

BAM | COLLECTORS FORUM

GUIDELINES FOR BOISE ART MUSEUM COLLECTORS FORUM MEMBERSHIP GROUP

History

Collectors Forum became a membership group of the Boise Art Museum in 1990 under the direction of Dennis O'Leary, Executive Director, and art collectors Dee Fery and Glenn Janss. Since that time Collectors Forum members have made possible the purchase of numerous significant works of art for the Museum's Permanent Collection. Collectors Forum is a treasured and premiere membership group within the Boise Art Museum. Collectors Forum members join to support BAM and to learn about art in a vibrant social setting.

Name

Collectors Forum is a membership group that assists the Boise Art Museum in the acquisition of Northwest art for the development of its Permanent Collection. In order to help the BAM Collectors Forum members obtain this objective, the Museum also offers informative and educational programs, an annual travel opportunity and social events to Collectors Forum members within the budget established by the Collectors Forum membership dues and through the assistance of the Collectors Forum leadership committee and volunteers.

Membership

Any person may become a member of Collectors Forum upon paying the annual dues established by the Boise Art Museum. Each Collectors Forum membership, whether comprised of a minimum of a single person or a maximum of a two person household, is entitled to two votes on each matter submitted by the Boise Art Museum to the membership for vote.

Dues

Dues are assessed to each membership on an annual basis at the level defined by the Boise Art Museum.

Leadership

A leadership committee comprised of members of Collectors Forum meets to discuss and plan Collectors Forum activities including acquisitions, travel, education programs and social events. The committee includes Collectors Forum Chair, Acquisitions Chair, Budget Chair, Events Chair, Trip Visioning Chair, Welcome Chair and any others deemed necessary by the Museum. The committee chairs are invited to serve by the Collectors Forum Chair and the Executive Director of the Boise Art Museum. The committee is announced at the annual gathering of Collectors Forum members.

Duties

The duties of the committee are as follows:

The Collectors Forum leadership committee convenes to assist the Boise Art Museum in the delivery of programs offered by the Boise Art Museum as Collectors Forum membership benefits. The Collectors Forum leadership committee meets as needed every other month from September - April for the purpose of discussing the Collectors Forum activities for the year relating to events, programs, travel and acquisitions. Collectors Forum leadership committee meetings last approximately one hour. Leadership committee chairs are encouraged to solicit support from other Collectors Forum members in carrying out their responsibilities between meetings when appropriate.

1) Chair

The chair of the Collectors Forum leadership committee is responsible for assuring that communications flow well to and from the members of Collectors Forum and for generally overseeing the activities of the Collectors Forum membership group. The chair is the ultimate ambassador of the Museum to the Collectors Forum members and encourages the support and advocacy of BAM among Collectors Forum members. The Chair also collaborates with the BAM Curator of Education in the communication of regularly scheduled educational programs for the Collectors Forum membership. The Chair and BAM Executive Director work together to periodically request from among the current membership the names and contacts for potential new members for the Museum to invite into the Collectors Forum membership group. The Chair invites and establishes the Collectors Forum leadership committee for the upcoming year. The Collectors Forum Chair holds a position on the BAM Board of Trustees.

2) Welcome Chair

The welcome chair is responsible for monitoring the membership reports of Collectors Forum provided by the BAM Membership Coordinator and assuring that new members are made to feel included and welcomed by personally inviting new members to upcoming CF events and programs, welcoming them at events and extending introductions to other CF members. The welcome chair serves as a liaison between the Boise Art Museum and the Collectors Forum members and encourages the support and advocacy of BAM among Collectors Forum members. The welcome chair must have access to facilitate email communications with BAM staff and CF members.

3) Trip Visioning Chair

The trip visioning chair is responsible for soliciting and sharing ideas for the Collectors Forum trips to place the necessary organizational structure in place with BAM staff and outside consultants for annual Collectors Forum membership trip(s), components of which have connections to the collecting mission of the Museum, upcoming BAM exhibitions and the educational focus of CF. The trip visioning chair ideally works several years in advance to place trips on the calendar. The trip visioning chair serves as a liaison between BAM and the CF members and encourages the support and advocacy of BAM among CF members.

4) Acquisitions Chair

The acquisitions chair is responsible for working with the BAM Curator of Art to establish and communicate the acquisitions process most conducive to organizational and committee efficiency and professional best practices as well as an enjoyable and educational experience for the Acquisitions Committee and the Collectors Forum membership. The Acquisitions Chair facilitates the acquisitions committee meetings in collaboration with the BAM Curator of Art and BAM staff. The acquisitions chair serves as a liaison between BAM and the CF members and encourages the support and advocacy of BAM among CF members.

5) Budget Chair

The budget chair is responsible for communicating the budgetary information for Collectors Forum acquisitions, operations and programs to the leadership committee. The budget chair is responsible for obtaining the financial information from the BAM Financial Manager and membership information from the Membership Coordinator. The budget chair also reports the budget information to the full membership as requested. The budget chair serves as a liaison between BAM and the CF members and encourages the support and advocacy of BAM among CF members.

