

*The Simsbury Camera Club*  
*2011 – 2012 Handbook*

P.O. Box 321

Simsbury, CT 06070

<http://www.simsburycameraclub.com/>



Organized in 1955

**MISSION STATEMENT**

The mission of the Simsbury Camera Club is to serve our members by encouraging development of photographic skills through education, by exhibitions of photographic accomplishments, and by friendship with others who share a love of photography. The Club also shares its talents with individuals and organizations in our community.

**MEETING INFORMATION**

Meetings are held September through June on the first Tuesday of the month at 7 pm at the Simsbury Public Library, and third Wednesday of the month at Eno Memorial Hall, 754 Hopmeadow Street, Simsbury, CT. The first Tuesday meeting generally features a speaker and is held in the Simsbury Public Library on the first floor. The second Wednesday meeting features presentations of members' photographs, videos, or demos related to photography and are held in room 101.

**DUES**

	<u>Annual</u>	<u>Semi-Annual</u>
Individual	\$25.00	\$12.50
Family	\$30.00	\$15.00
Student	\$10.00	\$5.00
Senior (65+)*	\$15.00	\$7.50
Senior Family (65+)*	\$20.00	\$10.00

Dues are payable at the September meeting. Paid members are eligible to compete in the monthly and annual competitions for digital and prints.

**GUESTS**

Guests are welcome at all meetings and there is no guest fee to attend the monthly meeting. There is a fee for the June Awards Dinner.

**OUTINGS AND ACTIVITIES**

The Simsbury Camera Club is an active club that meets two times a month on Tuesday and Wednesday. The first Tuesday meeting generally features a speaker and a digital presentation. Speakers are often nationally recognized professionals as well as our own very talented photographers. The third Wednesday camera club members present their photos for friendly competition and gentle critiquing. This is often followed by a discussion on a photo topic, video or demo.

During the year, the club organizes photo outings and activities in the New England area. Outings provide an opportunity for members to get together and photograph a specific subject such as waterfalls, architecture, nature, etc. Guidance by more experienced photographers is offered. Car-pooling is encouraged.

Lectures are offered by members on topics of particular interest to the club such as portraits, lighting, composition, and photography techniques. Editing programs such as Adobe Photoshop Elements, Advanced Photoshop Elements are also discussed.

Member's framed prints are displayed at the local library. The Simsbury Library has a monthly display.

The Simsbury Bank sponsors a calendar competition in which photographers submit photos of the Farmington Valley and surrounding towns that have a Simsbury Bank presence. This is our annual Club fundraiser and we encourage all to participate.

During the Simsbury Celebrates festival in November, members have an opportunity to display and sell their photographs at First Church in Simsbury. In addition, photographs taken by members are donated and used in advertising for the local Simsbury Airport Fly-In in September as well as Simsbury Celebrates in November.

During the year digital images are submitted to inter-club competitions. Images are chosen by the Digital Competition Committee from in-club competition submissions and submitted to the New England Camera Club Council (NECCC) competition. Competitions will be in November, February and June.

There are monthly digital and print competitions in which all paid members may participate. All winning images for the year are presented at the Annual Awards Dinner in June and the winners of the year-end competition are announced. The annual June dinner meeting is an enjoyable evening and a nice way to wind up the year.

### **FOCAL POINT NEWSLETTER**

The FOCAL POINT newsletter is our monthly publication listing the planned activities of the club such as speakers, outings, seminars, competitions, displays by club members, contest results, and awards. It is accessible by visiting the SCC website.

### **YAHOO DISCUSSION GROUP**

In conjunction with Yahoo.com, the club operates an e-mail based discussion forum to share photography-related information. The site offers registered members the opportunity to share photos, post shooting opportunities, and obtain answers to photography related questions. The site is a private, moderated site and members must register before posting: <http://tech.groups.yahoo.com/group/SimsburyCameraClub/>

### **OUR LOYAL SUPPORTERS**

David Royce Photography  
Fitzgerald's Foods  
Holloways Appliance Center  
Menon Photo Safaris  
Paine's, Inc.  
Photographic Society of America  
Ray & Claire Padron, Prudential  
The Simsbury Bank

**FRIENDS OF THE  
SIMSBURY CAMERA CLUB**  
Simsbury Chamber of Commerce  
Simsbury Flying Club  
Simsbury Public Library  
Town of Simsbury  
Yankee Flyer

### **MEMBERSHIP AFFILIATIONS**

Photographic Society of America (PSA)  
New England Camera Club Council (NECCC)

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## **PRIVACY CONSIDERATIONS**

Information contained in this Handbook is available to all paid members. The membership information should not be used for purposes other than that relating to The Simsbury Camera Club.

