



**HANDBOOK**  
**2018-2019**

This Handbook and Bylaws of the  
Burbank Art Association  
were reviewed and revised  
by committee  
from June to December 2018  
and updated in March 2019.



**BURBANK ART**  
ASSOCIATION

## **Encouraging creativity in visual arts and serving the community since 1950.**

The Burbank Art Association is a non-profit, volunteer artist organization. Membership is open to anyone interested in the myriad forms of visual art or in the advancement and understanding of cultural arts.

Burbank Art Association (BAA) is a recognized IRS 501(c)(3) charity (Tax ID #83-2720603). Donations are tax deductible in accordance with IRS requirements.

BAA holds meetings and exhibits to stimulate and encourage creative expression and showcase the talent of its membership. Artists of all skill levels are welcome to join.

Meetings are about sharing of artwork, opportunities and ideas; of meaningful, supportive fellowship; and of educational demonstrations in a variety of mediums. Guests are welcome.

Meetings are held every third Wednesday of the months September to June (unless otherwise announced), from 7:00 p.m. to 9:00 p.m. at the Administrative Services Building located at 301 E. Olive, Room 102, in Burbank, California.

**Purpose:** The specific purpose of the Burbank Art Association is to promote interest in art through support of the creation and public exhibition of art works. The BAA was organized to help stimulate an interest in visual arts and creative expression and to provide a showcase for members' talents. BAA is a non-profit, non-sectarian and non-political group.

**Mailing address:** P.O. Box 1013, Burbank, CA 91507-1013

**Meeting place:** Administrative Services Building, 301 E. Olive Ave., Room 102, in Burbank CA.

**Website:** [www.burbankartassociation.com](http://www.burbankartassociation.com)

**Meeting time:** 7:00 p.m., third Wednesday of each month (with the exception of July and August) unless otherwise announced.

**Membership:** Open to anyone interested in painting, sculpture and other forms of visual art, and in the advancement and understanding of cultural arts.

**Dues:** Annual dues are nominal, payable September 1st. Those joining after February 1st may pay half of the dues to adjust to the fiscal year.

**Activities:** Each meeting features a guest artist demonstration in some field of art or a workshop. The BAA awards scholarships annually to graduating seniors from high schools in Burbank.

**Exhibits:** Paid-up members may submit entries for the Spring and Fall Shows or any other BAA exhibits.

**Outside Exhibits:** Locations in the city and surrounding areas may be provided where BAA members can show and sell their works.

## **BAA Past Presidents**

Henry D. Myer	1950 – 1951	Lisa P.H. Caddel	2010 - 2013
Betty Best	1951 - 1952	Charles Zembillas	2013 - 2014
Inez Huffman	1952 - 1953	Anne De Vito	2014 - 2016
Viola Ann Kendall	1953 - 1954	Jamie Butterworth	2016 - 2018
David O. Ferril	1954 - 1955		
James Mastopeitro	1955 - 1956		
Charlotte Neavin	1956 - 1957		
Mary Tappendorf	1957 - 1958		
Helen Deckert	1958 - 1959		
William Tappendorf	1959 - 1960		
Luke Shea Sloan	1960 - 1961		
Dr. Oscar Schwiering	1961 - 1962		
Helen Deckert	1962 - 1963		
Donna Douglas	1963 - 1964		
David Scarlett	1964 - 1965		
Mary Hocking	1965 - 1967		
Jewel Smith	1968 - 1970		
Jane Friend	1970 - 1971		
Jewel Smith	1971 - 1972		
Lenore Beran	1972 - 1973		
Truda Chandlee	1973 - 1975		
Lyn Smith	1975 - 1977		
Claude Hulce	1977 - 1978		
Shirley Shabazian	1978 - 1980		
Betty Breuer	1980 - 1982		
Bernice Barnette	1982 - 1984		
Dr. Vern Allan Willey	1984 - 1986		
Benton Brady	1986 - 1988		
Haskell Heimlick	1988 - 1990		
Karen Bauman	1990 - 1992		
Dan Hoxsie	1992 - 1994		
Jeanne Zinniker	1994 - 1996		
Joan Hutton Sandon	1996 – 1998		
Gordon Fine	1998 – 1999		
Kenneth Johnson	1999 – 2003		
Pamela Bayless	2003 - 2004		
Doris Vick	2005 – 2008		
Randall Williams	2008 – 2010		

