

# JANUARY NEWSLETTER

January 7, 2022

## RENEW MEMBERSHIP FOR 2022

2022 Membership Forms are now available. Don't forget, you will need to renew your membership before the end of February to remain on the membership list and continue receiving newsletters, information updates, text alerts and other communications. If you forget to renew your membership by the end of February, you will be taken off the communication list and may miss out on key information. In order to be eligible for the members' booth rate for Summer Show, you will want to make sure to renew by April 1, 2022. If you have any questions or concerns regarding membership renewal, please don't hesitate to contact us—[artistsoftheflathead@gmail.com](mailto:artistsoftheflathead@gmail.com)

You can fill out and mail in the application form with payment by check, or you can use the online option. Please remember that

we do not process application forms until all parts are received—form & fee.

- Go here to fill out the online application form: <https://forms.gle/UXQyjL6WQh622Q2g7>
- Go here to pay your membership fee online: <https://artistsandcraftsmen.org/products/acf-2022-membership-fee>

We would also be happy to mail you a paper copy of the form. Send an email to [artistsoftheflathead@gmail.com](mailto:artistsoftheflathead@gmail.com) to request a paper copy. Extra paper copies will also be available for pickup at the next General Meeting. We now also have a card reader and can collect payment by card, check or cash at any/all general meetings.

### ACF Mission Statement:

*To promote interest in arts and crafts, to maintain a friendly relationship among artists and craftsmen, to encourage the highest possible quality of work by members, and to participate in art exhibitions, displays and sales.*

## NEXT GENERAL MEETING

January 19, 2022

7:00 pm

Country Kitchen of Flathead County Fairgrounds

## BIG CHANGE PROPOSED FOR 2022 SUMMER SHOW

The ACF Board and Show Committee respectfully request your all ACF Members' consideration and votes on a big change for 2022 Summer Show—we want to partner with the Flathead Food Truck Festival to host a joint event this year. Dates would be June 24-26, 2022, at the Flathead County Fairgrounds.

ACF's event would still take place in the Trade Center Building, with free admission to shoppers. The only difference would be that the Food Truck Festival would be held right next to the Trade Center Building, outside. We would share a parking lot with their event, possibly consider different open hours to coincide with Food Truck Festival's proposed hours, join up on advertising efforts and more. Exact details would be worked out as we proceed with plans.

For now, we need all ACF Members to participate in a vote to decide if we should proceed with making this plan or not.

Please be prepared to discuss this question at the January **General Meeting**. We are happy to answer any questions you may have.

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# REVISIONS TO BYLAWS AND GENERAL RULES PROPOSED

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ACF has not made any changes to its Bylaws and General Rules since 2017, with the exception of some temporary rules which were implemented through 2020 and 2021 because of the worldwide pandemic. In order to update ACF's paperwork, the Board has re-reviewed ACF's Handbook, Bylaws, General Rules and Show Rules. We would like you all to review the proposed revisions, submit any questions or comments you may have, participate in a discussion on these proposed changes at the **January General Meeting** and vote to approve (or not approve) the proposed revisions. Proposed revisions are provided with this newsletter in a separate document. We are also open to review of any additional revisions suggestions you may have.

Some of the proposed revisions are merely grammar and sentence structure changes that do not change to overall intentions and meaning of the rules as written. However, a few of the proposed revisions would significantly change the scope and meaning of some operating rules.

Please review the proposed changes carefully.



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## UPDATE PROFILE ON ACF WEBPAGE

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Don't forget to add or update your profile on the ACF Webpage. Profiles are FREE to all ACF members who want one. And this is a great time of year to work on updating before the Spring and Summer events get underway.

Having a profile is a great way to dip your toe in the online advertising world for your business. You don't have to have your own webpage to participate in this. We are providing you with a place to share your business and contact information with your customers. You can also have links to all your other webpages, and social media pages such as Facebook, Instagram, Etsy, Pinterest, TikTok and others.

Send an email to us to get started. Once your information is provided, we are usually able to update your profile right away and send you a link to proofread.