# Simsbury Camera Club Officers

2011-2012

## President

Susan Poirier ..... [Audi5151@aol.com](mailto:Audi5151@aol.com)

## Vice President

Danielle D'Ermo ..... [ddermo1@aol.com](mailto:ddermo1@aol.com)

## Treasurer

Mahen Shukla ..... [mbshukla@yahoo.com](mailto:mbshukla@yahoo.com)

## Secretary

Danielle D'Ermo ..... [ddermo1@aol.com](mailto:ddermo1@aol.com)

## Chairmen of Standing Committees

### Image Competition Judging Chair

Jim Patrino ..... [simsc@comcast.net](mailto:simsc@comcast.net)

### Competition Judge Selection

Barbara Steele..... [bskaught@aol.com](mailto:bskaught@aol.com)

### Focal Point Editor

Laszlo Tarko ..... [DancinLaz@aol.com](mailto:DancinLaz@aol.com)

### Internal Programs

Dick Clark, ..... [RClark1940@aol.com](mailto:RClark1940@aol.com)

### Outside Digital Judging Chair

George Zars ..... [zamathman@comcast.net](mailto:zamathman@comcast.net)

### Program Chairs

Bill Latournes ..... [latournes@sbcglobal.net](mailto:latournes@sbcglobal.net)

### Print Judging Chair

Richard Busch ..... [dragondancefarmandphotos@yahoo.com](mailto:dragondancefarmandphotos@yahoo.com)

### Assistant Print Judging

Laszlo Tarko ..... [DancinLaz@aol.com](mailto:DancinLaz@aol.com)

### NECCC, CAP & PSA Rep

Ben Skaught ..... [skaught@aol.com](mailto:skaught@aol.com)

### Simsbury Bank Calendar Competition Coordinator

Ray Padron ..... [RayPadron@aol.com](mailto:RayPadron@aol.com)

### Webmaster SCC site:

<http://www.simsburycameraclub.com>

Mahen Shukla ..... [mbshukla@yahoo.com](mailto:mbshukla@yahoo.com)

### Yahoo SCC site co-moderators:

<http://tech.groups.yahoo.com/group/SimsburyCameraClub/>

Nathan Gutman ..... [nzgutman@sbcglobal.net](mailto:nzgutman@sbcglobal.net)

## SCC Handbook , created October 2009

### COMPEITION CLASSES

The SCC has three competitive classes: Class B, A, and Salon. All new members start in Class B and it is considered our entry-level competition class. Class A is Intermediate class, and Salon is advanced.

For end of year awards, including promotion from one class to another, a member must submit a minimum of two-thirds of the total images allowed for the year, which is 18 images. Therefore, at least twelve (12) images must be submitted during the SCC year to qualify for an award at year-end or to be considered promotion to a higher class, and also for the high average awards.

Images submitted to the “*Special*” category contests do not count towards the images required to move from one class to another. “Special” categories are intended to be a fun way for members to stretch their photographic skills by trying new and different things without impact to their competition averages.

At the end of the year, the average scores for each individual and each class (the aggregate of all members in that class) are evaluated. A member whose average is above the average for the next highest class they are promoted to the next higher class for future competitions. The Board of Directors can promote from B directly to Salon (a jump of two classes) if the average of a member in B is greater than the average of Salon. The Board can make mid-year and other adjustments, as required, to promote fair competition.

### OPEN PRINT COMPETITION

Three prints may be entered into competition during the third Wednesday meeting. These prints will be entered into the competition, judged, and awarded ribbons. Competition for the print category is "Open". Open is defined as "any subject matter." The criteria for entry are as follows:

- Prints may be color or black and white and made from negative film, digital or slide film.
- Prints may be any size, maximum size including matt is 16 x 20, and be printed by the maker or a commercial printer.
- Each print must be labeled on the back with the image title and the name of the maker.
- Prints are not to be framed or signed but may be matted or mounted.
- To avoid damage to prints, please enclose prints in a clear protective sleeve.
- Winning prints will be eligible for the print of the year competition held at the end of the meeting season.

