



#### HCAA BOARD

President/Fundraising Chair  
Walt Thacker  
317-435-8014  
thackerwalt@gmail.com

Vice President/Membership Chair  
Melinda Hamilton  
330-204-7065  
hamilt31@att.net

Laura McCormick (Secretary/  
Communications)

Mike White (Treasurer/Facilities)

Jeff Pass (Exhibits)

Katie Nurnburger (Events)

Amanda Russo (Education)

Jennifer Wolfe (ex-officio, Fundraising,  
Communications, Web Master)  
614-323-9318  
jwolfe@noblesvillecreates.org

Aili McGill (ex-officio, Managing Partner)  
amcgill@noblesvillecreates.org

## MEMBERSHIP GUIDE



### WHO WE ARE

The Hamilton County Artists' Association (HCAA) is an all-volunteer nonprofit arts organization whose mission is to provide opportunities for artistic development, fellowship and art appreciation to its members and the community; thereby enhancing the quality of life in Hamilton County, Indiana.

### CONTACT US

Hamilton County Artists' Association Birdie Gallery

195 South 5th Street

Noblesville, IN 46060

Phone: 1-317-350-4858 (this goes to voicemail that is checked periodically)

Website: [hcaa-in.org](http://hcaa-in.org)

Email: [info@hcaa-in.org](mailto:info@hcaa-in.org)

### CONTACTS

A public list of current Members and HCAA Board Members are available on the public website ([hcaain.org](http://hcaain.org)), click About Us > Our Artists. A list of contact information, including emails and phone numbers if shared, is available in the Members Only section of the website.

### PRIVACY NOTICE

This document contains private information regarding our Juried Artist Members, and the security of our building, The Birdie Gallery. This book is intended for use only by the Hamilton County Artists' Association's Juried Artist Members Only. It is not for public use or distribution.

## MEMBERSHIP RESPONSIBILITIES

As Juried Artist Member, you are asked to participate in the mission of the HCAA by:

1. Committing to 5 years.
2. Actively serving on at least one committee per year.
3. Actively volunteering (10 hours per year) for projects and exhibits, working with other members to assist the success of the HCAA programs.
4. Volunteering to contribute/donate snacks and or beverages for meetings and receptions.
5. Pay membership dues annually by February 1st.

## MEMBERSHIP BENEFITS

As part of your membership, you receive the following benefits:

1. Public use of HCAA "Juried Artist" designation.
2. Sale of your original artwork in HCAA exhibits.
3. Sale of your prints, cards, and small 3D items in The Birdie Gallery Gift Shop, when open.
4. Voting on matters pertaining to the operations and events of the Association.
5. 10% discount on workshops/classes held at The Birdie Gallery.
6. 50% discount on rental fees for use of The Birdie Gallery and darkroom.
7. No application fee for Art Fair on the Square.
8. Discounted or no application fee for Member and Open Exhibits hosted by HCAA.

## GET CONNECTED

### Social Media

Links to our public Instagram and Facebook pages are available at the bottom of the Public Website. Please follow us and help build awareness of our association and its opportunities by liking and sharing our posts and tagging the HCAA when you post.

- Instagram: #4theHCAA
- Public Facebook Group: <https://www.facebook.com/4theHCAA>
- Members Only Closed HCAA Facebook Group: [https:// www.facebook.com/groups/ForJAsOnly](https://www.facebook.com/groups/ForJAsOnly)

## STAY INFORMED

Public Website: <https://www.hcaa-in.org>

The public website is the place to start for all things, "HCAA". The website includes the following information that we want our friends, fellow artists, potential members and patrons to know about:

- Gallery Hours, Calendar of Events and Event Details
- Classes and Workshops
- Public Member Directory including Board Members
- Membership and Sponsorship Levels
- Scholarship Application & Youth Membership Council
- Rent the Gallery & Darkroom

## MEMBERS ONLY AREA

On the HCAA website, we also have a private area for Members Only, that includes information that is not public and available only to our members. Some of the information you will find here includes:

- Annual HCAA Juried event calendar - Available at the beginning of the calendar year so that you can prepare your entries.
- Links to submit entries to HCAA Juried events, including drop off and pick up dates will be posted a few weeks before the event, so that we can print labels.
- Links to sign-up for volunteer opportunities (Docent shifts, exhibit/ event chairs, committees, demonstrations, etc.)
- Information about additional Artist Callouts
- Links to sign up to participate in Satellite Exhibits, i.e. NobleMade, etc.)
- Link to update/provide information for your Member profile (viewable on Public site)
- Member Directory with contact information.
- Recent Board Meeting Minutes
- Standing Rules
- HCAA Constitution
- Treasurer

## SUBMIT ENTRIES TO HCAA EXHIBITS

In order to anticipate the number and size of the artwork that are expected for an exhibit and to create professional labels in a timely manner, we use online forms to submit our entry details.

To submit one or more pieces to an HCAA exhibit:

1. From Members Only area of the HCAA website (see previous instructions), scroll down to find the exhibit. The post will describe the theme of the exhibit, drop-off and pick-up dates, reception details, etc.

IF YOU ARE HAVING DIFFICULTY USING THE FORM TO SUBMIT ARTWORK, CONTACT THE MEMBERSHIP CHAIR OR EXHIBITS CHAIR TO ASSIST.

2. Click the Enter Now or Submit button and the form will open.
3. Complete the form with your name, # of pieces, name, medium, price and size of each item.
4. Upload images of your pieces by clicking Choose Files or Drag Here. The images you select are used for event and organization promotion as well as exhibit planning.
5. Click Submit.

