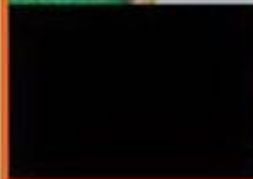


SPRINGWOOD
COMMUNITY



MEMBER'S HANDBOOK 2014



Springwood Community Arts Centre Inc.

Incorporation No. INC9874449

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Springwood Community Arts Centre Inc.

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FOREWORD

The Springwood Community Arts Centre (SCAC) opened in 1974 and became an incorporated association on May 16, 2000.

The Centre was set up in conjunction with Blue Mountains City Council. We are a non-profit organisation which exists to enrich the lives of local people, through the provision of quality tuition in arts, crafts, and other cultural activities. We cater for all ages and stages. Management is by a voluntary committee of local residents.

The Arts Centre works in partnership with other government and non-government agencies to meet identified needs. It also promotes the development of voluntary, special interest and/or mutual support associations, and networks between these associations, interests, and activities. We strive to achieve a friendly relaxing atmosphere, with students progressing at their own pace.

The Centre has no religious or political affiliations and always welcomes new members.

This handbook has been produced for the benefit of members and it is a supplementary publication to the Constitution of the Springwood Community Arts Centre Inc.



1. PRESIDENTS MESSAGE

Welcome to Springwood Community Arts Centre.

Our Centre has been operating for over 45 years and since its inception, over 10,000 members have attended the Centre to involve themselves in their creative activities, and form many lasting friendships. Many have gone on to excel in their chosen fields of arts or crafts – some, themselves, have become tutors, others to gain a useful income, yet more to gain self-confidence and personal esteem.

As is the case with many voluntary and non-profit organisations, our committee welcomes anyone that would like to contribute to the work and running of the Centre. If you are interested in assisting, please talk to one of our committee members. Your contribution and assistance would be welcomed.

Our tutors are skilled in their areas of expertise and you will find them willing to assist you in developing and expanding your own level of skills. If you have any concerns or suggestions please feel free to talk to your tutor or any committee member.

I know you will enjoy the time you share at the Centre with others and that the friendships you form will be both rewarding and long lasting. Make the most of your time at the Centre and above all else enjoy yourself.

*Yours in creativity,
Rob Warburton,
President 2011/12*

2. OUR HISTORY

The Springwood Community Arts Centre was established in 1969 following devastating bushfires in October and November 1968. Over a period of six weeks, the fires destroyed some 170 homes, businesses and churches in the lower mountains. Sadly, three volunteer firemen lost their lives in North Springwood, now Winmalee.

Following the fires, the then Mayor and Alderman for the area, Ern Lesslie, together with Allan Lewis, a local artist with a keen interest in

puppetry, established a Mayoral Relief Fund. The mayor and Allan Lewis persuaded a number of Australia's leading artists to exhibit paintings in the Head Office of the Commonwealth Bank in Sydney. Donated works and a cocktail party, raised over \$9,000 for victims of the relief fund.

The funds were used to establish a centre for the development of the arts and to locate it in the area of devastation. The centre was seen as a way to assist the community to recover from the trauma of the bushfires.

The centre began activities in the Boys and Girls Club - the former Roxy Cinema premises in Macquarie Rd, Springwood, which stood on the site where the existing Springwood Fire Station now stands. The Centre was named The Springwood Leisure Centre and had the motto "Leisure for Pleasure".

Two classes were held each week one each for children and adults. The late George Finey, a well-known local artist, took the children's classes. Adult fees were fifty cents a session and this money was spent on art materials for the children. No rent was paid to the Boy's and Girl's Club and the two tutors received no remuneration.

Eventually a house; surplus to the needs of the Department of Main Roads for the construction of the bypass around Springwood CBD, was found in Boomerang Road and was acquired by Blue Mountains City Council. The house was relocated to the present site in 22 Ferguson Rd and was leased to the Centre's committee as a centre for the promotion of the arts, on a peppercorn rental of ten cents per annum, if demanded. SCAC moved into these premises in 1974. It was and is the responsibility of the committee to keep the building clean and the grounds tidy. The centre was required to refrain from any letting of the premises for profit.