### DIGITAL COMPETITION

Adopted from the Photographic Society of America (PSA)  
Exhibition Standards

<http://www.psaexhibitionstandards.com/>

A member may submit a total of two (2) images for competition in Open and one (1) for a Special category, if there is one for the month.

Digital images may be submitted with any amount of adjustment and manipulation that produces images consistent with the subject of the monthly competition. All images used, even if combined together, must have begun life as photographic images and must have been taken and worked on solely by the submitter. All works submitted to the club for publication are to be original works of authorship, authored by the maker, and free of any claims from any third parties. A photo may be entered into competition only one time, it may not be resubmitted in the same form. However, the same photo may be manipulated and submitted again. The

manipulated photo may only be entered in the same category as it was initially entered; i.e., if you entered your photo in the Special category the first time, then manipulated the photo for re-entry, you would again enter it in Special. The same applies for the Open category.

**Size:** the actual size of the digital image submitted must be no greater than *1024 pixels horizontally by 768 pixels* vertically. The image should be *no more than 500 kb*. This conforms to the requirements for submitting images for SCC as well as outside competitions.

**Format:** Save in the JPEG format.

**Submission:** images must be *submitted as an attachment*, not imbedded into the body of the e-mail.

**Digital images must be submitted with the following format:**

Example: Snow covered mountains, John Doe, Water, Dec 08

It is important to *use the sequencing as shown in the above example*. Commas are to be used separating each part of the title. If the name of the image is more than one word, use spaces. Do not compress the title or name of the photo into one word.

**Submission (continued):** Digital images must be submitted using one of the following methods:

**By e-mail to:** Current Digital Chairperson. If your e-mail allows, multiple photos may be submitted in a single e-mail; otherwise, a separate email for each photo is acceptable. *Image must be received by the Wednesday prior to the monthly judging meeting.*

**CD or Thumb Drive:** Submit to Digital Chair at the prior month's meeting.

**CD by the postal service:** Mail to Digital Chair. CD must be received by the Wednesday prior to the monthly judging meeting.

Slide Images: slides that need scanning should be mailed or delivered to David Royce, 214 Woodland Avenue, Bloomfield, CT 06002. Slides must be delivered at least one week before the images are due for competition, allowing time for scanning and editing, if required. Slides will be scanned and electronically sent back to the maker for their approval. If changes are required by the maker before submission, changes can be made by the maker and resubmitted per the digital image rules, below. Slides will be returned by mail or picked up at the meeting.

**JUDGING AND SCORING OF DIGITAL IMAGES**

Digital images will be judged in the same class as the one to which the maker belongs. New competitors start in Class B. If there are too few competitors at a particular level, then groups may be combined for that particular competition. This would be done at the discretion of the Digital Judging Chairperson.

Awarding of ribbons at the monthly meeting will be based on how many people submit in each class. If the number is small, only a first and second place ribbon may be awarded. If the number is larger than a third and/or an honorable mention may be awarded. Ties are not broken in the scoring process, if there is a tie for first place that is the way it stays. It is possible to have multiple winners.

At the end of the year all scores, except the Special category, will be combined and averaged to determine high point total and high average awards in each class, and also to determine any class changes which may occur.

**OUTSIDE COMPETITIONS**

Periodically, digital images will be submitted to outside inter-club competitions. The images will be chosen by the Outside Digital Judging Chair and will be selected from monthly SCC competitions.

**NECCC:** Images are entered into the New England Camera Club Council (NECCC) three times a year. Images

will also be entered in the NECCC Digital Circuit once a year which allows expert photographers to provide comments to help improve the quality of our winning images.

There are two categories of competition: Pictorial (open) and Nature. Each club may enter four photographs in Pictorial and/or four photographs in Nature in each of three competitions for a total of 12 in each category during the competition year.

**Read complete NECCC guidelines:**

<http://neccc.org/Electronic%20Photograph%20Interclub%20Competition-Rules%20and%20Regulations.pdf>

**GLENNIE:** Nature photos are entered once a year in the Glennie Nature Image Digital competition. Only digital photos are accepted and all camera clubs are eligible to enter digital photos.