**Burbank Art Association  
2018-2019 Board of Directors**

**Executive Officers**

President	Carol Tensen
Vice President	Joanna Lewis
Secretary	Ellie Klein
Treasurer	Karen Sachs
Financial Advisor	Marsha Ramos

**Chairmanships**

Exhibits Chair	Helena Bowman
Exhibits Co-Chair	Parisa Talebian
Hospitality	Jenny Cirrincione
Host/Greeter	Jamie Butterworth
Membership	Wendy Wallace
Newsletter Editor	Ellie Klein
Newsletter Co-Chair	Marie Stott
Outside Exhibits	Wendy Wallace
Outside Exhibits Catalog	Delta Mishler
Penstrokes	Sharon Dellamarie
Programs	Open
Programs Co-Chair	Damian Crowley
Publicity	April Cowgur
Social Media	Charles Zembillas
Website	Renato Colantoni
Advisor to the Board	Jamie Butterworth
Member-at-Large	Teresa Green

## History

The Burbank Art Association is a non-profit, non-sectarian, nonpolitical organization chartered under the laws of the State of California in September 1950.

Helen Young, a former Indiana resident and University of Nebraska art major graduate, came to California in 1946. Helen and her husband, Orville, opened Pomeroy's Art Store in 1948 on Magnolia Blvd., near Hollywood Way in Burbank.

Foresight, ingenuity and credit must be attributed to Helen Young, who with cooperation of husband, Orville, assembled together approximately 33 people to form a consolidated art group. The founding group of the BAA originated from the art classes held in the back room of Pomeroy's. Helen, being an accomplished artist herself, taught these classes.

The purpose of the BAA was to help stimulate a growing interest in painting, to open avenues of creative expressions to local artists and provide a showcase for their talents.

The earliest exhibit awards were selected by vote of visitors in place of being judged by professional artists.

In May 1957, the Association participated in an exhibit of early Burbank. The paintings were on display in the Council Chambers of City Hall, Libraries, Chamber of Commerce and banks as part of the City's Golden Anniversary Celebration. It was in this year that BAA had a permanent meeting place at McCambridge Park. Meeting places prior to this time included Campo De Cahuenga, North Hollywood and the Burbank Little Theatre at Olive Recreation Center.

In 1964, the Association held its "Painting in the Park" exhibit. Members demonstrated their own particular forms of creative art. A feature of the show was a group of paintings donated by club members, modestly priced. Revenue from the sale was contributed to a local charity. The same year BAA sponsored a "Teenage Art Show." One hundred six (106) young artists (ages 13- 19) displayed paintings.

In 1967 came the initiation of BAA's Art Student Scholarship Award, given every second year to a worthy outstanding art student enrolled in one of the area colleges. Los Angeles Valley, Northridge and Pierce Colleges participated.

The Association joined Security Savings and Loan Association in 1969 to celebrate their 40th Anniversary with a gala art festival. The theme was "Does Burbank have another Picasso?"

The year 1975 marked BAA's Silver Anniversary with a reunion and exhibit of long-time members' work. The 1975 Fall Exhibit opened the beautiful new Patio Gallery in Burbank's Main Library at 110 N. Glenoaks Blvd.

In February 1980, Home Savings and Loan, 840 N. San Fernando Rd. in Burbank, hosted the first and second year mini shows. After that the host was Coast Federal, 10101 Riverside Drive, Toluca Lake.