Springwood Rotary and the Lions Clubs combined to renovate the building, the Centre became the Springwood Arts Centre, with classes commencing in November 1975. Classes quickly expanded, members fees were kept to a minimum around \$2.00 per two-hour adult session, reduced by a quarter for recipients of welfare support. For a few years, the Centre received a small annual subsidy to support its initiatives. When funds were no longer available, it had to become self-sufficient and continued its activities using its own funds.

Through careful management and the conduct of workshops, new equipment was acquired to meet the demands of new classes and increasing membership.

When the building was found to be infested with termites the General Manager of Council, in discussion with the then President and Vice – President determined that the treatment and remedial works were beyond the responsibility of the Centre management and would instead be borne by Council.

In 2000 Springwood Community Arts Centre, became a non-profit incorporated association under the Corporations Act. A Management Committee, comprising volunteer members, is elected each year by the general membership to manage the Centre.

The history of the Springwood Community Arts Centre has been taken from the collected notes of our former Patron, Mayor of BMCC and Ward 3 Alderman - Ern Lesslie and local artist and co-founder Allan Lewis. If anyone can add historical information or wishes to correct any information, please contact our Secretary.

3. MEMBERSHIP

Membership of the Springwood Community Arts Centre Inc is compulsory to participate in classes and workshops offered by the Centre, in accord with our Constitution. Membership is renewed each year.

A Member is any person aged 18 years and over who has completed the membership enrolment form and paid the prescribed annual membership fee, covering the period from 1st January to 31st December each year. Half the prescribed membership fee is payable by any person joining SCAC between 1st July and 31st December

All fees and charges are determined by the Management Committee. Reduced fees (concession) is available to members who receive payments and/or benefits from the Department of Social Services (Centrelink) and Seniors Cards (NSW and National), persons 18-25 years studying full-time

Members are issued with a membership card which is valid for the current year. You can obtain discounts when purchasing materials at our SCAC sponsors. The list of sponsors is listed elsewhere in this handbook, however, the most up-to-date list can be found on our web site.

Casual fees are payable for any member attending a class where the scheduled course fee has not been paid. This is a viable option when a member is likely to be away from a scheduled class for a number of weeks e.g. on holidays, or when they would like to experience another class.

4. ENROLMENT and PAYMENT OPTIONS.

- You can enrol for the next term class during the last week of term or by attending the Centre during the days/times advertised.
- You can pay in person, or on-line. Unfortunately the Centre does not provide EFTPOS or Credit Card facilities.
- The payment options available are
 - Cash.
 - Cheque (Personal or Bank).
 - On-Line WiFi facility available for Internet banking
 - Postal Note.
 - Money Order.
 - Direct deposit. Inter- bank transfer details are
 - Account Name: Springwood Community Art Centre Inc.
 - BSB 062-601
 - Account No: 00901938
 - Please add your surname and Tutor initials to your payment so we can issue a receipt when you come to your first class, eg SmithAOFridayam

5. MEMBERSHIP SERVICES.

Scanning and printing of art works and document up to A3 in size.

Arrange through your Tutor. We can scan art works in either black and white or colour and either save them as an image file in a range of formats eg JPG, GIFF, Tiff etc onto a USB memory stick or, CDROM or having them printed out either on plain paper or photographic quality papers.

Fees and charges for these services are posted on the notice board.

6. REFUND OF FEES.

- ❖ Fees will only be refunded where you are unable to continue your course due to circumstance beyond your control (eg sickness, change of job, family issues).
- ❖ Please put your request in writing addressed to the President SCAC and post to PO Box 111, Springwood, 2777 or hand to your Tutor.
- ❖ Each application will be considered by the Management Committee on its merits.
- ❖ *We will not refund Membership costs.*

7. MANAGEMENT COMMITTEE.

Management of SCAC Inc. is by an elected Management Committee, which comprises members nominated to administer the day-to-day business of the Centre. The Management Committee is elected by the members of SCAC Inc. at the Annual General Meeting held early in the calendar year.