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## POSTER DESIGN CONTEST

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Want to design our poster for this year's Summer Show? How about for Christmas Show? Well, we're having a contest again.

Once all design applicants are received, we will share the designs with all ACF Members for their vote.

Submissions for Summer Show Design can be brought to the **January General Meeting** or sent in by email. We can also arrange pick up if emailing your design is not feasible. **Deadline for Summer Show Poster submissions will be February 10, 2022.**

Deadline for Christmas Show Poster submissions will be April 20, 2022

Guidelines:

1. There should be enough "empty" space for text \*see previous poster designs for ideas on what text gets added.
2. Dimensions should be 11x17 or 8.5x11
3. Take credit for your design— Include your business name or logo in a corner.
4. Limit submissions to no more than 2 per member.

If your design is not picked by the Members to be our Poster, we may still have need of your artwork for other advertising such as website images, social media posts and covers and more.

See proposed revisions to Bylaws and Rules highlighted in GRAY

Motion 1 – JOIN SUMMER SHOW WITH FOOD TRUCK FESTIVAL

- ACF will still host all handmade vendors inside the Trade Center Building
- ACF can operate at different “open” hours from food truck festival
  - Maybe consider adjusting “open” hours to coincide with food truck festival – at least in part
- ACF can still have “free admission”
- Joint Advertising budget
- Joint Parking coordination – get volunteers
- Vendors will have free access to food truck festival
- \*\*More details pending\*\*

MOTION 2 - Revisions to BYLAWS

MOTION 2-A - ARTICLE IV: OFFICERS

The officers of the organization shall consist of, **at a minimum**, President, Vice-President, Recording Secretary, Treasurer, **and** Show Committee Chairs, , and these positions constitute the Executive Board. These officers shall be elected by a majority vote **of a quorum** of the general membership and will assume office in January. Elected officers shall serve until a successor is elected. **Additional Board positions may be created and filled as needed at the discretion of a 2/3 vote of a quorum of the general membership. See ACF General Rules for current officer position descriptions and responsibilities.**

MOTION 2-B - ARTICLE V: ELECTIONS

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SECTION 1: NOMINATIONS

A Nominating Committee consisting of at least three (3) volunteer members shall identify their nominations **in advance of the Annual Election Meeting.** Nominations from the floor will also be accepted. Voting shall take place at the Annual Election Meeting.

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SECTION 3: VACANCIES

If any officer, except President, cannot complete their term of office, nominations and election shall be held at the next **General** Meeting. If the President chair becomes vacant during any portion of a term, the Vice-President shall serve as President until the time of the next elections. Serving at least half of a term is considered having served a full term.

MOTION 2-C - ARTICLE VI: MEETINGS

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## SECTION 1: GENERAL MEETINGS

General Meetings will be held at least 4 times per year (quarterly), , The day, time, location and frequency will be decided each year by the Executive Board and agreed upon by the membership.

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## SECTION 2: ANNUAL FINANCIAL MEETING

The Annual Financial Meeting will be held in the 1<sup>st</sup> quarter of each year and will include presentation of the annual financial reports and audit reports.

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## SECTION 3: ANNUAL ELECTION MEETING

The Annual Election Meeting will be held in the 4<sup>th</sup> quarter of each year and will consist of new Officer Elections and examination of the organization Bylaws and Rules.

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## SECTION 4: SPECIAL MEETINGS

Special Meetings of the membership may be called by the President or at the request of one-fourth (1/4) vote of a quorum at any general meeting. Notice must be given at least five (5) days in advance. Those calling a special meeting shall present to the Executive Board, their request in writing including the purpose for which the meeting is being called.

### Motion 3 – Revisions to GENERAL RULES

#### MOTION 3-A – 1. MEMBERSHIP FEES LAST REVISED 10/18/2017

Applicants who meet eligibility requirements defined in the **ACF Bylaws** will pay **\$25.00** annually to maintain membership status. Each membership is entitled to one vote at General and Special Meetings and is eligible for the members'-only booth rates at ACF hosted shows. Membership fees are non-refundable.