In December 1980, the Association initiated a joint art club venture to bring Bennett Bradbury, a noted artist, to the area as demonstrator. The joint group consisted of Glendale Art Association, Foothill Art Association, Verdugo Art Association, and Highland Park Art Guild. The meeting was held at Roosevelt Elementary School, 850 N. Cordova St., Burbank. This procedure was followed for several years at the United Methodist Church Auditorium in Glendale.

The Honors Division was established by a selected committee in June 1981. The committee surveyed the awards won by members for five years prior and those whose awards totaled 24 points were put in the Honors Division. By establishing the Honors group, the Open Division had an opportunity to win their own awards and Best of Show. When an Open Division member won 24 points, they were placed in the Honors Division. This inspired artists to reach higher goals.

In September 1983, BAA acquired the attractive Golden Mall Pavilion as a meeting place. In 1984, the Association elected to present yearly monetary awards to seniors of the five Burbank High Schools. Members selected the winners from paintings submitted by the students. This was in place of the College Art Scholarship formerly given. In addition to the

major spring and fall awards exhibits and yearly mini- show, individual members participated in exhibits in civic business locations.

In January 1984, BAA was invited to participate in the Ebell Art Salon Exhibit in Los Angeles. After the Spring Show in 1984, the Patio Gallery was closed. Our Fall Show opened our new gallery in the auditorium of the Burbank Central Library.

In 1987, we left our meeting place at the Golden Mall Pavilion, which was eventually torn down. We met at McCambridge Recreation Center in Burbank until we found a new home at the Burbank Board of Realtors. In the fall of 1987, five art associations - Burbank, Glendale, Highland Artist Guild, Glendale-Foothill and Verdugo Hills - were invited by the Brand Library in Glendale to have a joint juried art show. Of the five associations represented 85 members were selected to exhibit their artwork for a month.

In 1988, eight members of BAA supplied paintings and decorated one of the sets for an episode of the television show "Thirty Something." In February 1989, we had our first BAA-sponsored workshop. Our teacher was world-renowned watercolorist Milford Zornes.

In October 1989, we were invited as one of three selected art associations to enter Ebell Art Salon Exhibit in Los Angeles. In January 1990, nine of our members were finalists and won top awards. The award points received toward Honors had been given only in the major spring and fall shows. Starting with the 1990 show year, the executive board voted to include the Mini Show also. One half-point is given for Honorable Mention.

In 1991, the Glendale Regional Arts Council, along with a committee made up of the presidents of several art associations, including BAA, formed the Gallery in Motion at 500 North Brand and Gallery in Motion Two at the Glendale Galleria. This allowed all of the associations of this special group to have a gallery to show their works and participate in juried shows. By invitation of the Stakeholders Association, BAA was invited to show their paintings in the windows of empty buildings of J. C. Penney and the Huntington Desk Building at the corner of Magnolia and San Fernando Rd. in downtown Burbank. We were allowed to have

a permanent exhibit until the empty buildings were rented. This gave us exposure, publicity and increased membership.

In the fall of 1991, we had our last Fall Show at the Burbank Central Library. A new location was confirmed for our Spring Show in 1992 at the Glendale Federal Bank, Toluca Branch. In the fall of 1992, our 42nd year as an organization, our membership had grown to approximately 200 members.

July 12, 1994 was the first Honors Division Juried Art Exhibit. Art stores, businesses and individuals sponsored the awards presented to the winners. This exhibit was organized by Karen Bauman, past president, and has been a continuing success.

From February 4 through March 7, 1994, four Art Associations - Burbank, Glendale, Verdugo Hills and Eagle Rock – jointly participated in a juried art show. It was held at the Brand Art Gallery in Glendale. The show was called “The Local Four Shows.”

In 1995 we lost Glendale Federal Bank for our shows and relocated the spring and fall shows to the Burbank Public Service Department. The Honors Show was held at Coastal Federal Bank in Toluca Lake.