The Committee manages the affairs of the Centre in accordance with the Constitution. A copy of the Constitution is available upon request.

The Committee meets on a monthly basis and the minutes of meetings are posted on the notice board.

The Management Committee consists of the following office bearers:- President, Vice President, Secretary, Treasurer, Public Officer and Five (5) ordinary members.

We are always short of people to assist with the office work and decision making, so please consider nominating if you have some spare time during the day. It is a great way to meet new friends.

8. MEMBERS EXHIBITION

a. Annual Members.

The Members Exhibition is held annually, usually in October and it enables all members to showcase their work. Usually 2 drawings / paintings / photographs / textile / craft item per member are accepted for exhibition with a maximum size of 80cms X 80cms.

All pieces must in “ready to hang” condition and have a label affixed on the back showing the members name, Title of Work, media and the sales price \$ or marked Not for sale.

There is no charge to members for exhibiting their work.

We charge a commission of 15% on all work sold. We will pay your sale prices less the commission after the exhibition by cheque.

You have to make your own insurance arrangements during the exhibition.

b. Casual Display of work.

You can display your work at any time on the panels provided in the various rooms. You should indicate if the piece is for sale and label it as mentioned previously. You display your work at your own risk. SCAC does not take responsibility for it.

9. HOUSEKEEPING RULES.

This is your Centre, treat it like your home by:-

- ❖ Closing windows and curtains after each class.
- ❖ Turning off lights, overhead fans, air conditioners. Urns/jugs when leaving.
- ❖ Protecting tables with newspaper when necessary.
- ❖ Leaving tables clean and ready for the next class.
- ❖ Wash, dry and put away all cups, mugs, cutlery etc.
- ❖ Using tea towels only for wiping cups, mugs, cutlery etc
- ❖ Using the kitchen rolls in each room for clean-ups
- ❖ Wiping up any spills and binning food scraps and keeping the kitchen tidy.
- ❖ Treating the Centre like your own, because it exists for your enjoyment.
- ❖ Using sink outside the toilet to clean equipment and disposing of brush water

10. CLASSES & TUITION.

Unless otherwise specified, classes at the Centre have members with a range of skills and experience.

You will find members, with various levels of experience, from the beginner to the intermediate through to the advance. This range enables all members to share their knowledge and experience with each other and combined with the Tutor's experience and knowledge, creates a friendly supportive environment for everyone.

Beginners are taken through the basics with some formalised instruction and exercises. Intermediate to advance members may work on individual projects and/or join in the formal exercises prepared by the Tutor.

Members who work on individual projects have the opportunity to develop and enhance their skills under the guidance of the Centre's expert Tutor.

- a. Our classes accommodate all levels of knowledge and skill, from the beginner or novice through to advanced or talented.
- b. Classes are limited to a maximum of 2½ hours.
- c. You can attend any class on a casual basis on payment of the casual attendance fee (see membership).
- d. A tutors course outline and material list require for each class is available at enrolment. If you do not have one please ask your Tutor.
- e. Generally, all materials are provided by the member
- f. Overhead digital monitors with DVD player are available in 2 rooms to aid visual instruction
- g. You need to be ready to start prior to the scheduled start time.
- h. The minimum number of members required for a class to proceed is at the discretion to the Tutor, in consultation with the Management Committee.

Within the Centre, we have the following facilities available to students, free of charge:-

Arts

- ❖ Easels (table and floor) for you to use. Most welcome to bring you own.



- ❖ Light boxes are available for members to use.
- ❖ A range of anatomical models are available to assist in the development of your observation and drawing skills.
- ❖ A number of objects suitable for still life arrangements.
- ❖ Free standing twin spotlights for highlighting still life arrangements and anatomical models.

