

# PHOTOGRAPHY WEST OPERATING PROCEDURES

Revised November 1, 2015

Edited/retyped 1/23/14 by JAGameros

11/01/15 by MJones

## 1. PHOTOGRAPHY WEST FACILITIES

Open Monday through Thursday (9:00 a.m. to 3:00 p.m.) from Sept to May.

Open Monday, Tuesday, and Thursday afternoons (12:00 noon to 3:00 p.m.) during summer.

### **Photo Lab Usage:**

#### **Darkroom -**

Used by members to develop and print film.

Photo lab monitor must be present to work in the darkroom.

#### **Video -**

Used by Members to transfer movies to digital video or work on video editing. Photo lab monitor must be present if the door is closed.

#### **Transfers –**

Equipment is available for members to transfer negatives and slides to digital format, VHS tapes to DVDs, and records and cassettes to CDs.

**Mat cutter** and supplies (available for purchase) is used to make a mat for prints.

**Dry Mounting Press**, boards and tissues (available for purchase)

enable members to mount their photos to boards for display

#### **Solo Shows -**

Every two weeks from September through May, on Friday afternoons from 2:00 to 4:00 p.m., a member, or group of members exhibits their photography for the club membership to view. Guests are welcome.

Simple refreshments are served. The photography is usually in print form; however members have been able to see video and 3D presentations as well. Check the club website for dates at [www.photographyscw.org](http://www.photographyscw.org). The exhibit displays for two weeks in the lab before being moved to the SCW Library. Solo Show prints remain in the Library for two weeks.

### **Other Activities in the Photo Lab for Members:**

Sign up for workshops/classes

Enter prints for competitions

Purchase Mat boards and tissue

Sign up to Monitor (see Monitor Duties)

Club Board Meetings are held second Tuesday of the month from September through May

Print Competition Judging

### **Classroom Usage:**

Hands-on workshops/classes and/or lecture-style presentations, with a large screen and projector available

Members can use one of ten computers for photo editing

Members may get help with PS Elements or other software  
Special Interest Group meetings (e.g., Lightroom Users Group)  
Digital Competition Judging

**Monitor Duties:**

During season (mid-September through mid-May) - two monitors are needed per day, 9:00 a.m. to 12:00 noon, and 12:00 noon to 3:00 p.m.

During summer (mid-May – mid-September) - one monitor is needed on Monday, Wednesday and Thursday, 12:00 noon to 3:00 p.m.

Signing up to monitor is also available on-line through the website –

[www.photographysew.org](http://www.photographysew.org)

- Sign-in all people who enter the room
- Collect monies for boards, tissue and CD/DVD sales
- Renew club members and collect renewal dues
- Enroll new members and collect new members fees (witness valid SCW Rec Card)
- Collect money for workshops
- Answer the phone
- In case of an emergency dial 911 (from the outdoor hallway phone)
- Turn off computer(s) and the lights in classroom and photo lab, close and lock the door at end of day
- More information can be found in the Monitor Handbook located on the desk.

**Stardust Theater**

Club general meetings are held on Friday mornings from mid-September through mid-May at the Stardust Theater at 10:00 to 11:00 a.m. Various announcements and club news is given to the members, followed by a slide or video show by members or the occasional guest speaker. Digital competitions are also presented.

## **2. CLUB OFFICERS:**

### **President:**

- Conducts meetings at Stardust Theater
- Conducts Board Meetings
- Performs liaison duties with Rec. Board and the Stardust Theater Group
- Acts as the Board representative for the following committees:
  - Hospitality
  - Projectionists
  - New Member Orientation
  - Library photo displays

### **V.P. of Photography Operations:**

- Performs all duties of President when necessary
- Oversees operating conditions of the facility at Beardsley Rec Center
- Facilitates the monitoring needs of Beardsley facility
- Acts as Board representative for the following committees:
  - Arizona Camera Clubs Council (ACCC)
  - Photographic Society of America (PSA)
  - Competition Committees (print, digital, points and standings)
  - Equipment research
  - Photo Lab chair
  - Safety chair
  - Responsible for print supplies

### **V.P. of Education and Communication**

- Oversees and acts as Board Representative for the following programs and committees:
  - Ambassador program
  - Club Historian
  - Club Photographer
  - Newsletter (FOCUS)
  - Internet and website
  - Mentoring program
  - Publicity
  - Travel
  - Workshops

### **Secretary**

- Keeps minutes of all Board and Club Official meetings
- Conducts correspondence
- Maintains all club records
- Keeps club records for three years prior to current year
- Issues all notices with approval of President or Vice President
- Act as the board representative for the following committees:
  - Arts and Crafts Fair/Village Store
  - Social chair
  - Sunshine Chair

