

OTTAWA WEST ARTS ASSOCIATION
and the **owaa gallery**

MEMBERS HANDBOOK



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HISTORY

The Stittsville Steering Committee was formed in November, 2007. The founding members of this committee were Sue Perley-Robertson, John Madden, Louise Barker, Beverly Ashford, and Gerald Smith. During November 2007, Terry Sametz was invited to join the SSC as a Consultant. The Stittsville Steering Committee's name was changed in December, 2007 to the Goulbourn Recreation Complex (GRC) Gallery X Steering Committee consisting of the same members. This Committee presented a proposal to Councillor Qadri, Ward 6, Tessie Boretos, Portfolio Manager, Visual and Creative Arts Program, City of Ottawa, and the Stittsville Village Association (SVA).

With the support of Councillor Qadri, Tessie Boretos and the SVA, the GRC Gallery X Steering Committee along with a group of local artists and volunteer residents proceeded to form the Ottawa West Arts Association (hereinafter called OWAA) in May, 2008. The Executive then began formulating plans to develop an exhibition space in the GRC, Phase II Expansion. The OWAA logo designed by OWAA member Anna Funnekotter, was voted for and adopted by the membership in July of 2008. The exhibition spaces were named **owaa gallery** by a vote of the OWAA membership, and was opened November 1st, 2008.

Mission Statement

The mission of the OWAA and the **owaa gallery** is to increase the awareness, appreciation and promotion of the visual arts in the community, by providing a valuable and rewarding experience for artists/artisans, art patrons, and the general public.

Long Term Goals

The long term goals of the OWAA and the **owaa gallery** are to provide opportunities for the youth and adult community and local artists/artisans; to hold workshops and classes for further development; and to establish a recognized stand alone gallery to serve the Ottawa west area.

OWAA EXECUTIVE

Chairperson

Develops long term goals and vision for the OWAA, and the **owaa gallery** and its membership. Lobbies and liaises with the municipality, art groups, outside agencies and the general public. Responsible for handling the OWAA correspondence and contracts. Prepares the Agenda & Chairs all OWAA meetings and reports to the OWAA Board of Directors.

1st and 2nd Co-Chairs

Assumes the duties of the Chairperson in the event of their absence and helps develop vision and goals for the OWAA and the **owaa gallery**, assists the chair with duties as necessary and helps co-ordinate the AGM.

Secretary

Records the minutes of all OWAA meetings, distributes the meeting minutes and Agendas to OWAA members, Board of Directors, Ward 6 Councilor. Responsible for maintaining and updating documents. Ensures that meeting minutes are available to the Executive within two weeks after each members meeting and that the executive either email and/or post the minutes to the members or on the site two weeks after the members meeting.

Treasurer/ Membership Coordinator

Responsible for financial records, including banking transactions, budgeting, forecasting and accounting for the OWAA and the **owaa gallery**.

Collects monies from all members received through fees, sales and/or fundraising. Responsible for payment of OWAA expenses incurred through daily operations. Responsible for emailing the annual financial statement to the OWAA membership for review and acceptance prior to the AGM. This will be considered as the Annual Audit.

Prepares **owaa gallery** Sales List and forwards the updates to the Chair.

Process Memberships

- 1) Collect Membership Application & Waiver Form & fees. Write on receipt paid by cash or cheque.
- 2) Mail by post Membership Card & Receipt to new member.
- 3) Email Chair all new member information.

Sale of Members Works

The Treasurer will endeavor to have all payment cheques issued no later than 2 weeks after the current exhibition ends. For all other re-imbusement cheques, the Treasurer will endeavor to have all payment cheques issued as soon as possible.

OWAA BOARD OF DIRECTORS

The Board of Directors consists of seven art patrons and business people, as well as the Chair, 1st and 2nd Co-Chairs, Secretary and Treasurer of the Ottawa West Arts Association. This Board shall meet annually to observe and discuss pertinent developments and goals of OWAA the **owaa gallery**. The OWAA executive may seek the advice of the Board of Directors at their discretion. The OWAA Board members are not required to adhere to **Members Mandatory Coordinators Roles (MMCR)** but may volunteer at any time in any capacity if they so chose to participate in OWAA and/or the **owaa gallery**.

MEMBERSHIP

Membership shall be open to all adults, 18yrs of age and older, within a 150km radius of Ottawa, participation in **Members Mandatory Coordinators Roles (MMCR)** as per Bylaws 3.2. upon payment of the annual membership fee and a signed Membership Application & Waiver Form. The membership year will be September 1st annually.