Each participating organization may submit 10 images, with no more than 2 by each maker. In the inadvertent event that images are submitted by 2 or more clubs by the same maker, the earliest entries will qualify for individual and club awards. The other entries will be judged but are ineligible for any awards, club or individual. Also ineligible are all slides and digital images that have received awards in previous Glennie salons and exhibitions. Individual awards will include Best of Show, Best Animal, Best Bird, Best Botany, Best Insect or Arachnid, Best Landscape Best Seascape.

Each digital image may have a maximum width of 1024 pixels and a maximum height of 768 pixels. The image must be submitted in JPEG (.jpg) format and the size is limited to no more than 1 MB. It is suggested that the image resolution be no greater than 100 pixels per inch (dpi) and that the color space be sRGB.

**Read complete Glennie guidelines:**

<http://www.mvcameraclub.org/comp-interclub/comp-interclub-01-glennie.htm>

**NATURE PHOTOGRAPH GUIDELINES  
(According to NECCC)**

All photographs must have been captured by light sensitivity, either digitally or on film. Slides or negatives may be scanned (by the photographer or commercially) for entry into the competition.

Nature photographs must *strictly* follow the Photography Society of America's (PSA) definition of nature:

“Nature photography is restricted to the use of the photographic process to depict observations from all branches of natural history, *except* anthropology and archeology, in such a fashion that a well informed person will be able to identify the subject material and to certify as to its honest presentation.

The story telling value of a photograph must be weighed more than the pictorial quality.

Human elements shall not be present, except on the rare occasion where those human elements enhance the nature story such as the presence of scientific bands on wild animals. The "hand of man" should not be present in any Nature photograph. *PSA defines a nature subject as being one found in the natural world without the interference of man, frequently referred to as "the hand of man."*

Photographs of artificially produced hybrid plants or animals, mounted specimens, or obviously set arrangements, are ineligible, as is any form of manipulation that alters the truth of the photographic statement.

No elements may be moved, cloned, added, deleted, rearranged or combined. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original color of the scene. No special effect filters can be applied. Any sharpening must appear natural.”

Read complete PSA guidelines: <http://www.psa-photo.org>

**SIMSBURY BANK**

## CALENDAR COMPETITION GUIDELINES

The Simsbury Camera Club competes with several other local camera clubs to have our photos included in The Simsbury Bank's calendar. For each photo the bank selects, the SCC receives \$100. In the past, this has been one of the largest sources of income for our club. Generally, mid-September is the deadline. Check with Camera Club for the exact date, which may vary a few days year to year.

The bank prefers multiple images from each town to provide them with a depth of choice. The images can represent all four seasons but must be taken from *only* the towns in which the bank has branches. These towns include Avon, Barkhamsted, Bloomfield, Canton, East Hartland, East Granby, Granby, New Hartford and Simsbury. However, keep in mind that the core of the bank business is in Avon, Bloomfield, Canton, Granby/East-Granby and Simsbury.

The images should be representative of the area and be of a combination of places generally recognizable by residents of the area as well as some not necessarily recognizable places. There should also be a variety of close-up as well as far view images.

It is preferable to submit images in high-resolution digital form, but the bank will consider slides and large format negatives as well. Digital files should be a resolution of at least 300 dpi and sized no smaller than 12.5" wide by 9.5" tall. *All images presented must be accompanied by a 4x6 inch color print for use during the selection process.*

The bank expects to choose images from a pool of no fewer than 100 images per Club. Since the Bank would like to have the opportunity to make its selection from as large a pool as possible, it is acceptable for a club to submit for consideration several images of the same subject with different perspective, composition, exposure, etc...

Images of recognizable persons or private property will require written permission from the person or from the owners of the property. See the "Blank Property and Personal Releases" provided at the end of this Section. The club members submitting photos will be responsible for obtaining that permission and or providing the names and addresses of those individuals and/or property owners to the bank before that image is chosen for purchase.

### SIMSBURY BANK CALENDAR SUBMISSION GUIDELINES

#### Submitting Digital Photos

Submit a 4" X 6" Print of each photo. On the back of the photo include: title, town where the photo was taken, and any other ID (Example: Simsbury, Tulmeadow Farm), photographer's name and phone number.

Submit one or more CDs containing all the photos you intend to submit. On the CD, with a permanent marker include: photographer's name, phone number, and year of the calendar (Example: Simsbury Bank 200X Calendar). If you are submitting more than one CD, include the number of CDs being submitted as CD 1 of 3, CD 2 of 3, etc.