#### MOTION 3-B – 2. MEETINGS LAST REVISED 10/18/2017

General Meetings will be held at least 4 times per year. The location, time and frequency will be determined by the General Membership. See below for the current year's meeting schedule. Board Meetings will be held monthly on a date and at a location to be determined by the members of the Board.

#### **2022 General Meeting Schedule:**

- January 19, 2022
- April 20, 2022
- June 15, 2022
- September 14, 2022
- November 16, 2022

#### MOTION 3-C – 2.1 MEETING ATTENDANCE

Members are encouraged to attend as many meetings as they are able to throughout the year to receive new organization information and participate in Motion discussions and votes. The meeting at which a new member pays membership fees is the first meeting at which their attendance can be counted.

Members must attend at least two (2) General Meetings each year and/or participate on a committee to be eligible for the **full** discounted booth rate on Christmas Show. Attendance at the Annual Members Picnic can also count as meeting attendance. Members who do not attend General Meetings or the Annual Picnic are only eligible for the **partially discounted** booth rate on Christmas Show. See **Show Rules** for current booth rates.

\*\*2022 Summer Show will have only one members-only booth rate and will not require meeting attendance for an additional discount. However, 2023 Summer Show and future will be structured with a partial discounted rate for non-participating members and a full discounted rate for meeting attendees.

Meetings attended from August of the previous year through September of the current year constitute the time frame of the two (2) meetings that can be counted. Members are responsible for ensuring they have signed in at the meetings and checking their attendance record prior to submitting booth fee payments. Attendance records can be confirmed by sending an email to [artistsoftheflathead@gmail.com](mailto:artistsoftheflathead@gmail.com).

#### MOTION 3-D – 2.4 VOTING ON MOTIONS

Any Motion that requires majority vote to pass must be presented to the General Membership by the Executive Board or a member of ACF and must be clearly articulated. A Quorum must be present for any vote to be counted. Voting may take place in-person, either by raised-hand vote or anonymous ballot, or via remote ballots that are either mailed to members or sent by email or online ballot provider. The Executive Board must ensure that all members have access to the remote ballots and that at least the minimum number of ballots to fill the Quorum is returned and counted.

#### MOTION 3-E – 2.6 ANNUAL PICNIC

The Annual Picnic will be held on a date, time and a location to be determined by the **Picnic Committee**.

#### MOTION 3-F – 3.3 DIRECTORY

AN **ACF DIRECTORY** SHALL BE **UPDATED REGULARLY** LISTING ALL MEMBERS AND THEIR CONTACT INFORMATION. **YOU ARE RESPONSIBLE FOR INFORMING ACF OF ANY CHANGES TO YOUR INFORMATION. TO REQUEST A COPY OF THE DIRECTORY OR TO PROVIDE UPDATED INFORMATION, SEND AN EMAIL** TO THE ACF EMAIL ADDRESS. MOTION 3-G – 4. AMENDMENTS

The **ACF General Rules** may be amended by the discretion of the Executive Board, on an emergency basis, or at any General Meeting by a majority (2/3) vote **of a quorum**. Members will be notified in writing of any changes or amendments.

#### Motion 4 – Revisions to SHOW RULES

MOTION 4-A – A. APPLICATION FORM & ACCEPTANCE (LAST REVISED 11/20/2019)

Applications will not be considered complete until all required parts are returned to Show Committee, including but not limited to signed applications, booth fees, and product photos,.

MOTION 4-B – B. APPLICATION DEADLINES

Exact application deadlines will be set each year by Show Committee prior to publishing the show application form. In general, applications for the Summer Show may be due on or around the third Wednesday of April. Applications for the Christmas Show may be due on or around the third Wednesday in September.

MOTION 4-C – C. CURRENT BOOTH FEES

2022 Summer Show:

Members only	Single	\$100
	Double	\$180
Non-Members/Guests	Single	\$200

\*double booths are not available for non-members

2022 Christmas Show:

Members Only	Single – 2 or more meetings attended	\$100
	Single - 1 or 0 meetings attended	\$150
	Double - 2 or more meetings attended	\$180
	Double - 1 or 0 meetings attended	\$280
Non-Members/Guests	Single	\$200

\*double booths are not available for non-members

\*\*veteran members discounts still apply to all 2022 ACF-hosted events.