Non - Exhibiting Members

A person who does not wish to exhibit nor participate in **Mandatory Membership Coordinator Roles (MMCR)**, may join OWAA as a non-exhibiting member upon payment of the \$50.00 annual fee. Non - Exhibiting members may approach the Executive if they wish to be involved in volunteering in any manner within the association or the gallery.

There will be no voting privileges given nor member information placed on the website.

Exhibiting Members

Exhibiting Members may participate in all OWAA exhibitions provided the Membership & Waiver Form has been signed, releasing the City of Ottawa, the OWAA, and **owaa gallery** from all responsibilities regarding fire, damage, theft or loss to submitted artwork. Members are free to enter external exhibitions with other art clubs and galleries.

All membership inquiries shall be referred to the Executive. See Member Inquires in Article 3.11 of the By-laws. All external affairs will be handled by the Executive.

Membership Fee

The membership fee is presently \$50.00 with the possibility of a future increase. Membership fee is due and payable in September prior to the first exhibition for the new membership year or for any new members any time throughout the membership year. The fee is recommended by a majority vote of the Executive and ratified by the membership at the Annual General Meeting or a Special General Meeting called for that purpose.

MEMBERS MANDATORY COORDINATOR ROLES (MMCR)

All OWAA members are required to participate in the operation of OWAA and the **owaa gallery**, and/or be on the Executive, with the exception of Non-Exhibiting members. Members will be assigned a 2 month consecutive rotating mandatory role in the Association, selected from a draw of all members by the Executive. Members may hold a position for the entire year if they so choose to. The job descriptions for the MMCRs are listed in the MMCR Description Section below.

MEMBERS MANDATORY COORDINATOR ROLE DESCRIPTIONS

One or more members may be assigned to administer one of the duties included in any of the following portfolios:

Exhibition Coordinator Description

Emails & owaa gallery Exhibition List

- 1) Email Treasurer for approval to purchase gallery cards if needed.
- 2) Email Executive the **owaa gallery** Members Exhibition List and updates in pdf format.
- 3) Updates the Members Exhibition List with SOLD beside the members name, title & price.
- 4) Replaces the Members Exhibition List in the gallery when updated.

Exhibition Forms & Gallery Cards:

- 1) Type info received from members Exhibition forms onto template. Print cards from computer and bring gallery cards on changeover day. Verify that exhibition participants are on the Members Contact List.
- 2) Print all members Exhibition Forms and place alphabetically in Exhibition Binder.

owaa gallery Members Exhibition List

- 1) Prepare an alphabetical **owaa gallery** Members Exhibition List with members name, title & price of work. Email pdf copy and all updated copies to the Executive.
- 2) Print two copies of list. Place list in each of the two plexi-glass holders in the gallery.
- 3) Remove the previous Exhibition list and place in the OWAA binder in the OWAA box behind the GRC counter.
- 4) Update the list after receiving notification of a SOLD work from the Executive and replace the two updated copies in the **owaa gallery**.
- 5) Coordinator telephones members that do not have email to record their exhibiting information.

Changeover Day

- 1) Before the day - Prepare an exhibiting members sign in/sign out sheet.
- 2) Attend the gallery on changeover day at 8 am. Sit at table to ensure members sign-in/ sign out their works.
- 3) Check to see that price on gallery card matches price on sign-in sheet & **owaa gallery** Members Exhibition List.
- 4) Bring extra blank gallery cards in case members bring different work, price changes or a new member arrives on changeover day.
- 5) Bring Exhibition Binder with Members Exhibition Forms to gallery to verify any discrepancies in title or price of work on card.
- 6) Phone members who have not arrived to pick up their work.

The Executive will execute the following roles;

- 1) Forwards the prepared email to membership regarding the new exhibition with Exhibition Form attached indicating the Exhibition Coordinators name and email.
- 2) Prepare a reminder email to the membership regarding Exhibition Form deadline.
- 3) Prepare and forward email to membership requesting volunteers on changeover day.
Another reminder email sent to membership one week before changeover.

Publicity Coordinator Description

The Publicity Coordinator is responsible for advertising and media releases; the overall promotion of OWAA and the **owaa gallery**, from invitations to flyers, and will ensure a consistent look and feel for the association and gallery through logo placement on posters, signage, invitations, advertising, etc.