Textiles

- ❖ Iron and ironing board.
- ❖ Sewing machine.
- ❖ Cutting table, cutting mat and cutting ruler.
- ❖ Light table.
- ❖ Sheet coverings (for the tables when embroidering)
- ❖ Table lamps.



11. TUTORS ROLE

To help members achieve the purpose and learning objectives of their course, each Tutor:-

- a. Provides an appropriate learning environment (adult / child).
- b. Facilitates class discussion.
- c. Facilitates structured experiential learning.
- d. Supports and builds members self-esteem.
- e. Modifies the speed of demonstrations, the use of words and examples to suite the need of the members and the situation.
- f. Addresses members concerns and issues.

I hear and I forget;
I see and I remember;
I do and I learn.

(Anon)

12. WORKSHOPS.

Workshops are organised throughout the year. They enable members to learn and develop their skill under the guidance and tutorage of experts in a chosen field of expertise.

You need to pay the full fee or at least a deposit of 50% of the advertised workshop cost to secure your place in the workshop - numbers are limited. Such payment is non-refundable within 14 days of the workshop if you cancel.

If a workshop is cancelled, your prepayment will be refunded by cheque.

Membership of SCAC is compulsory to attend a workshop (see membership).

13. WEB SITE.

The Centre maintains a web site not only for the benefit of members, but for the wide art and craft community. It show cases our Centre to all those who visit our site, at www.springwoodarts.org.

Within our web site, you can see:-

- ❖ Time tables for all classes offered each Term.
- ❖ Profiles on our Tutors along with examples of their work.
- ❖ Course Outlines for all of our current classes
- ❖ Forthcoming workshops and exhibitions.
- ❖ News and events.
- ❖ Sponsorship details.

- ❖ Useful Links to other Art and Textile websites
- ❖ Read our newsletter.
- ❖ View our member's gallery.

An important part of our web site is the Member Gallery. This facility allows members to upload their work for all to see, when they visit our web site. It is your showcase to the world. Member gallery Instructions are as follows:-

Points to consider for best results

- Photograph or scan your work before framing.
- If your work is framed and behind glass then try to minimise reflections - don't use a flash! And if your work is hanging somewhere where it's catching a lot of light from a window or door, etc., move it to a less reflective location for photographing.
- Photograph your work straight on - taking photos from odd angles distorts your work.
- If your work is framed then, unless there's really some compelling reason for including the frame, crop the photo to exclude matting and frame - for online display, matting & frames don't add any value, they just reduce the amount of space available for the display of your work. Next: If you have a digital camera, photograph your work and upload to your computer.
- If you have a camera that predates the digital era, that's OK - photograph your work, get your film developed and then scan your work to your computer.
- If your work is small enough and has a surface that won't smudge, you can bypass the photography stage, just scan your work to your computer.

Where/how to find the photograph or scanned image:

- Uploading a photo from your digital camera or scanning in an image to your computer with your scanner creates a new .jpg file somewhere in your computer.
- Where your file is stored depends on your individual setup but usually the software that communicates between your digital camera (or your scanner) and your computer has preset default locations where it will store your new file, unless you choose to tell it to do otherwise. For example, my Mac decides to store any new photos I upload from my camera in the iPhoto library, which is organised in date order; and my Epson scanner software selects a default location, which I can override when I start the scanning process. Your setup is individually yours but if you follow the prompts the uploading/scanning software sends you, you won't lose your new .jpg file.

After successfully uploading a photo or scanning an image, and finding this new file, the rest is easy:

- Open the file with whatever photo management software you have - it doesn't have to be Photoshop or other expensive specialty software, whatever comes with your computer should be adequate.
- Crop if necessary.
- Resize to a maximum width of 640 pixels (make sure you resize proportionately).
- 'Save as' with a meaningful name up to 32 characters, including your name. For example, "IMG_0001.JPG" becomes "Red Sunset by J Smith.jpg".
- Check the file sizes of your cropped, resized, meaningfully titled and identified photos; they should be quite modest - not more than

200KBs. By comparison, depending on your camera, your original photos maybe many MBs.

