the opening/receptions.

**New members:** James K. Lee, Lois Smoot, Susan Lippman, Deborah Ross, Carol Chewing.

Hermitage sold **five** paintings and received 30% sales commission. Eunice Holland and Carol Chewing each sold one, and Catherine Mein sold three.

#### The members who volunteered.

**Take in work**--Lois Smoot, Daniel Goodwin, Judith Smith, Angela Wilson

**Pick up work**-- Susan Avery, Lee Gerry Wertheimer

Reception was sponsored by the Hermitage)

Wine was donated by TAA , Hermitage received cash donation of \$ 150

The Gallery Curator and the staff organized and installed the show under the direction of public program manager Larissa Sutherland .

Exhibition Chair Mary Anne Gamboa selected the juror: **Aimee Koch**

**Total revenues \$ 1650**

From new membership: **\$200**

**Expenses:** Awards **\$ 1200**

Juror fee **\$ 200**

TAA provided to Hermitage:**\$ 150**

Award ribbons:**\$19**

**The awards of \$ 1200** were:

**Best in Show—Daniel Goodwin “Darkness” \$300**

**Creativity Award—Natalia Vasilenko “Red Karpel Torso” \$300**

**Awards of Excellence: Patricia Isenhour “Competition” \$200**

**Linda Kelly “Theme and Variation” \$200**

**Award of Merit—Lee Gerry Wertheimer “In the Valley Far Away” \$100**

**Honorable Mention— Frances Johnson “Mountain Stream” \$50**

**Elaine D. Hampton “Madonna Zina and Anatol” \$50**

**Total in Expenses: \$1569 Income from exhibition: \$ 1650.00 Profit \$81**

## REPORT

### **The 80<sup>th</sup> annual TAA members' show "Significant Expressions" 2006**

Chairperson - **Rachelle Berlin** (submitting report)

Location; **SoNo - Portlock Galleries** in Chesapeake (South Norfolk) March 3<sup>rd</sup> - April 2<sup>nd</sup>.

**47 pieces of art** were submitted.

Over **110 visitors** at the opening/receptions.

**New members: 2** members Laurianne Perry and Brian Booth.

**Membership: 164**

We received **total of \$ 570 in revenue.**

From new membership: **\$ 100**

From submission fee (\$10 per artist) **\$ 470**

**Expense: Awards \$ 200**

Juror talk **\$ 50,**

TAA provided flowers **\$ 14.95**

The members who volunteer.

<b>Jim Calder</b>	<b>Pat Isenhour</b>
<b>Sherry Marchy</b>	<b>Anne May</b>
<b>Nancy Bazin</b>	<b>Lois Gallo</b>
<b>Mary Ann Katz</b>	<b>Mary Fink</b>
<b>Nancy McAdoo</b>	<b>Marty Berlin</b>

Reception was sponsored by; **Chesapeake Conference Center** (to So-No)

The Gallery Curator Nicole Benson and her staff organized and installed the show.

Artistic Chair **Mary Ann Gamboa** selected panel of three jurors.

The judges (3);

- **Leona Baker** the Art and Culture Editor (speaker)
- **Nicole Benson** the Curator for Portlock Galleries.
- **Melanie Mathews** the Hermitage Museum Director.

Gallery talk: Leona Baker

**The awards** were as follows:

- **1<sup>st</sup>** - Best in Show – Jim Calder – ***Feeding Frenzy*** (\$150)
- **2<sup>nd</sup>** -Award of Excellence – Eloise Shelton-Mayo – ***Encaustic Tree*** (none officer)
- **3<sup>rd</sup>** - Award of Merit – Ruth Scarlott – ***Shaman's Talisman*** (\$ 50 to be mail by the treasurer)

**Suggestions:**

**President's footnote:**

- Invitations-needs to have an address and exhibit duration. Need to have extra cards available for members to pick at the submissions. (Winners to be fallowed from 3 place up to 1, best in the show)

## REPORT

### **The annual TAA miniature show “Tiny Treasures” 2005**

Chair person – **Kristin Low** (submitting report)  
Location; **Hermitage Museum** Norfolk, December 1<sup>st</sup>. - January 2<sup>nd</sup>.

**35 artists and -----pieces of art** were submitted.

Over **100 visitors** at the opening/receptions.