Digital files should be a resolution of at least 300 dpi and size no smaller than 12.5" wide by 9.5" tall.

While not a requirement, in past years the bank has appreciated that all our submissions were uniformly placed on a 6" X 9" manila envelope containing one CD as well as the photos included on the CD. The outside of the envelope should be marked as follows: Photographer's name and phone number, year of the Calendar (200X) and the number of CDs and photos included in the envelope. Check with the Club, these envelopes may be made available for those of you who wish to use them.

#### Submitting Slides

Slides are to be submitted to David Royce. Please email David when your slides are ready ([david.royce@comcast.net](mailto:david.royce@comcast.net)). *Slides must be submitted no later than September 1* in order to have the scanned version CD ready for the first meeting of the season.

Submit the slide(s), or a good copy. On the slide, please include: title, town in which the slide was taken, any other ID (Example: Simsbury, Tulmeadow Farm), as well as the photographer's name and phone number. David has generously volunteered to scan slides on his personal professional scanner so a CD can be submitted rather than slide(s). This is the preferable approach and it will present the Bank with the same type of submission from both digital and slide photographers, CDs and 4 x 6 prints. After scanning, you will also receive a 4 x 6 print (printed from the electronic version of the slide) of each scanned slide with the CD submission.

### **INFORMATION FOR THOSE WHO WISH TO SELL PHOTOS THAT HAVE BEEN SELECTED FOR THE SIMSBURY CALENDAR**

Members who sell their photos in the open market may be reticent to submit their best photos for the bank's calendar project. The Simsbury Bank has graciously agreed to the following: the bank will retain exclusive ownership for two years; after that time, the photographer may sell or authorize the use of a selected image to any person or company on a non-exclusive basis. The restricted period is two calendar years from the year that the photo was selected and appeared in the calendar. *However, the Bank retains the right to use the selected images indefinitely.* For example, photos selected for the 2009 calendar could be sold on a non-exclusive basis to prospective buyers starting 1/1/2012.

The Bank will have the right to use portions of a chosen image or to modify any image that it purchases, without the photographer's prior approval.

The Bank may elect, by giving its written permission, to grant a photographer the right to sell or use an image before that time. For this permission, please contact Susan Presutti, AVP, SBT, at 860-408-5493 or preferably at [spresutti@simsburybank.com](mailto:spresutti@simsburybank.com).

### **RELEASES**

See below the Property and Personal Releases used by the Simsbury Bank. You may wish to make copies and keep them in your car trunk for use as needed.

## **Simsbury Camera Club Photo Assessment**

### **Roadmap to outstanding photos ~ how images are judged**

#### ***COMPOSITION*** (process)

**The orderly putting together of parts to make a unified whole; composition through a personal, intuitive act.**

The arrangement of the elements within a photograph portrays: **a)** the main subject, the foreground and background, and supporting objects, **b)** good graphic and color design, **c)** consideration of the elements of simplicity, rule of thirds, lines, framing, avoiding mergers, color, shape, light and shadow, texture, tone, rhythm and balance, **d)** a sense of unity and visual harmony, a focal point or center of interest, **e)** extraneous subject matter has been subdued or excluded.

Points assigned to image:

<b>1</b>	<b>2</b>	<b>3</b>
<b>Minimal</b>	<b>Moderate</b>	<b>Maximum</b>

**TECHNICAL** (process)

This characteristic includes the appropriate use of each of the following elements: **a)** sharpness or focus, **b)** exposure, **c)** color for tonality, **d)** depth-of-field, **e)** direction, quality, and characteristics of the light source.

Points assigned to image:

- |          |          |          |
|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> |
| Minimal  | Moderate | Maximum  |

**CREATIVITY / ORIGINALITY / INTEREST** (process)

Creative use of material and technique: **a)** challenges and appeals to the viewer, **b)** maintains viewer’s interest, **c)** reflects a personal style...subject is handled in an interesting way, perspective is appealing, new or unusual, use of imagination, **d)** lifts the work into the realm of art.