During 1996-1997, the treasury dipped very low and the Board tried to think of ways to bolster the balance. In June 1997, BAA held a yard sale at a member’s home and raised \$500.00. The Association responded extremely well in donating yard sale items. However, the treasury was still bleeding and the board voted to suspend the May 1998 student awards because the Mini Show did not bring in enough to support it. A fund-raising dinner was held at Wild Thyme restaurant in Burbank and raised \$145.00

In 1999, one of our long-time members, Tom Carter, donated \$600.00 to continue the Student Awards. Students of the five high schools in Burbank were invited to bring in artwork for judging prior to our May meeting, and a select group of BAA members were chosen to judge. The awards were for First, Second and Third Place and Honorable Mention.

The Board voted to implement a Masters Division in 2000, as most of the BAA members were now in Honors. Starting with the Fall Show, points would be accumulated by Honor Division members and when they reached 24 points they would move into the Masters Division. The category will not go into effect until there are at least five people entered in the show.

In 2000 BAA also celebrated their 50th Anniversary. A banner was purchased to hang over a major intersection in Burbank during our art shows. Doris Vick was instrumental in getting our shows back into the Burbank Main Library auditorium. Tom Carter graciously donated another \$600.00 for Student Awards. The Fall Show in October was held at the Burbank Central Library and past presidents were sent invitations and invited to bring one of their works of art to display at the reception. The show was outstanding with more artwork displayed than in the past several years.

In 2000-2001, the Central Library was home to the annual shows. The student awards were presented to three outstanding students from the five Burbank schools. The annual June fund-raiser took place at Barragan's Restaurant.

In 2002-2003, the shows were again held at the Burbank Central Library and BAA was able to continue the Student Awards program. Student winners' work was displayed at the Spring Show.

In the fall of 2003, Doris Vick was instrumental in obtaining a vacant store front in the Burbank Media Center. BAA used the space for displaying original art work for sale and it was open through Christmas and January.

In March 2004, the Four Club group became the Three Club group. In the spring, another store front became available. Members of the BAA painted the store with paint donated by Burbank Paint, and Pamela Bayless was able to get carpeting and installation donated by Inner Space. It was ready for the Spring Show, Honors Show and through the summer.

The sitting president resigned in January 2005 and Doris Vick stepped forward to assume the job. Karen Bauman set up a website for the

Burbank Art Association giving information about BAA including meeting times and dates. Members' artwork was featured on the website. The annual March Three Club group was dissolved as only Burbank and Glendale clubs were left.

In November 2005, the 12th Annual Honors Division Show was combined with the Open Division at the Creative Art Center in Burbank. The meeting place at the Burbank Board of Realtors was undergoing extensive remodeling and was no longer available. President Doris Vick met with Assistant City Manager, Mike Flad, and we were able to use a meeting room in the Burbank City Hall Annex.

Marsha Ramos offered the use of the Geo Systems lobby located on Victory Blvd. in Glendale. The lobby is known as The Geo Gallery. The BAA Spring Show is held at the Geo Gallery and it is also available to BAA members for rotating exhibits. The Fall Show remains at the Creative Art Center

The BAA continues to support the Youth Art Expo (now held at the Creative Art Center in Burbank) by offering a BAA Art Scholarship Award. Art award-winning students are listed on our website **[www.burbankartassociation.com](http://www.burbankartassociation.com)**

In 2008, Randall Williams took over as president bringing a spark of life to the BAA with his wit and charm. He also taught art classes and encouraged several of his students to join BAA. With his influence and others, he managed to secure a semi-permanent fall show venue at the Creative Art Center.

In September 2010, Lisa P. H. Caddel took over as president of the club. BAA membership increased over the next three years with younger, enthusiastic members joining, being inspired by Lisa's bubbly and friendly personality.

During his 2013-2014 term as President, Charles Zembillas encouraged BAA to expand its use of the website and other social media. This led to greater awareness of the BAA and membership continued to increase.