All publicity and advertising materials must contain the OWAA logo. The logo and typeface must adhere to the design requirements set out in the OWAA Bylaws Article 1.2 and be approved by the Executive.

- 1) Prepare Emails for the newspapers before the Exhibitions change over and send to Executive for approval.
- 2) Update the City of Ottawa online Spotlight Calendar of Events before Exhibitions change over.
- 3) Update the community calendar at : <http://calendar.yourottawairegion.com/> before upcoming exhibition changeover.
- 4) Prepare emails for Publicity purposes at the request of the Executive.
- 5) Research new publicity avenues and inform Executive for approval before pursuing.
- 6) Follow up on avenues that have not responded to requests for listing exhibitions.

Special Events Coordinators

Members responsible for social events for OWAA and the **owaa gallery** shall be responsible for receptions and vernisages when requested by the Executive.

One or more members will be responsible for preparing and maintaining the **owaa gallery** Album of social events, recording photographs of the above such events.

Peoples' Choice Box Coordinator

- 1) Stock the empty ballots in the **owaa gallery** by: Checking the ballots in the gallery at least once every two weeks, take home the ballots inside the box every two weeks and print off more ballots if necessary using the template. The box gets full and requires emptying to provide room for more ballots.
- 2) **Day of Exhibition Changeover:** Arrive at the gallery 8:00 am on the changeover day and collect all the remaining ballots.
 - a) Record the 1st, 2nd and 3rd place winners, with members names, work titles and total votes.
 - b) Staple and place all the individual member ballots together and place them on the members works for the members to be picked up on the changeover day.
 - c) Prepare a card with the 1st Place, 2nd Place and 3rd Place winners name and title of their works and place it in the plastic holder attached to the front of the box.
- 3) Send an email with the total number of votes, 1st, 2nd and third place winners Names, Title of Work, including any ties. Email this info to the Chair who will email it to the membership.
- 4) Email Ralph Nevins ralph@nevins.ca announcing the 1st, 2nd and 3rd place winners so that he may post the names on the website.

COORDINATOR ROLES THAT ARE NOT INCLUDED IN MMCR

Web Master Coordinator

Ralph Nevins created the initial website design and format for OWAA; and he is solely responsible for entering all data, updating and maintenance of the website: www.owaa.ca

Graphic Designer Coordinator

Anna Funnekotter created the OWAA Logo and she is solely responsible for ensuring the the Logo remains consistent with all publicity and advertising material regarding OWAA and the **owaa gallery**.

OWAA Responsibilities to Members

OWAA will provide the marketing and promotion for all member exhibits. Notices to local and regional papers will be submitted, including exhibition announcements and media releases.

OWAA will manage the **owaa gallery** to provide hanging space and the distribution of this space to members. A membership card will be provided, which may give eligibility for purchase discounts in selected businesses (e.g. Up to 15% off selected purchases at Art Mad 1300 Main Street, 613.836.1100)
The **owaa gallery** Artists Catalogue and OWAA Website will be used to promote its artists/artisans for marketing, sponsorship, off-site exhibitions and media opportunities.

Member Responsibilities to OWAA

The artwork should meet OWAA framing standards see Gallery Exhibiting Standards P.11 Information, including member's name, title of artwork, medium and price must be on the back of all artwork. Information requested about an artist by potential customers should be referred to the **owaa gallery** Artists Catalogue in the gallery or the www.owaa.ca website, where the potential client can locate the name and phone number of the artist whose work interests them.

owaa gallery Artists Catalogue

For the **owaa gallery** Artists Catalogue to be maintained at the **owaa gallery**, members may submit an Artists Statement which may include member information and any photos of their work. This statement is to be printed on an 8-1/2" x 11" white sheet of paper and may include both sides. Artists must place their Statement alphabetically in the **owaa gallery** Artists Catalogue at the GRC. This catalogue will be used for promoting Gallery artists to community and corporate clients.

OWAA Website

For the website, www.owaa.ca members may provide to the Webmaster Ralph Nevins, ralph@nevins.ca by email, a current Artist's Statement, and up to four recent quality digital jpegs of their works of art. Each JPEG file name must contain the members first and last name underscore and the title of the work e.g. John Doe _The Red Mill
For each new exhibition, please send a new JPEG file of the work being exhibited in the current exhibition, to the Web Master, following the example above.

OTHER ACTIVITIES

Workshop/Speakers

Members are encouraged to arrange informative events including speakers, classes, workshops, and demonstrations. Please submit all suggestions to the Executive.

