



**NEW MEMBER GUIDE**

Welcome and *THANK YOU* for joining the Minnesota Valley Photography Club (MVPC). The MVPC is one of the largest photography clubs in the area with 100+ members. This new member guide is intended to help you get acquainted with the club, and maybe answer some questions that you may have.

The goals of the Minnesota Valley Photography Club are to provide fellowship, continuing education, and the appreciation of the science, technique, and the art of photography.

The club was founded in 1984, and is made up of individuals representing all ages, backgrounds, interest and levels of experience. The common interest of these individuals is photography and a desire to expand their knowledge and skills.

The MVPC operates as a non-profit organization, with an elected board to oversee the day to day operations. The board members are volunteers that are nominated and voted upon by the general membership. The board members are not paid, however; there are expenses such as rent, website, membership in other photo organizations and general operating expenses. MVPC has an annual dues assessment to meet these needs. Currently the yearly dues are \$30.00 for an individual and \$40.00 for a family membership. For more information on the organization of the board see the section on **Board of Directors** for the positions and their responsibilities.

To further assist you in becoming acquainted with the club and becoming active in the activities and salons the club has established a Mentor Program. (see Mentor Program) One member who has volunteered for this program will be assigned to be your mentor if you so desire

**My Mentor is:**

*Name*

*Phone*

## **About this New Member Guide**

This guide or informational booklet is a work in progress. It is not intended to cover in detail all operations or functions of the MVPC, but to provide basic information to new members so they can start to participate in many of the club activities. As a new member it is sometimes hard to follow or understand what is happening or being discussed and often one feels left out. This booklet is intended to fill some of the gaps and to assist you to have the knowledge to ask questions. We value and welcome any input you may provide to improve upon or expand this guide. You may provide your thoughts through your mentor if you elected to have one or to any club officer.

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## Membership Meetings

The MVPC has 10 monthly general membership meetings per year. These meetings are held on the first Thursday of each month, September through June. There are no general membership meetings during the months of July and August. Each meeting has a social time, a short club business meeting and announcements, an educational or entertaining photography related program and salons (*see section on salons for more information*).

The general meeting is held at Eagan Community Center, Eagan, Minnesota 55121.

A typical regular membership meeting agenda is:

6:00 PM	Photo Sharing and Social Time
7:00 PM	Club Business and Announcements
7:15 PM	Program
8:00PM	Break
8:10 PM	Salons

The December meeting is a social event with a pot luck supper and some entertainment that may be a special salon, or a member or members showcasing some of their work, technique or project.

The June meeting, is another social event, usually a buffet or sit down dinner held at a restaurant. (There is a charge for the meal at this event that is not covered by the dues) In addition to the social time and enjoying some good food, this meeting is dedicated to presenting the end of the year awards for the salons (*see salons for more information*), and other awards that are determined by the board members of the club.

**The Board of Directors** meet the 2<sup>nd</sup> Wednesday of each month to conduct the business of the club. The board generally does not meet in June and July. Any member in good standing is welcome to attend. The time and place of these meetings will be published in the club calendar on the club's website.

**Focus Night**, is another meeting available to members. This meeting usually focuses on one area or photographic subject and varies from month to month. These meetings present a unique opportunity for members to explore other areas or broaden their knowledge of techniques, processes and other photographic skills. Focus Night is held the 3<sup>rd</sup> Thursday of each month. Time and place of Focus Night will be announced and published on the club calendar on the club's website.

**Field Trips or Outings** are planned throughout the year. These trips vary from a few hours to weekend long outings. The outings are varied and provide members the opportunity to socialize and learn photographic techniques from each other.

Check out the club's calendar on the website for further details on specific meetings, Focus Nights and activities.

<http://minnesotavalleyphotoclub.org/live/>

## **Board of Directors**

The Board of Directors, here-in referred to as “**The Board**”, is responsible for operation and the day to day activities of the MVPC. The board is elected by the general membership in the month of May. (This being the last regular meeting of the season.) Every member in good standing is eligible to be nominated, be elected to a board position and to vote. Members of the board, being volunteers are not paid in any manner.

The board is made up of the following positions, with a brief description of the duties the position is responsible for.