In September 2014, Anne De Vito took over as president of the BAA. She introduced the organization's logo, designed by BAA member

Jeanne Elliott, and increased corporate sponsorship. Over the two years she served as president, Anne further developed and improved the BAA website, social media platforms, and created the BAA information advertising flyer. She was a hands-on leader and passionate BAA member.

In September 2016 Jamie Butterworth ascended to the presidency. In addition to her artistic skills, Jamie was adept at reaching out and connecting. As an art educator and board member of the Burbank Arts for All organization, she brought many organizational skills to the position. During her term, Jamie and her energetic team brought in many more exhibition opportunities for BAA members, such as the Glendale Art Walk and exhibits at the Burbank Media Center and Town Center. In addition, with Exhibits Chair Helena Bowman's initiative, we added extra non-juried exhibits at the Geo Gallery.

# **Burbank Art Association Constitution and Bylaws**

BAA is a non-profit, non-sectarian, non-political organization chartered under the laws of the State of California in September 1950.

## **ARTICLE I – Purpose**

**Purpose:** The specific purpose of the Burbank Art Association is to promote interest in art through support of the creation and public exhibition of art works. The BAA was organized to help stimulate an interest in visual arts and creative expression and to provide a showcase for members’ talents. BAA is a non-profit, non-sectarian and non-political group.

## **ARTICLE II – Membership**

- A. Any person interested in becoming a member shall:
  - 1. Complete a membership form and return it to the Membership Chair.
  - 2. Submit current dues. Those joining in February through August may pay one half (1/2) of the annual dues to adjust the fiscal collections.

## **ARTICLE III – Time and place of meetings.**

- A. Meeting sites, dates and times are selected by the executive board and published prior to each meeting in the Association’s bulletin.
- B. Meetings are held each month except July and August.
- C. Fiscal year begins September 1st.

## **ARTICLE IV – Officers and Duties**

- A. President
  - 1. Conducts the meetings.
  - 2. Appoints special committees.
  - 3. Serves as ex-officio member of all committees.
  - 4. Co-signs checks with the Treasurer as appropriate.

B. Vice-President

1. Assumes charge in the President's absence.
2. Is responsible for the Scholarship Program and oversees the Scholarship Committee.
3. Coordinates the Holiday Party.

C. Secretary

1. Keeps the minutes of all regular meetings and of Executive Board meetings, a copy of which is emailed to Board members.
2. A copy of minutes will be available at general meetings.

D. Treasurer

1. Supervises and keeps a record of all monies received, collected and disbursed.
2. Collects and counts cash at all meetings and reports total to the Secretary for recording.
3. Does all banking, deposits and payments of bills, and co-signs checks with the President as appropriate.
4. Prepares Treasurer's monthly and yearly reports and makes available prior to Board of Directors' meetings and on request.

D. Financial Advisor

1. Advises the association regarding financial matters as needed.

**ARTICLE V - The Executive Board**

A. The Executive Board consists of the elected officers and committee chairs. The Board:

1. Transacts all Association business at regular monthly meetings.
2. Devises policies for the organization to be presented to the membership.
3. In the event a position on the board cannot be filled, at the discretion of the Board, the same person may remain in office for an additional year.

## **ARTICLE VI – Order of Business**

1. Call to order and welcome
2. Reports from committee chairs
3. Business – unfinished/new
4. Program
5. Adjourn

## **ARTICLE VII – Duties of Committee Chairs**

### **A. Exhibits**

1. Appoints members of the committee to assist in hanging and judging exhibits.
2. Arranges time and place of exhibit as approved by the Board.
3. Engages judges and handles payment for their services.
4. Obtains and distributes awards (ribbons, certificates, checks).

### **B. Newsletter Editor and Co-Chair**

1. Editor gathers and has printed information on guest artists at our meetings and provides information on BAA activities and the art community.
2. Newsletter Co-chair mails the monthly newsletter to members as requested and to sponsors, local entities, and supportive organizations.