Fundraising/Sponsorship

Future plans include a business plan to be formulated for the development and maintenance of a sponsorship strategy with the membership and the Executive for the OWAA, and the **owaa gallery**, and soliciting sponsors for a stand-alone gallery.

EXHIBITION INFORMATION

Schedule

OWAA will exhibit **one** members art piece in the **owaa gallery** during the dates and times supplied in the **owaa gallery** exhibition Schedule located in the **owaa gallery** Artists Catalogue on the wooden stand in the gallery and on the website.

Gallery Etiquette

When in the public gallery area, please maintain a positive, accepting attitude toward your fellow member's artwork. Inappropriate critiquing may be overheard by a potential purchaser who may be influenced by derogatory comments.

Being supportive, and especially, being quick to compliment the works that you admire, either directly to the artist, by email, by phone or putting your compliment into the 'Guest Book', or placing your vote in the Peoples Choice Ballot Box is definitely encouraged and is wonderful feedback for any artist.

Artwork

Size of work should be **no larger than 32"x40" when framed**. New work is required for each new Exhibition. A contact information card will be placed next to your exhibited work.

Art work exhibited in a current **owaa gallery** exhibit **may not** be removed until the exhibition is over or the work is sold. Sold artwork may be removed prior to the end of the exhibition if this impedes a sale. For further details, please see the section on Sales of Artwork P.10 and **owaa gallery Sales Procedures 13-14**. Each member is entitled to exhibit art according to the Gallery Schedule. Three dimensional works, which may contain more than one component, are limited by the size and space available within a display case or stand. All work must be framed and ready for exhibit. (refer to Gallery Exhibiting Standards P.11). All work must be original and the work of the artist. **Please include on all artwork on a card, attached to the back of the work: Artist's name, title, medium and price.**

Installation & Dismantling of Artwork

All work to be exhibited should be dropped off and picked up at the **owaa gallery** during the dates and times specified by the Exhibition Schedule.

Artists are responsible for alternate arrangements for delivery of their artwork on the given date and times if unable to do so themselves. Late pieces will not be accepted.

Members and the Executive will be responsible for the exhibit layout and the location of the artwork.

End of Exhibition

It is the responsibility of the artist to pick up their artwork at the end of the current exhibition on the designated day and time. OWAA and the Executive will not be responsible for unclaimed artwork. Please arrange for someone to pick up your work as there are no storage facilities available at the GRC.

Insurance

The OWAA, the City of Ottawa, or its agents will not be responsible for the insurance of artwork while on exhibit or in transit to or from the gallery. All members of OWAA must sign a waiver at the beginning of each membership year. Refer to Article 3.8 of the By-laws.

Sales of Artwork

All exhibited work must be for sale as is.

The OWAA will take a commission on sales at a rate of 15% . Artists will receive payment for sales less commission within two weeks of the close of the exhibit.

A sale of artwork shall be reported to the artist by an executive member or volunteer named for that exhibition. If the purchaser wishes to remove the painting prior to the end of the exhibition period, the removal shall be executed by an executive member or member appointed by the executive, who will personally oversee the removal and replacement of the artwork, after which the artwork should be wrapped appropriately and given to the purchaser, or delivered by the artist to the purchaser. A sold piece on the wall will be indicated with a red dot on the tag. The Artist is entitled to replace the sold work with another work of the same size for the duration of the exhibition.

The Executive and the Exhibition Coordinator must be advised of all sales and replacement works. The artist is responsible to turn all monies from the sale to the Treasurer. The Treasurer will report all sales to the Executive monthly.

Off premise sales made within 2 weeks of the close of an exhibition, and as a direct result of contact with or promotion by the OWAA, or the **owaa gallery** should be processed through OWAA and the 15% commission applied.

Any sales resulting from advertising placed by OWAA in magazines, newspapers, other media will be subject to 15% commission paid to OWAA.

Explanation of the Curating Process by Curator Terry Sametz

We try our best to show all works at an advantage, and really take the time to fit everything in that is the most pleasing to the viewers. This is to ensure the exhibitions have flow and as a curator try to make connections for the general public that they might purchase work in a varied group show because it speaks to them and it goes with what they have in their home.

We are entirely fair and democratic in this process.

During the hanging process with the members, and when we fine tune the show at the end of the session we ask members opinions if the final moves of any artworks work best. Smaller works lower down we worry with regards to theft.