- Email your photos to gallery@springwoodarts.org - no need to write an email if you don't want to - just put "photos for SCAC gallery" in the subject field.

14. SCAC SPONSORS.

We have a number of sponsors who will extend a discount to you, on the presentation of your membership card, at the time of your purchase. The discount amount varies by sponsor and generally excludes “specials”

Any changes to our sponsors list and their contact details can be found in our web site under “Membership”

15. MOANS & GROANS PROCEDURE.

We welcome constructive feedback on the administration of the Centre. You can either write to us at PO Box 111, Springwood. NSW 2777, or talk to your Tutor, or, one of the Committee Members. We are always looking to make our Centre more efficient and meeting the needs of our members. *If you are not happy, neither are we.*

16. HOW YOU CAN HELP/ASSIST THE SCAC.

Our Community Art Centre needs its community!

There are many “*behind the scenes*” jobs that keep your Centre alive.

Many hands make light work and we really need more hands!

You do not necessarily have to join the Management Committee to be a volunteer helper in and around the Centre. An hour or two during the week is a great help.

Let us know if you help out with any of the following:-

- Clerical support in the office including data entry, mail-outs, filing, photocopying etc.
- Keeping Course information rack (in foyer) filled.
- Keeping our email address book up-to-date (Microsoft Outlook).
- Keeping an eye on and shopping for consumables supplies i.e. Toilet rolls, paper towels, tea, coffee, biscuits, hand soap, detergent, light globes, Chux wipes, domestic cleaner etc.
- Bins out on Tuesday nights.
- Collecting tea towels, washing and returning (usually weekly).
- Distributing Term Timetables, Flyers etc to outlets in
 - Penrith.
 - Glenbrook / Blaxland.
 - Springwood.
 - Upper Mountains.
- Assisting in the organisation and running of our Annual Members Exhibition, workshops etc

Please tell a Committee member or your Tutor if you can help.

17. HEALTH & SAFETY.

There are potential hazards regarding the use of some art and craft materials and tools you may use at the Centre. Although no incidents have been reported, it is important that all members, Tutors and Management Committee be ever vigilant in ensuring that the Centre maintains best practices in health and safety in all of its activities.

These guidelines have been adapted from publications at the National Association for the Visual Arts www.visualarts.net.au; the Victorian Health Promotion Foundation, “Making Art is Like Making Love, You’ve got to Protect Yourself” produced by the Project Staff for the Community Arts Network of Victoria and Safety Data Sheets from Winsor & Newton www.winsornewton.com. This information is to assist you to take positive steps to ensure your practice does not

endanger your health or the environment in your Studio, at home and the Centre. Your Tutor will give you additional specific health and safety information relevant to your class or group activity.

Class Room Guidelines.

- Keep room clean and tidy at all times.
- Clean all work surfaces after your class activity.
- Do not use drinking vessels such as old mugs or glasses as containers for paints, mediums or solvents.
- Keep containers closed or capped when not in use to prevent spills and fumes.
- The use of odourless solvents is both encouraged and preferred.
- Any spills must be cleaned up immediately.
- When using pressure pack fixative, picture varnish etc, please use them outside the Centre.
- Never hold brushes or tools in your mouth.
- Consult your Tutor prior to using any unfamiliar tool or equipment.
- Clean your equipment, tools or brushes in the wash tub located outside the toilet.
- Choose a table that enables you to work at the correct hand height.
- When working at tables, use a cushion or stool to increase your seat height.
- After class or cleaning up spills, place rags in “Wheelie bin” outside.
- Rest your eyes regularly, especially when working on fine detail such as Embroidery.

- If a member chooses to behave in a manner that places themselves or other members at risk they will be asked to leave the room.
- Mobile phones are either turned off, or to silent, during classes and any conversation(s) are taken outside the class room.