6) Events Chair

The events chair is responsible for working within the Collectors Forum budget and in concert with the BAM Events and Facilities Use Coordinator to organize and implement social events for Collectors Forum members including the holiday party and annual meeting. This includes making arrangements with caterers, decorators and musicians when appropriate. The events chair is also responsible for working with the BAM Curator of Education, BAM Events and Facilities Use Coordinator and the Collectors Forum Chair to organize the social events that accompany any Collectors Forum educational programs. The events chair serves as a liaison between BAM and the CF members and encourages the support and advocacy of BAM among CF members.

Annual Gathering

A gathering of the members to celebrate the achievements and acquisitions of the fiscal year occurs annually. The date and time is set by the leadership committee in collaboration with Boise Art Museum staff and invitations are sent to all Collectors Forum members.

Voting

Any action required or permitted may be taken without a meeting when the membership is polled by the Boise Art Museum with an opportunity to vote. Such vote may take place in writing or by email. A simple majority of those who vote or are in attendance constitutes approval.

Records

Boise Art Museum keeps correct and complete records and accounts and meeting notes associated with proceedings of Collectors Forum members and Collectors Forum committees.

Membership Records

Boise Art Museum keeps membership records as required by standard best practices.

Financial Records

Boise Art Museum maintains the budgets and records of accounts including expenditures and revenues. Collectors Forum funds are restricted for Collectors Forum activities and are accounted for separately although for audit, tax and institutional purposes are not considered separate from the Boise Art Museum. Audited financial statements are included as part of the audit of the Boise Art Museum.

Collectors Forum Acquisitions

1. Collectors Forum selects art to assist the Boise Art Museum in the acquisition of Northwest art for the development of its permanent collection. The art to be selected must fall within the approved areas for the Boise Art Museum's Permanent Collection, as established by the BAM Board of Trustees as the governing authority of the Museum.
2. Collectors Forum Art Acquisitions Committee consists of members of Collectors Forum, and, as non-voting members, the Museum Executive Director and curatorial staff.
3. The Museum Executive Director and the curatorial staff present artworks to the Collectors Forum Acquisitions Committee. In addition, the Museum exhibition schedule is reviewed to determine potential opportunities for acquisitions. Any Collectors Forum member may submit acquisition proposals to BAM staff for inclusion in the consideration process when the artworks are appropriate to the Museum's collecting mission.
4. Artworks are purchased with available Collectors Forum funds. Funds unexpended are carried over to subsequent purchases. Acquisition funds can be increased through donations and from other sources.
5. To enable Collectors Forum to take the best advantage of newly available artworks, the Acquisitions Committee Chair schedules a series of meetings during the year to review potential opportunities for new acquisitions. In addition to providing a framework for proposing acquisitions, the series of meetings provides Collectors Forum members with a vehicle to increase understanding and appreciation of new artwork and emerging, mid-career and established artists whose works fit within the approved areas of the Boise Art Museum's Permanent Collection.
6. The procedures for possible purchase are:
 - a. When possible, the Executive Director and/or Curator and, if possible, a member or members of the Art Acquisitions Committee physically view the item(s) under consideration;
 - b. The Chair of the Art Acquisitions Committee calls a meeting of the committee to preview and learn about the item(s) under consideration and to vote on whether or not to forward the item(s) for recommendation to purchase to the full membership;
 - c. The Collectors Forum Acquisitions Committee presents their recommendations to the Collectors Forum membership for vote via mail and/or email. The following information is provided to all Collectors Forum members via mail and/or email:
 - I. Information about the artists(s) and artwork(s) along with images of the item(s);
 - II. Statement explaining the quality and relevance of the artwork(s) to BAM's Permanent Collection;
 - III. Budget report on the funds available for art purchase(s);
 - IV. Prices for the work(s) of art;

- V. Ballots to vote on the proposed purchase(s).
6. Collectors Forum members vote via mail or email. Each membership is entitled to two votes.
7. A simple majority of voters must vote yes to acquire the work(s).
8. During the annual gathering, the results of the vote are revealed and the selection of artwork(s) is celebrated. Artwork purchased by Collectors Forum throughout the year is displayed for viewing at the Collectors Forum annual gathering.
9. Unexpended funds are carried over to subsequent purchases.
10. All Collectors Forum purchases are appropriately credited in the object records and labels as "Purchased with funds provided by Collectors Forum Members, (year)."

CONSIDERATIONS FOR COLLECTING

NORTHWEST REGIONAL COLLECTION

The Northwest Collection includes works of art produced in the Northwest region of the United States, artists from the Northwest, artworks produced in the Northwest or themes relating to the Northwest. The "Northwest" is primarily a geographic designation with cultural connotations revealing something of a people's attitude towards themselves and their environment. Geographically, the Northwest region is bound by the Pacific Ocean to the west, passes over the Rocky Mountains and extends east to the Great Plains. Artworks are considered by artists from Idaho, Oregon, Washington, Montana, Utah, Nevada and Northern California. Images and issues relating to the Northwest have been a primary focus of collecting throughout the history of the Museum. The BAM collection contains artwork in a variety of mediums, including sculpture, paintings, drawings, prints, photography, video, ceramics, crafts and mixed media. A broad range of subject matter, from abstract to realist themes, is represented. Artists' interests include social, political, economic, environmental, aesthetic or personal concerns.