There are no preferential spaces, nor do artists get a reserved spot. Artworks have been sold high, low off the pillars and from the showcases.

We are a city of Ottawa gallery and showing works there is an honour, and as we have discovered from our Peoples' Choice Award the public notices a work and votes regardless of size or placement in the gallery. We have had winners from every gallery placement and **owaa gallery** exhibitions have a professional look.

GALLERY EXHIBITING STANDARDS

All work must be original and created by the artist. Photographs must be numbered, signed and limited to print editions of 50 or less. No "print series" are permitted. Giclee' or other copies of any medium will not be accepted. All artwork exhibited in the **owaa gallery** should conform to the By-laws Selective Viewing (Article 11) requirements of the City of Ottawa Community Galleries Policy.

Materials

Watercolours, Photography, Pastels and Coloured Pencil, Pen & Ink, Charcoal, Graphite, Mixed Media: Any work which may be permanently damaged by touch should be covered by glass. All framing should be of professional quality and properly wired.

Oils, Acrylics and Mixed Media: May be framed or unframed. Unframed should have painted edges and all paintings must be properly wired.

Workmanship

All work must be original and created by the artist. Any three dimensional works are to have no chips or cracks unless inherent in the material. Base of sculptures or pottery should be level. Frames should be as new with no nicks or scratches. Corners of the frames should meet tightly. Glass should be square, straight edges, no chips. Artwork should be secured in the frame. Watercolour artwork in wooden frames should be protected at the back with brown paper or equivalent.

All artwork must be wired and ready for hanging. All wire ends are to be covered with masking tape. All wires must be taut and have "D-rings". Wire attachments should be one-third of the way down from the top of the frame. Wire should not be too loose and should meet the hanging fixture at least 3 inches - 8 centimeters from the top of the frame.

Presentation

All work should be clean. Any work with tears, glue or dirt showing on the support (paper, canvas, Masonite, etc.), backing, mat or frame will not be accepted. If no frame is used on canvas, then the edges should be painted. The back of canvasses should be as neat and tidy as possible. Please indicate if Plexiglas is used, as it requires special care in handling. All art work should be labeled on a card with Artists Name, Title of Work, Price and medium at the top right on the back, and sculptures and other hanging items should be labeled on the bottom or wherever suitable.

PROCEDURES FOR EXHIBITION EVENTS AWAY FROM THE owaa GALLERY

All emails and final decisions to be emailed to the membership must FIRST be approved by the Executive before being implemented.

All OWAA Exhibition written material and OWAA signage must adhere to OWAA's specifications of the Bylaws Article 1, 1.2 and 1.4

All participants must adhere to the OWAA Sales and Procedures guidelines when exhibiting away from the **owaa gallery**.

A typed handout approved by OWAA's graphic designer specifications with the participant's name, one statement sentence and any contact information (i.e. email, website, telephone numbers) is mandatory for every exhibition. Participants may choose not to have any information written but the handout must be made available for those who do. Copies of the handouts are to be made by participating members who volunteer to do so or if the budget allows from OWAA funds.

A sign- in / sign- out sheet is to be signed by all participants.

If participants cannot sit during their scheduled time, it is up to them to find a replacement and notify the Exhibition Coordinator of the change.

All participants must collect their work or arrange for someone to do so at the closing of the exhibition. 15% Commission of sold works is taken by OWAA.

owaa gallery Sign



Ottawa West Arts Association
association des arts d'Ottawa-Ouest

VOLUNTARY GALLERY SITTING

If a member wishes to spend time as a gallery sitter, a name tag is required by the City staff. Name tags will be stored in the OWAA box at the GRC reception desk. The sitter will check the artwork with the sales list to become familiarized with the art and artists. Any questions about procedures can be answered by a member of the executive prior to your time spent at the gallery.

If you do not have all the information requested about an artist by a potential customer, please refer the client's name and number to the appropriate artist. To obtain artist information please refer to the **owaa gallery Artists Catalogue** in the gallery.

If a visitor wishes to purchase a work, see Sales of Artwork P.10 and follow **owaa gallery Sales Procedures**. Pages 13-14, below which will guide you through the sale.

owaa gallery SALES PROCEDURES

For OWAA inquiries the Executive members' names and phone numbers are posted in the gallery area in the plexi- glass holders near the **owaa gallery** sign.

A sold piece of artwork may not be removed from the gallery unless an Executive member is present.