**New members: 3** members (Pugh Henry, Canga Michael, Stevens G.Dean)

**Membership # 3**

We received **TOATAL in revenues \$ 861**

From new membership: **\$ 130**

From donations for reception; **\$ 31** (donation at the reception ? @ \$ 30)

From submission fee (\$20 per artist) **\$ 700**

**Expense: Awards \$ 850**

Juror fee and talk; \$ 250 + 50 = **\$ 300**

TAA provided to Hermitage:**\$ 150**

Hermitage sold 5 paintings and received 30% sales commission.

The members who volunteered.

**Reception** was sponsored by;? Restaurant)

Wine was purchased by Hermitage from cash donation

The Gallery Curator and the staff organized and installed the show.

Exhibition Chair **Kristin Low** selected the juror: **Helen Stockman-Todd**

**The awards of \$ 850** were following:

- **1<sup>st</sup>** - Best in Show – Kay Dotson “Solitude” (\$300)
- **2<sup>nd</sup>** -Award of Excellence – Doris Jordan “Is this Lowe?” (\$200) mailed by the president
- **2<sup>nd</sup>** – Ann Mayer’s award- Ruth Scarlett “Poet’s Journal (\$ 200 )
- **3<sup>rd</sup>**.Award of Merit (\$ 100)- Jack Rourke “Sheer Forms”
- Honorable Mentions; “Phoenix” by Michael Canga and “Shishka Pot” by Lesley Hildreth @ \$25 each.

**Total in Expenses: \$1 300.00 Income from exhibition: \$ 731.00 Deficit: \$ 569**

**Suggestions:** Better budget determination, Clarifying rolls for president, membership, exhibition and chair.

**President’s footnote:**

We need to advertise sooner than we did. More artists need to participate. Invitations are recommended (printing). Better selection of food. (Food variety and presentation was a little disappointing.)

# **Flying High – Theme Show in Charles H Taylor Art Center**

Report by Carol Anne McErlean – Show chair

## **Exhibit April 28 – June 9, 2006**

Attached is my report for the newsletter, I gave a financial accounting report to Ishina the evening of the opening along with all income and receipts.

Consisting of this information:

Participating Artists; 55 at \$ 20 each (\$1100)

Artwork: 112

Members; 12 = \$490

    New members 8

    Renewal 2

    Students 2

Membership total; \$ 490

Entry fee: \$ 1100

Expenses; \$ 906

Profit: \$ 194

The total revenue was \$1575.00 (need to separate membership fee from entry fee, revenues are before membership fees)

Expenses for reception (food and wine) \$348.48

Ribbons and cash awards \$457.35 (correction on awards were 557.35)

The juror was paid and Ishina wrote the check I am uncertain of the amount (\$250) but I am certain it did still leave a nice income to the organization.

Leaving \$770.00 (correction \$ 194)

Volunteers: Marry Anne Katz, Yvone Boone, Howard Martinez, George Tussing, Jim Dees,  
Ron Jenson, Beth Usry, Kristin Claw, Ann May

Chair Note;

For future reference,

It would be helpful for continuity if past chairs remained to help the next. I will be glad to assist someone next year but will not take title of chair or co chair as I do not agree with your booklet that excludes chairs from the ability to receive awards. Anyone that is respectable would not be interfering with the Juror choice, and to infer someone would I find offensive.

Also, the matter of proof of membership I am sure continues to be an issue, possibly we could consider a receipt or membership card for proof of membership to be shown for those volunteers intake for art at shows, and any new membership names can be forwarded to the chair immediately prior to the intake.

# **REPORT**

## Portfolio September 2005

**Location** - main Gallery of the Courthouse Galleries in Portsmouth.

**Exhibition Chair** Rieneke Leenders selected the juror and created prospectus.

**Invitation;** Courthouse Galleries

**Publicity:** TAA- Kristin Law

**Juror** - Nancy Sausser (She came highly recommended through a number of sources)

Artists submitting: 37 artists and a total of 228 pieces.

**Artists Selected;** 25 artists with 6 pc. per artist

**Artworks** on display; **120**

**Financial:**

Portfolio exhibition is generally financial lost.

Budget for 1,400.00 Dollars

Income from submission fee: \$740

Awards: \$850

Juror's fee \$400 + 50 for gallery talk.

Donation to the gallery; \$100

TAA deficit: \$ 660.-

**Reception** provided by the gallery for free. Donation was asked for drink.

**Chair Suggestions:**

After the installation of the work I realized that that was a bit too much. I am sorry that some work looked a bit crowded, but that happens when you work with a new space and have no idea what kind of works gets in.) I would like to thank everyone who helped me with the show, and especially the staff and volunteers

**Presidents Note:**

The Gallery Talk needs to get some guidelines. The speech was short and overall unsatisfactory. We need to improve publicity.