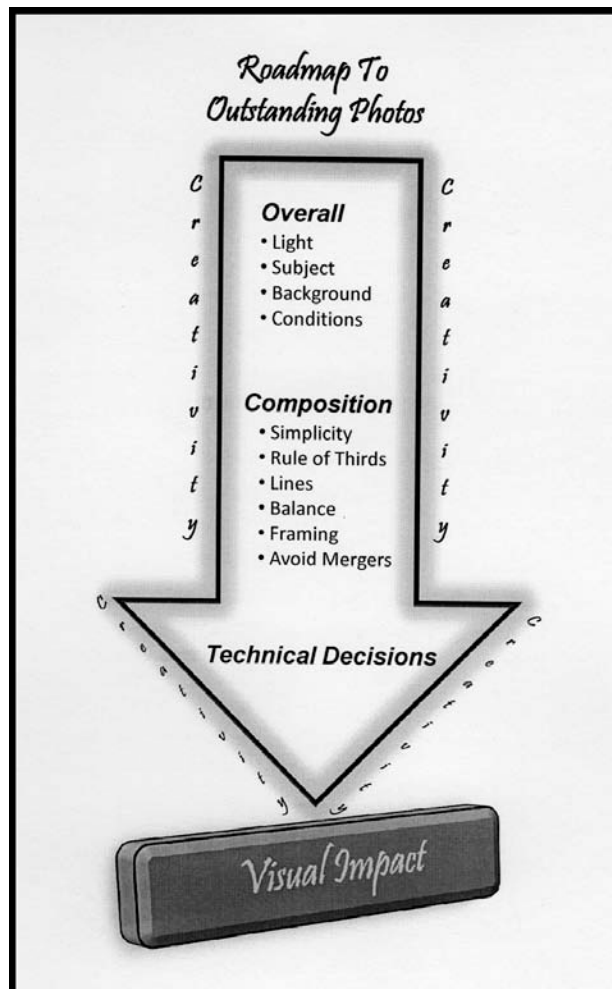
Points assigned to image:

- |          |          |          |
|----------|----------|----------|
| <b>1</b> | <b>2</b> | <b>3</b> |
| Minimal  | Moderate | Maximum  |

**VISUAL IMPACT** (outcome)

The photograph generates an immediate emotional impact. It tells a story and has staying power. It is outside the proverbial “box” and goes beyond “documentation of the moment” or the “snapshot” photograph, has mood, ambience, and dramatic effects. This is the “WOW” factor. The photograph has “moderate” or “maximum” on the above three characteristics. Points assigned to image:

- |                       |                       |
|-----------------------|-----------------------|
| <b>0</b>              | <b>1</b>              |
| Minimal Visual Impact | Maximum Visual Impact |



## STEPS TO DIGITAL HAPPINESS

- Have enough memory on both your hard drive and your memory cards.
- Understand your equipment. Shoot high quality with the least compression.
- Back up those images.
- Format your memory card before using. Warning: formatting erases all photos on the card, save them first.
- Do NOT turn off your camera or remove your memory card while the camera is still downloading to the card.
- Understand the image size dialog box.
- Preserve your pixels. Learn non-destructive editing techniques.
- Make color management a part of every step of the photo process.

## USEFUL LINKS

### Societies and Clubs

[New England Camera Club Council \(NECCC\)](#)  
[NECCC's excellent page of links](#)  
[NECCC's links to New England Camera Clubs](#)  
[Photographic Society of America \(PSA\)](#)  
[PSA Region 15 - includes all New England States](#)

### Photography Magazines and Review Sites

[Apogee Photo Magazine](#)  
[Digital Photography Review \(dpreview.com\)](#) - Digital camera reviews, news, forums, glossary, FAQ.  
[Nature Photographers Online Magazine](#)  
[Outdoor Photographer magazine](#)  
[PDN - Photo District News](#) - covering the professional photographic industry for the professional photographer.  
[Underwater Photography magazine](#)  
[USPhotoGroup.com](#) - Providing photography tutorials, photo travel guides and books on photography.

### Courses, Workshops, On-line Forums

The 65<sup>th</sup> annual NECCC Photography Conference will be held on the campus of the University of Massachusetts on Friday through Sunday, July 16 - 18, 2010. UMass is located in Amherst, MA conveniently off I-91.