### **C. Publicity Chair and Co-Chair**

1. Gathers and prepares copy of BAA activities and show announcements and circulates this information to newspapers and other media.
2. Promotes BAA on social media forums (e.g., Facebook and Instagram)

### **D. Membership**

1. Presents membership applications to all interested persons.
2. Collects applications and dues.
3. Transmits dues to treasurer.
4. Provides membership changes to the person mailing the newsletter and other bulletins.
5. Keeps track of member attendance.

## E. Programs

1. Secures demonstrators, lecturers, films, etc. for monthly programs.
2. Introduces guest artists.
3. Secures honorarium for demonstrator from treasurer and presents to demonstrator at close of program.

## F. Hospitality

1. Arranges for all refreshments and decorations for BAA Spring and Fall Shows.
2. Appoints and coordinates a committee of additional hosts as needed.

## G. Outside Exhibits & Co-Chair

1. Responsible for obtaining other local venues for BAA artists to show their work.
2. Co-chair coordinates catalog of members' artwork to present to outside venues.

## H. Host

1. Greets members and guests at monthly BAA meetings and oversees sign-in sheet.
2. Collects guest fees.
3. Submits a copy of sign-in sheet to Membership Chair.

## I. Penstrokes

1. Gathers/collects news and information about BAA members.
2. Submits to Newsletter Editor for monthly newsletter.

## K. Website Chair

1. Keeps website current with all BAA information and pictures of demonstrators/presenters at monthly meetings, Spring & Fall Shows, and Geo Gallery exhibits.

## L. Advisor

1. Appointed. Usually the Past President; advises President and Board as needed.

M. Nominating/Election Committee (Ad hoc)

1. Committee shall be appointed by the President in March and shall consist of a chairperson and two other members. This shall be done annually.
2. Presents a list of candidates for each office and board position at the May meeting.
3. After the committee has reported, opportunity shall be given for further nominations from the floor for each office.
4. If there is but one name submitted for each office, the vote may be by voice vote.
5. If more than one name is submitted for any office, there shall be a written ballot.

**ARTICLE VIII – Removal and Dismissal**

- A. Any officer or member may, with good cause, be removed from the office and/or the organization by vote of three fourths (3/4) of the members present at a regular meeting.
- B. Notice of said meeting and its purpose must be given to the entire membership by mail/email.

**ARTICLE IX – Inspection**

- A. A copy of the Bylaws shall be available at all regular meetings and on our website.

**ARTICLE X – Amendments**

- A. The Bylaws may be amended at any regular meeting of the BAA. Approval by two thirds (2/3) of members present must be given.

**ARTICLE XI – Dissolution**

- A. The Association may be dissolved by a two thirds (2/3) vote of members present at a regular meeting.
- B. Notice must be published in the Association newsletter prior to a vote on dissolution.

- C. Upon dissolution or winding up of the corporation, its assets remaining after payment, or provision of payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for Charitable and Educational purposes and which has established its tax exempt status under Internal Revenue Code Section 501(c)(3).

## **Standing Rules**

1. The President is excused from paying dues for the elected term only. The retiring President is to be a member of the Executive board as an advisor.
2. The incoming officers and committee chairpersons shall meet with retiring officers and chairpersons at the August board meeting for the purpose of acquainting the new board members with the duties of their offices.
3. The current Executive Board shall determine the amount of donation for non-members to attend the programs.
4. Only members who have paid-up dues and commissions may participate in BAA activities. Annual dues are payable September 1st and are delinquent after the October general meeting.
5. Exhibiting members are solely responsible for their work in any exhibit sponsored by the Burbank Art Association.
6. Members shall pay 10% commission to the BAA on the sale price of any artwork sold at any BAA-sponsored exhibit.
7. Show participants must be active members of BAA, must attend three meetings during the year, or sign up to take in or help with show setup.
8. The President should call a minimum of two Board meetings per year or as needed.
9. Term of office for officers and chairs is one year commencing September 1st. The same person may remain in office for an additional year, if reelected by the membership.
10. A quorum for any Executive Board meeting shall consist of 40% of elected board members to make decisions at meetings or through email communication. Similarly, a quorum for any general membership meeting shall consist of 40% of paid members in attendance. A simple majority of the quorum is needed to finalize a decision.