Clothing and Protective Equipment.

- Thongs and bare feet are unacceptable in all rooms. Closed footwear is preferable
- Solvent proof gloves are recommended for handling solvents or other chemicals.
- It is recommended that old clothing or an apron or an over sized shirt be worn in art classes.
- When working outdoors, a hat and suitable sunscreen be worn

First Aid Kit.

A first aid kit is maintained by SCAC which contains emergency leaflets. No trained first aid personnel are available and the *use of the kit is on a self help basis*. Emergency help may be obtained from the Ambulance Service, located on Ferguson Road, a few doors down towards the railway station.

Evacuation Plan.

The Emergency Plan and Evacuation Point is posted on a specific notice board in the entrance hall, immediately on the RHS, just before the doorway into the kitchen. Members are asked to familiarise themselves with this information.

Should there be a need to evacuate the Centre, please listen to your Tutor and follow their instructions. The evacuation assembly point is at the power pole at the driveway entrance into the Centre.

Accident Report Book.

An accident report book is located on the main notice board at the entrance.

For all accidents we record

- When and to whom it happened.
- Description of the accident.
- Treatment given.
- Follow up actions that need to be undertaken.

18. EXPECTATIONS & RESPONSIBILITIES.

SCAC offers its members and tutors a friendly supportive environment in which everyone may enjoy and follow their own area of endeavour. These principles set out our expectations.

As a Member

- You contribute to the harmonious and positive environment of the Centre. You do not discriminate against members and/or Tutors on the basis of race, ethnicity, age, sex, marital status, pregnancy, disability, sexual orientation, transgender identity, religious or political affiliation.
- You participate in the class or group activity.
- You uphold the interests of the Centre and maintain its good name.
- You always foster a harmonious and tolerant environment. You respect the views of other members.
- You respect the confidentiality and privacy of other member's personal information.
- You respect the copyright or intellectual property right of Tutors, including copying or photographing work without the express permission of the Tutor, other members and any models.

- You comply with reasonable requests given by Tutors, or a Management Committee member.
- You safeguard and avoid damage to all Centre property, premises and equipment.

As a Tutor

- You perform your duties with professionalism, care, fairness and diligence.
- You treat members with courtesy and with respect for their rights, duties and aspirations.
- You uphold the interests of the Centre and maintain its good name
- You do not discriminate against members or Tutors on the basis of race, ethnicity, age, sex, marital status, pregnancy, disability, sexual orientation, transgender identity, religious or political affiliation.
- You always foster a harmonious and tolerant environment. You respect the views of other members and Tutors.
- You respect confidentiality and privacy of member's personal information.
 - You safeguard and avoid damage to all Centre property, premises and equipment.
 - Record and act on any safety issues or complaints of abuse using the policy provided in the back of each roll book and on noticeboards
 - Be a positive role model for any child in the class.
 - Do not do any assistance of a personal nature to a child in the centre, that the child could do themselves.
 - Do not offer gifts to or favouritism towards a child or member.

19. NEWSLETTER – COLOUR WHEEL.

The Centre publishes a newsletter called the “Colour wheel” generally four times per year. It is vehicle by which all facets of the Centres’ activities are communicated to the membership.

Your contribution and support is most welcome.

20. INSURANCE(S).

Springwood Community Art Centre Inc

- Workers Compensation Insurance.
- \$10m Public Liability.

Further information is available from the Secretary upon request.

No insurance cover is provided for contents insurance, as the Centre is self insured.

Members need arrange their own insurance cover for any display of their work, including the member exhibition should they deem it necessary.

21. CONTACTS.

Names and contact details of the Management Committee members and Tutors are available from the office.

22. PROGRAM FOR THE YEAR.

The yearly program is broken up into four (4) terms and generally coincides with NSW school terms. The term information is published towards the end of the previous term and is posted both on the notice boards and on the web site.