**Veteran Members:** you are responsible for applying your own discounts.

Bronze	5+ consecutive years as a member	\$10.00 off booth rate
Silver	10+ consecutive years as a member	\$15.00 off booth rate
Gold	15+ consecutive years as a member	\$20.00 off booth rate
Platinum	20+ consecutive years as a member	\$25.00 off booth rate

**Board Chairs:** 50% off Members’ booth rates

\*\*participation in fulfilling position responsibilities must be confirmed.

Maximum discount allowed is 50% off of total booth rate.

All products to be sold or displayed at ACF Shows must be approved by at least 3 members of the Show Committee or Board of Directors. ACF reserves the right to exclude **any applicant, whether member or non, due to lack of adherence to the below criteria.** ACF further reserves the right to exclude any non-member applicant from its show due to lack of space, or due to high volume of the same art/craft medium. ACF shall accept handcrafted items **created by the applicant** based on the following criteria.

1. Items are **handcrafted/handmade** by the applicant.
2. Items are **significantly** changed from their original form. “Significantly” means more than 70% of the item’s parts/pieces are handcrafted/handmade or are changed from their original form or from their original intended use by means of handcrafting or upcycling.
3. No commercially produced items will be accepted. i.e. DoTerra, Pampered Chef, Tupperware, Yankee Candles, LuLaRoe, etc. Items **must be handmade by the applicant.**
4. **Photographers:** ACF acknowledges that your product is your image. The choice of item your image is printed on is yours to make. However, all images **must be your own.**
5. **Food Products:** You must provide ACF with a copy of your Cottage Food License/Certificate, Food Manufacturing License or Retail Small Food License, as appropriate. Food Product Vendors must comply with the Montana DPHHS and adhere to all labeling and packaging regulations as per MCA 50-50-101-403. **You must also provide to ACF proof of liability insurance with ACF listed as additional insured.**
6. **Bath & Body or Cosmetics Products:** You must be in compliance with all applicable labeling laws and regulations, including but not limited to 21 U.S.C. 321-392 and the FD&C Act. **You must also provide ACF with proof of liability insurance with ACF listed as additional insured.**

## MOTION 4-E – 6. BOOTH AND DISPLAY

### A. BOOTH DESIGN

Tables must have covers that come to within **2 inches** of the floor **on all sides**. Booth area must be kept well organized and free of litter. Supplies, coolers, storage tubs, boxes and other similar items are to be kept out of sight.

Only 2 people directly involved in selling may be in each booth.

Displays must be in stable condition to prevent accidents. Vendors are liable for booths and contents regardless of a potential accident’s cause. A customer does not pay for damage unless it was deliberate.



## B. INDOOR SHOWS

(REVISED 11/20/2019)

All items involved with an indoor booth display, including, but not limited to merchandise, tables, decorations, lights, vendor chairs, personal items, extra inventory, frames, etc., must be kept within your allotted booth boundary.

Use of canopy frames is permitted but **must be approved by Show Committee** in advance of show set-up times. Canvas/cloth top is not permitted indoors, but canvas/cloths sides are okay. Your use of frame may dictate your booth location within the building.

Use of generators is not permitted indoors.

## C. PRODUCTS & DISPLAYS

Merchandise must be priced, and the price must be clearly visible to customers. No haggling or bargaining is permitted. If you'd like to offer a sale or discount, the sale must be consistent for all days of the event.

Placing sold items in a bag is encouraged. Displays must be in stable condition for public safety reasons.

You are responsible to follow all applicable State and Federal Regulations for your product.

Vendors selling food products in compliance with the Montana DPHHS Cottage Food Program must provide Show Committee with a copy of their license, proof of liability insurance and must maintain adequate labeling and packaging as per MCA 50-50-101-403.

Vendors selling cosmetic products must follow all pertinent labeling laws and regulations and provide Show Committee proof of liability insurance.