CONSIDERATIONS FOR MUSEUM COLLECTING

1. Appropriateness to and compatibility with BAM's collection - how does the artwork give context to other works in the collection?
2. Significance to community
3. Provenance
3. Condition and conservation requirements
4. Physical limitations: size, installation, framing, and transportation
5. Cost and availability

HISTORY OF NORTHWEST COLLECTION

- Reflect the best of the Northwest region in variety of media
- Includes contemporary and modernist Northwest art
- Focus on artists or themes relating to the NW
- Includes regionally, nationally or internationally recognized artists
- Goal is to develop distinctive identity of BAM collection
- Support artists who exhibit at BAM

KEY CONSIDERATIONS WHEN REVIEWING PROSPECTIVE INDIVIDUAL ARTISTS

- Provenance of work and resume of the artist
- Is work considered an important or minor work by the artist

- **Is work considered an early or late work in the artist's career**
- **Key indicators:**
- **Training and educational background of artist**
- **Exhibition history of artist and work of art**
- **Publications in which the artist or artwork is included**
- **Collections in which the artist's artwork is included**
- **Grant awards and Fellowships received by artist**

OTHER CONSIDERATIONS

- **What does the artist say about his/her work? (artist statement)**
- **Is the artwork risk taking or a new direction?**
- **What is the condition of the work of art?**
- **Is the offer a special opportunity?**

Collectors Forum Travel

The following section is a guide as a recommendation for those persons preparing and chairing a trip for the Collectors Forum members. BAM's Administrative Services and Membership Assistant provides significant administrative assistance for CF travel including taking RSVP's and tracking participants and payments, as well as providing follow-up reports.

a. Choose Travel destination with the help of the BAM Executive Director/staff person and suggestions from CF members. Try to find exhibitions, museum collections, private collections, galleries, artists to visit that relate to the BAM Collections and to the focus of Collectors Forum. Try to choose a travel destination where the BAM Executive Director/Staff or CF members have contacts that will help the group access private collections or special artist studios. Consider choosing a destination that coordinates with the BAM Docent trips. Review past travel destinations and the list of requests by members. Trips should include a balance of museum visits, studio visits, private collection visits and gallery visits. If there is to be a pre-trip-party for the purpose of education and distributing material about the trip, it should be paid for by the traveling members and budgeted for in the total trip cost. Pre-parties are at the discretion of the trip chair and done usually only if there is some special educational value (speakers, film, etc).

b. Choosing a Trip Vendor (Guide). When possible or necessary, a professional guide is contracted who knows the city and the art of the city you will visit. Sometimes art museums in the larger cities have a list of local guides or regional guides that can make all the hotel, bus, museum, gallery, and artist studio visit arrangements for a per-person fee. There are also art-focused travel companies that arrange trips in a variety of destinations.

Vendor costs may require some negotiation to keep the cost down, but cost should include cost of all group activities. The cost should include a nice hotel, a bus or other touring transportation, tips, taxes, some dinners (including wine), some lunches, all entrance fees to museums, events and exhibitions, any cocktail party held by a private party for the benefit of the CF group and any educational handouts for the trip. The price should include a formal welcoming dinner the first night and a special brunch at the end of the trip. At least one other dinner should be included in the cost. It is expected that the trip will include a

professional guide to stay with the group to explain the art and exhibitions and the sites (historical and architectural) around the city that is being visited. It is expected that the vendor cost will also include one complimentary place for the BAM Executive Director or other senior BAM staff person. The vendor contracts with BAM for the trip and requires a deposit and payment schedule. CF travelers sign required liability waivers prior to each trip.

c. Costs of the trip typically include:

Credit card fees related to travelers charging their trip
Total Vendor Fee (including one complimentary space)
Per person non-refundable contribution to Collectors Forum Acquisitions
Gifts when appropriate (usually bought at BAM Store)
Misc. administrative and unexpected costs (mailing, shortages, etc.)

If there are several evenings when no group dinners are included in the package, the Trip Chair may arrange dinner reservations for those CF travelers who would like to have group dinners arranged for them. The cost of these dinners is not included in the package.

d. Summary Report

If the expenses exceed the income for the trip the Trip Chair collects the extra money from those who traveled on the trip.

After the trip expenses have been reconciled, the Museum sends letters to the CF travelers advising them of their total charitable contribution to the BAM Collectors Forum Acquisitions Fund. Any funds in excess of the actual costs of the trip and the non-refundable donation to the BAM CF Acquisitions Fund as indicated in the travel materials are directed by the donors as to the contribution. Travelers may elect to have the excess refunded, may contribute the remainder to the BAM CF Acquisitions Fund, or may direct their funds to BAM in another manner.

Guidelines

These guidelines may be amended to reflect new processes with the approval of the Executive Director of the Boise Art Museum.