**Treasurer:**

Becomes the custodian of all club funds including event finances

Maintains a bank account in the name of Photography West

Pays all club bills, as directed by the President or the Board

Preserves club records for seven years

Prepares IRS 990/990 EZ tax exempt form

Prepares Recreation Center forms, such as CR7 and CR15

Maintains membership lists and fees

Acts as the representative for the following committees:

- Membership
- Solo Show and Reception

### **3. COMMITTEES AND CHAIRPERSONS: \*\***

#### ACCC (Arizona Camera Clubs Council):

- Reports to V.P. of Photography Operations
- Attends ACCC Board meetings as the club-voting representative
- Keeps club informed about ACCC events
- Collects all Print entries for competition
- Attends ACCC Round-Up
- Presents ACCC awards to club members
- Organizes Round-Up when it is our turn to host

#### Arts and Crafts Fair & Village Store:

- Acts as liaison between the Village Store and Photo West club
- Delivers pictures to, and picks up money from, the Village Store
- Keeps Village Store records
- Sets up a schedule for help during the Crafts Fair
- Prepares list for individual sellers
- Attends workshops with Rec Center
- Prepares tables in Social Hall for presentation of photos
- Makes sure that all stands and easels are put away safely

#### Digital Competition:

##### Chair and co-Chair(s):

- Collects all entries
- Secures judges and organizes judging
- Prepares a visual presentation for the club
- Presents all awards
- Determines rotating subject for competition
- Along with Print Chair and Board, updates competition rules

#### Print Competition:

##### Chair and co-Chair:

- Collects all entries
- Secures judges and organizes judging
- Prepares a visual presentation for the club
- Presents all awards
- Determines rotating subject for competition
- Along with Digital Chair and Board, updates competition rules

#### Points and Standings:

- Keeps track of points and standings in competitions
- Posts the points and standings twice a year, after fall and spring competitions
- In conjunction with the Competition chairs, determines the points necessary to achieve class B-Beginner, A-Advanced, or M-Master

#### Club Historian:

- Maintains records of club activities

Club Photographer:

Takes pictures at club events for the website and Solo Show artists. Takes photographs of club activities, award winners, etc. for posting on the website and/or other club needs

Equipment Research Committee (Consists of requesting area chair, appointed member):

Researches new equipment purchases for the club

Facilities Chairpersons:

Photo Lab Chair:

Operates and maintains the Photo Lab and classroom  
Responsible for inventories of club supplies, maintenance of equipment  
Provides a method for members to learn to use the lab equipment  
Maintains the photo wall in the lab and programs for the window display

Video Chair:

Operates and maintains the Video Lab  
Inventories and maintains the equipment in the Video Lab  
Provides a method for members to learn film-to-digital transfer  
Ensures that video equipment, computers and other equipment are secure

Computer Chair:

Operates, inventories and maintains the classroom equipment  
Ensures the appropriate programs are on the training computers  
Ensures computer security  
Provides a method for members to learn to use the equipment in the lab

Hospitality:

Records membership attendance at functions  
Periodically checks members for valid Recreation Card  
Sets up refreshments for Solo Shows and Print Competitions

Internet / Website:

Posts all pertinent information concerning club activities  
Keeps calendar, competition results, newsletter and other information current

Library Displays:

Changes Solo Show prints at the Library every two weeks (except summer)

Membership:

Keeps accurate and up-to-date records of membership

Mentoring:

Recruits instructors, mentors and mentees  
Organizes classes  
Prepares agenda for the three-month program  
Assigns mentees and mentors  
Organizes the Mentee Solo Show (spring) and Projected Image Show (fall)

New Member Orientation:

Periodically holds meetings for new members to familiarize them with the club

Community Photo Displays:

Responsible for displaying photos in the Visitor's Center, Lecture Hall, and Stardust Theater and periodically changing displays on a rotating basis.

Friday Programs:

Arranges for programs for the Friday morning meetings

Projectionists:

Responsible for presentation of all programs (e.g., CD, DVE, flash/thumb drive)

PSA (Photographic Society of America) representative:

Club liaison with the PSA

Publicity:

Writes and submits articles for local newspapers and Rec. Center News

Safety:

Oversees condition of club rooms and warrants to be safe and free of hazards  
Ensures monitors are aware of safety procedures and forms

Social:

Organizes special holiday luncheons and/or dinners for club members/spouses

Solo Show and Reception:

Organizes and helps set up Solo Shows and refreshments at Show openings

Sunshine:

Inform the membership of personal news and send sympathy or get well cards

Travel:

Organizes day, overnight or international trips for photographic opportunities

Village Store:

Prepares list for each individual seller  
Picks up and delivers items to the Village Store  
Replaces items as necessary

Workshops:

Recruits instructors  
Sets up workshops for each month  
Maintains the sign-up book in Photo Lab  
Announces new workshops, keeps Sign-up book up to date  
Sends information to class participants

\*\* Current committee chairperson will review the files and records with incoming chairperson prior to new chairperson taking office.