- [http://www.neccc.org/New\\_Outline\\_13.htm](http://www.neccc.org/New_Outline_13.htm)

### Free on-line digital courses:

[http://h30187.www3.hp.com/campus/p/campusId/11261/Digital\\_photography.htm?webPageId=100000](http://h30187.www3.hp.com/campus/p/campusId/11261/Digital_photography.htm?webPageId=100000)

Digital camera forum: <http://www.bytephoto.com/forums/>

Digital Photography Review: <http://www.dpreview.com/>

**President:**

- Sets meeting agendas, runs general and board meetings
- Reserves meeting space, dates, times
- Receives and responds to outside email
- Empties SCC mailbox, redirects or handles mail
- Coordinates club activities
- Acts as MC for the Annual Awards Dinner
- Alternate signatory on club bank accounts
- Listed on club incorporation papers
- The President shall appoint ad hoc committees as required

**Vice President:**

- Attends board meetings
- Works with president on all activities as needed
- Substitutes for president as needed
- Helps coordinate club activities
- Arranges for year-end awards, trophies and certificates
- Is expected to move up to president

**Treasurer:**

- Attends board meetings
- Prepares monthly spreadsheet statement for board on Excel
- Responsible for all club financial matters
- Receives and tracks dues payments and annual dinner fee
- Maintains membership data base, creates name badges
- Orders award ribbons
- Main signatory on club bank accounts.
- Disburses club funds for speakers, outside membership fees, P.O. Box, meeting room rental, donations, supplies, annual awards dinner, and incidental expenses
- Makes bank deposits for the club and writes all the checks.
- Accepts reservations and payments for year-end awards dinner, communicates with event chair
- Manages tax and incorporation documents. Files annual paperwork for State of Connecticut and IRS

**Secretary:**

- Attends board meetings
- Takes minutes at meetings and publishes them
- Sends out any official correspondence
- Maintains and publishes club documents, such as meeting schedule, membership form, submission rules, etc.
- In charge of club archives

## COMMITTEE DESCRIPTIONS

### Programs – Outside Presenters

- Attends board meetings
- Before the start of meeting year identifies, contacts, and schedules all outside speakers for the year. A list shall be maintained for possible speakers, and members suggest potential speakers - some from the NECCC conference
- During the meeting year, maintains contact with upcoming presenters, provides driving directions and technical support as needed
- Coordinates payments by the treasurer
- Publicizes upcoming speakers via Focal Point and email
- Introduces the presenters at the meetings and follows up with thank you notes and emails
- Maintains speaker records, including evaluations

### Programs – Internal Forums/Programs

- Attends board meetings
- Solicits input from members on topics of interest for monthly discussions or mini-presentations
- Plans and schedules monthly forums, coordinating or presenting as needed. Publicizes upcoming forums via Focal Point and/or emails
- Collects suggestions for workshops and road trips, and assists coordinators/leaders as needed and communicates information with membership.

### Digital Competitions – SCC

- Attends board meetings
- Acts as main source for image submission rules
- Receives all submissions for monthly club competitions
- Arranges images into slide show format for judging session
- Displays images at judging session and at general meeting
- Keeps score during judging session, determines winners
- Delivers submission list with scores to Focal Point editor
- Writes and hands out ribbons to winners
- Sends winning images to Webmaster for display on website and to Outside Competition chair for potential submission
- Produces slideshow for year-end judging session and awards banquet
- Displays images at year-end judging, tracks scores, and determines winners
- Delivers year-end winners information to Focal point editor and VP for trophies and certificates.

### Digital Competitions – Outside

- Attends board meetings
- Collects winning images from monthly club contest
- Selects images for submission and sends to outside competitions in SCC's name (NECCC, CAP, Glennie, etc. as appropriate)
- Tracks submissions and results, and sends to Focal Point editor
- Shows and critiques competition winners
- Receives outside awards and presents them to winners
- Coordinates and mounts monthly displays at the Simsbury Library, including soliciting members to display

## **Committee Descriptions (continued)**

### **SCC Print Competition**

- Acts as main source for submission rules
- Receives prints at the monthly general meeting
- Sets up the display for the print competition
- Solicits judges for the print competition, hands out score sheets
- Tabulates the judges' scores and announces the winners
- Writes and presents ribbons to the winners
- Forwards the results to the Focal Point editor
- Scans slides to digital images for members who need the service to compete.