## Show Rules

**ELIGIBILITY:** Only members who are in good standing may participate in the BAA exhibits. Dues must be paid for fiscal year September 1 through August 31.

**SHOWS:** There will be a Fall Show and Spring Show. If possible, two knowledgeable judges will be used at each show. Dates, times, locations and whenever available, the selected judge will be announced in the Newsletter.

**ENTRIES:** A maximum entry of two pieces (paintings and/or sculptures) is allowed, as gallery space allows, unless otherwise advised.

**SIZES:** For Spring and Fall Shows, maximum height or width is 36" excluding frame, depending on the venue.

**Acceptability Rules:** In general, all two- or three-dimensional works of fine art are acceptable. However, acceptability is at the discretion of the Exhibits Committee. Pieces entered in previous judged BAA shows may not be entered. The category designated by the artist shall be accepted unless the Exhibits Committee determines a different category. The Committee shall make the final decision. Exhibiting members are solely responsible for their work in any exhibit sponsored by the BAA.

**Original work:** Entries must be the artist's original work. Works based on ideas of the artist or inspiration initiated in the classroom and developed independently is considered acceptable. Work developed with the assistance, guidance and direction of an instructor is not sufficiently creative and is considered unacceptable. A copy of another's painting, drawing, photograph or published material, and laser prints are not acceptable for a BAA exhibit. Entries found in violation will be disqualified.

**General:** All entries must be properly framed and wired for hanging. Saw tooth hangers will not be accepted. Eye screws must be placed one third (1/3) of the distance down from the top of the painting or frame with the wire not tight. All paintings must be dry. Wet paintings will not be accepted. Glass or Plexiglas must protect entries on paper. For safety reasons, large pieces should be framed with Plexiglas.

All entries, even those sold during the exhibit, must remain on display for the duration of the exhibit. A 10% commission to BAA will be collected on any sales made as a result of any BAA exhibit. The exhibit committee reserves the right to determine the placement, suitability or exclusion of any entry. No work may be removed for the duration of a show without permission of the Exhibits Chair.

OPEN DIVISION: Includes all subject matter.

**Categories:**

1. Landscape/Seascape/Cityscape
2. Still Life/Floral
3. Life/Genre
4. Contemporary/Abstract
5. Photography
6. Sculpture/3-D art (not at Geo Gallery)

If there are fewer than four entries in any category, only one award will be given. At the discretion of the Exhibits committee, they may be included in another similar category.

**Awards:** A Best of Show for Honors Division and Best of Show for Open Division will be selected by our judges first. The rest of the entries will be judged for First, Second and Third Place and Honorable Mention. Ribbons will be awarded in all categories.

With a minimum of 10 entries in any Open Division category, awards will be given for First, Second and Third Place, and for Honorable Mention at the judge's discretion. If Third Place is not awarded, there will be no Honorable Mention award.

**Points:** Acquisition of 24 points in the Open Division is required to be moved to the Honors Division.

Best of Show	6 Points
1st Place	5 Points
2nd Place	3 Points
3rd Place	2 Points
Honorable Mention	1 Point

**INSURANCE:** Please secure your own insurance. Although we use the utmost care, BAA is not liable for loss, theft or damage of any work exhibited under its sponsorship. An insurance release must be signed at entry time for all shows at the Geo Gallery and other venues.

**NOTICE:** You must make provisions to have your work picked up at the indicated hours on pick-up day. BAA will not assume responsibility and the exhibit location will not store your works.