## SIGN UP FOR VOLUNTEER OPPORTUNITIES

To allow members to sign up ANYTIME and from ANYWHERE, for volunteer opportunities such as docent shifts, demonstrations, art critiques, we use SignUpGenius. We also send out emails and bring printouts to the Membership meetings to give everyone an opportunity to sign up and participate.

To sign up for volunteer opportunities:

1. From Members Only area of the HCAA website (see previous instructions), scroll to volunteer opportunities and click the opportunity you wish to sign up for.
2. The online sign up sheet opens.
3. Scroll to find an opening and click Sign Up.
4. Click Submit and Sign Up.
5. (Optional) Add a Comment.
6. Enter your First Name, Last Name and Email address.
7. Click Sign Up Now.

IF YOU NEED HELP SIGNING UP FOR AN OPPORTUNITY, CONTACT THE VP OF MEMBERSHIP VIA TEXT, PHONE OR EMAIL AND THEY CAN HELP YOU GET SIGNED UP.

## BEING A DOCENT AT THE BIRDIE GALLERY

The Birdie Gallery is open to the public by appointment or during posted exhibit hours. We are an all-volunteer organization, supporting our community and each other as artists so hosting the gallery and showing our guests the exhibit is an important part of our membership.

There are two doors and two different locks. Most members enter through the back door and kitchen. T

o unlock the back door using the keypad:

1. Press the Yale symbol to wake up the lock.
2. Enter the lock code.
3. Press the checkmark in the lower right hand corner.

The second way to access the building is using the key in the lockbox at the back door, but the key only fits the lock in the front door, so after retrieving it you need to walk around to the front door to use it.

Keypad Lock Code: \_\_\_\_\_

Lock Box Code: \_\_\_\_\_

TIP: Save these numbers on your cellphone so you have them when needed.

## OPENING INSTRUCTIONS

ADDITIONAL INSTRUCTIONS ON HOW TO CONNECT TO WIFI, RING UP A SALE, OR USE THE WIRELESS SPEAKER CAN BE FOUND IN THE GALLERY GUIDE LOCATED AT THE DESK AT THE BIRDIE GALLERY

IMPORTANT! As part of many grant applications, we must list the number of people that interacted with, were impacted by the organization, exhibits, programs, etc. This is the only way we know how many people attended.

To open the lockbox:

1. Squeeze and lift the black weather cover. Do not try to just pull it forward and down.
2. Enter the lockbox code.
3. Pull/push down the black button at the bottom of the key pad.

After unlocking the door, place key back in outside lock box, even when you are inside the gallery, to avoid misplacing the key or being locked outside. (Yes, this has happened.)

Below are the steps to open the gallery:

1. Turn on all lights, plug in the window Open sign, hang the Open flag, and put out Open signs: both the sign that goes in stair rail and the yard sign. Light switches are located by the front entry and on the wall above the office area. They are marked as to which ones to use.
2. Check the mailbox for mail and leave it in the right desk drawer.
3. The thermostat is located just inside the gallery back doorway. Please do not adjust the heat or AC.
4. Please wear your nametag when hosting your shift. The box of tags is at the front desk.
5. Greet visitors and encourage them to sign the Gallery visitors' sheet with their name, email address (for our mailing list), date and time of visit and where they heard about us.
6. Record the number of visitors in the gallery on the daily log notebook, regardless of how you know them, how long they stayed, etc.
7. Please do basic clean-up, pull weeds, water flowers during spring/summer/fall months. For office supplies, look in the front storage closet. For paper towels and toilet paper look on the shelves in the basement. If supplies are not available, add them to the dry erase board in the kitchen and record it on the daily log notebook on the desk.
8. There is a daily log notebook to write down information you think the next docent needs to know. If there is anything important or timely, reach out directly to the person.
9. If you make a cash sale, the cash box is in the front storage closet.

## CLOSING & LOCKING UP THE GALLERY

Below are the steps to close and lock up the gallery:

1. If you used the cash box, return it to the storage closet.
2. Unplug the window OPEN sign. Bring in all OPEN signs from outside the building.
3. Turn off all interior lights, except the one labeled Leave On.
4. Turn on the outside light at the back door. 4. Use key and lock front and back doors. Place the key back in the lock box.

## MONTHLY MEMBER MEETINGS

Monthly Member meetings occur on the 2nd Wednesday of every month between February and December from 6:30 – 9:00PM, 6:30-7:00 (setup and social time). 7-9:00pm (business and demonstration)

CHECK YOUR EMAIL AND THE MEMBERS ONLY FACEBOOK PAGE FOR UPDATES AND CHANGES

Meetings, which take place at the Birdie Gallery, are a time for sharing food and fellowship with other artist members, receiving HCAA information, discussing HCAA business, and enjoying artist demonstrations.

Visitors and the public are welcome to join us during these meetings. Notifications of meetings, exhibits, and events are found on the HCAA website, as well as email notifications and social media. You can check the Active Juried Artists ONLY Facebook page or Juried Artists ONLY page of our website for information on demos.

Please wear your nametag at the monthly meetings; nametags help us all get to know each other. The box of tags is at the front desk.

## FIRST FRIDAY & OPENING RECEPTIONS

In alignment with other local arts organizations and to promote the art work of our members, HCAA holds exhibit receptions, typically on the First Friday of the month. Not every month do we have a reception, so check out the Public website for the schedule.

We ask all HCAA members to promote all HCAA events on social media and to their friends and family, even when they are not participating.