Please request the sold work remain in the gallery with a red dot on the card for the duration of the Exhibition. If this prevents a sale, then the purchaser may take the work providing an Executive member is present and the artist may then replace the sold piece with another one of similar size for the duration of the exhibition. Cash sales and cheques are the only payment method accepted.

The drop-off dates for the **owaa gallery** exhibitions is placed in the Gallery Binder, along with a sample of a Sales Receipt.

Please note: The Gallery Binder, the Sales Receipt Book, envelopes and red dots will be found with the name tags in a container behind the GRC front desk. Please ask the GRC staff to open the side door by the stairs to let you in to have access to the OWAA container.

For All Sales Receipts

1. Write the Purchaser's Name, E-Mail, Home Address, Telephone Number
2. Date
3. Title of Work
4. Artist's name
5. Price written as listed on gallery card
6. Accept cheque or cash
7. Your signature

PROCEDURE FOR CHEQUE SALES

1. Cheques are payable to **Ottawa West Arts Association with the price written on the cheque as printed on the gallery card,**
2. Two pieces of I. D. are required. Ask to see a driver's license and a major credit card; **write driver's license number and card number on the back of the cheque.**
If purchaser has no driver's license, another major card with photo identification and number must be recorded (i.e. health card)
3. **No counter cheques will be accepted** (this means cheques without name, address, bank account number, telephone number).
4. **No post-dated cheques are allowed.**
5. Artwork must be wrapped in transparent packing stored at the **owaa gallery**. Give purchaser the original white copy of sales receipt, and wrap the artwork.
6. Place cheque and yellow copy of sales receipt in an envelope, the pink copy remains in Sales Receipt Book.

PROCEDURE FOR CASH SALES

1. Issue a Sales Receipt - give the purchaser the original white copy, put the yellow copy plus cash in an envelope for the Treasurer, and the pink copy remains in the Sales Receipt Book.
2. Artwork must be wrapped in transparent packing stored at the **owaa gallery**.

AFTER SALES PROCEDURE FOR CASH & CHEQUES

1. Place red dot (found with Sales Receipt Book in box behind GRC desk) on bottom right corner of the label of the artwork on the gallery wall.
2. Place red dot on Exhibition List located in plexi-glass holders and in **owaa gallery** book.
3. **Please phone an Executive Member to oversee the removal of the sold work.**
4. Please request the sold work remain in the gallery with a red dot on the card for the duration of the Exhibition. If this prevents a sale, then the purchaser may take the work, providing an Executive member is present and the artist may then replace the sold work with another one of similar size for the rest of the Exhibition.
5. After the purchaser has given you the cheque or cash amount listed on card - please email or phone **Louise Barker**, Treasurer, loujactravel@hotmail.com (613)831-1893 15 Kyle Avenue, Stittsville to arrange a suitable time for you to drop off the cheque or cash. She will then prepare a cheque minus 15% commission off the price on the card, for the artist to pick up or she will mail it to you.

Please Note: If you are unable to contact Louise Barker please contact:
Sue Perley-Robertson, jessler@rogers.com (613) 836-7546 9 Havenwood Trail, Stittsville

Note to members: A copy of these procedures, will be kept in the owaa gallery Binder in the OWAA Box at the GRC at the front desk.

LOCATION

The **owaa gallery** consists of two walls in the Goulbourn Recreation Complex, located at 1500 Shea Road, Ottawa, Ontario, K2S 1B9.

First wall space 10 meters (32.8 ft.)

Second wall space 6 meters (19.6 ft.)

Café style seating available.

A hanging system for paintings and gallery signs has been installed by the City.

2 **owaa gallery** signs have been provided by the city.

2 Plexiglass holders with 4 individual holders have also been provided by the City.

OWAA Owned Equipment

An additional 4ft 4" Tracking system was purchased and added by OWAA to the first wall, starting from the **owaa gallery** sign to the end of the first wall.

The additional tracking system includes:

1 Clip - rail White 300cm, 9 Brass Mounting Clips, 2 End Caps,
9 Screws, 9 Plugs, 4 Zipper Hooks, 4 Perlon Cords w/Cobra 100cm.