### **SCC Competition Comments and Judging**

- Attends board meetings as appropriate.
- Attends all judging sessions for SCC competitions.
- Schedules judges, and reminds them ahead of time.
- Takes notes of judges' comments.
- Condenses and presents judges' comments to membership.
- Reports judges' comments during the monthly showing of competition results.
- Oversees training of members to judge.
- Arranges for outside judges for year-end judging, plus approved honorarium

### **Focal Point Editor**

- Receives newsletter content from others, as required.
- Solicits and develops articles as needed.
- Maintains and publishes SCC competition scores.
- Publishes the monthly on-line Newsletter during the club year.
- Responsible for redesign of the club newsletter to match or complement the new website.

### **Webmaster**

- Maintains the SCC website
- Keeps all data up-to-date
- Receives and posts club competition digital winners monthly
- Accepts and posts information from members relating to their websites, shows, publications, etc
- Responds to requests from website visitors for copies of the Focal Point, and maintains a complimentary issue emailing list (or TBD, may post FP issues on the website)

### **Yahoo! Group**

- Maintains the SCC Yahoo! Group
- Monitors activity at site
- Invites new members to join the group.

### **Representative to Outside Organizations**

- NECCC, CAP, AND PSA, SIMSBURY CHAMBER OF COMMERCE, ETC.

## **Committee Descriptions (continued)**

### **Hospitality**

- Schedules members to supply refreshments for each meeting at the beginning of the meeting year
- Sends reminders to the members the week before each meeting.
- Sets up the refreshment table before each meeting, and clears away at the end of each meeting
- Collects and tracks the refreshments cash donations
- Monitors the staples and purchases additional items as needed. Any excess cash is periodically given to the treasurer

### **Simsbury Bank Calendar Coordinator**

- Negotiates annually with The Simsbury Bank representatives to establish terms of image use
- Communicates terms, image requests, and submittal procedures to members
- Collects all images digitally by the required mid-September date
- Tracks and submits all images to the bank, and acts as contact during the selection process
- Coordinates the annual December visit of the bank rep to SCC with check and calendars

### **Simsbury Celebrates Representative, and Simsbury Airport Fly-In Representative**

- Acts as liaison with the organizers
- Publicizes events to the membership and solicits participation
- Coordinates SCC displays at Simsbury Celebrates
- Receives photos from SCC club participants and forwards photos to the event organizers. This is done as a civic service by SCC

### **Annual Awards Dinner**

- Works with board to identify event location and set date
- Arranges event with hosting site, including setting menu and negotiating rates and other arrangements
- Works with outside or inside program rep to arrange program.
- Coordinates with SCC competition reps on showcase of year's winners
- Coordinates with VP regarding trophies and certificates
- Publicizes event to membership through Focal Point and emails.
- Tracks reservations and communicates with event host.

### **Advertising (Yankee Flyer)**

- Arranges for announcements of all club meetings in the Yankee Flyer

### **Sponsors and Advertisers**

- Works with board to set rate for Focal Point ads
- Contacts the Focal Point advertisers annually to obtain payment
- Works with board to develop sponsorship procedures with a variety of photography-related organizations and businesses for the club website
- Implements the new sponsorships by contacting potential sponsors and arranging terms

## **Committee Descriptions (continued)**

### **Meeting Room Set-up**

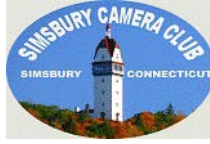
- Sets up all chairs and tables, as needed
- Assist in setting up projection screen and electrical connections, closing curtains, etc.
- Packs away screen and cables at the end of the meeting

### **SCC Charter Review**

- Computerize existing Club charter.
- Review all sections for possible updating and suggest appropriate changes to the board.
- Following board review, oversee review and approval by members.
- Communicate approved charter to membership, as appropriate.

# Simsbury Camera Club

Since 1955



## Membership Registration or Renewal Form

	<u>Annual</u>	<u>Semi-Annual</u>
Individual	\$25.00	\$12.50
Family	\$30.00	\$15.00
Student	\$10.00	\$5.00
Senior (65+)*	\$15.00	\$7.50
Senior Family (65+)*	\$20.00	\$10.00

\* Our club offers a senior membership category but we will appreciate if you feel that you can pay the regular membership dues. Thank you for your consideration.

*Please print clearly*

Name(s) \_\_\_\_\_

Street Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please complete this form and attach payment. Make check payable to **Simsbury Camera Club**.  
Bring this form and payment to the monthly meeting or mail it to the address shown below.

Mail to:  
Simsbury Camera Club  
P.O. Box 321  
Simsbury, CT 06070