2- OWAA Banners

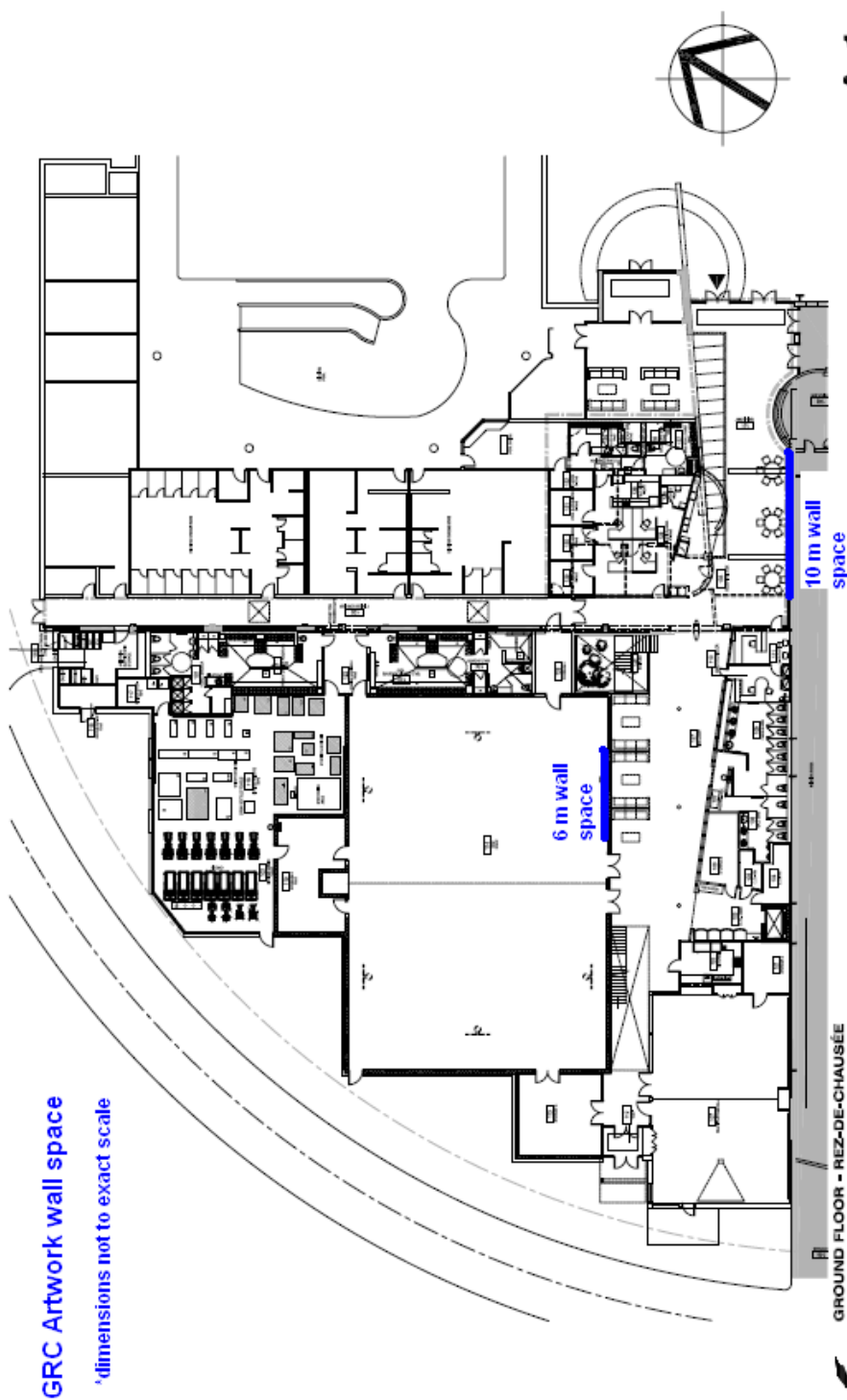
A 2 Drawer Filing Cabinet located in the GRC office

Donations

2 Wooden Book Stands donated by OWAA Member Vera & Alex van Baaren for placement of the two **owaa gallery** Artists Catalogues.

1 Glass Cabinet on the first wall space donated to OWAA by Seabrooke Florists

2 Vertical Glass Cabinets on loan from the Foyer Gallery.



GRC Artwork wall space
 *dimensions not to exact scale

GROUND FLOOR - REZ-DE-CHAUSÉE
Goulbourn Recreation Complex - Proposed Expansion
COMPLEXE RÉCRÉATIF DE GOULBOURN - AGRANDISSEMENT PROPOSÉ

Ottawa

A-1

2007/03/21

CSV
 ARCHITECTS