<b>President</b>	Presides over the general membership meetings, board meetings and generally is responsible for the operation of the MVPC.
<b>Vice President</b>	Assists the president and assumes the presidential role in the absence of the president.
<b>Past President</b>	Previous year president, has no responsibilities except to provide guidance and continuity of operations to the new board.
<b>Secretary</b>	Responsible for recording and maintaining a record of the board meetings.
<b>Treasurer</b>	Responsible for collecting dues, paying the accounts due and establishing a budget for future expenditures. Responsible for maintaining the information of members, including membership numbers and contact information as well as the email distribution lists.

## Committees

The tasks and functions of the committees listed below may be performed by a single individual or a group of people working together.

<b>Salon</b>	Responsible to find judges for the salons, collect salon entries, verify entries, forward /receive entries to/from the judges. Maintain a record of entries and scores for each salon. Maintain the Salon Rules and Salon FAQ. Details of the tasks performed by the Salon Committee are available in the Salon Process Guide.
<b>Programs</b>	Responsible for identifying and obtaining individuals to present a short program at the general membership meetings.
<b>Facilities Chair</b>	Responsible for locating and obtaining space/facilities for the various meetings and the June banquet.
<b>Focus Night</b>	Responsible for establishing the monthly "Focus Night" programs.
<b>Mentor Program</b>	Responsible for recruiting and assigning mentors to new members.
<b>Activities</b>	Responsible for establishing, promoting, and organizing field trips or activities that are not part of the regular MVPC meetings.
<b>Historian</b>	Responsible for maintaining an ongoing history of the club.
<b>Exhibits</b>	Responsible for locating space for members to display their work, and changing out or rotating the prints currently on display at the various establishments.
<b>N4C Digital</b>	Responsible to collect and enter digital entries in the various N4C competitions.
<b>N4C Prints</b>	Position is currently not used, as the club is only entering the N4C Digital Salons
<b>TCACCC Representative</b>	Represents the MVPC at TCACCC monthly meetings and keeps the MVPC members informed of TCACCC activities and opportunities.
<b>PSA Representative</b>	Responsible for keeping MVPC Members informed of opportunities and programs available through the PSA.
<b>Webmaster</b>	Responsible for updating and maintaining the web site.

Other Special Interest Committee Chairs may be assigned as needed.

***As you become familiar with the club, we encourage you to become active on one of the committees and seek a leadership role.***

## **Mentor Program**

Thank you for participating in the Minnesota Valley Photography Club's Mentor Connection program. Webster's New World Dictionary defines mentor as "a person looked upon for wise advice and guidance." We hope that by fostering connections between club members we can improve the experience of our new club members by giving them a welcoming and familiar face to whom they can turn for questions and advice.

Mentoring is about listening without negative judgment and questioning with respect. Remember to enjoy your mentoring relationship and to keep an open mind.

### **Expectations of the Mentor**

- Mentor is responsible to reach out and initiate contact with mentee on a regular basis. Consider yourself an ambassador for the club.
- Contact the mentee and introduce yourself within 3 days of receiving notice of the match.
- **Call mentee a few days ahead of club meetings** to remind them of the meeting and to ask if they have any questions. Communicate with mentee between meetings as appropriate.
- **Seek out your mentee at every club meeting** to say "hello" and ask about their recent photography adventures and/or ask whether they have any questions.
- Listen to the needs and expectations of your mentee and inquire as to their photographic interests and background.
- Be committed to serve as a resource to the mentee.
- You are not expected to know the answer to every question which they ask, but perhaps you can **personally introduce them** to someone else who can help, and we highly encourage you to do so when appropriate.
- Encourage your mentee to explore new areas of photography, and local club, TCACCC and N4C offerings.
- Follow up on commitments made to the mentee.
- Contact the mentee in a timely manner if you are unable to attend scheduled appointments.
- Contact the Mentor Coordinator if there is a concern with the mentor relationship.

### **Expectations of the Mentee**

- Respond promptly to messages and/or email left by your mentor.
- Discuss your goals, ideas and activities with your mentor.
- Discuss your photography interests, activities and experiences with your mentor.
- Be receptive to suggestions and feedback.
- Contact mentor in a timely manner if unable to attend scheduled appointments.
- Realize that having a mentor is a privilege and work hard to take advantage of the opportunity.
- Contact the Mentor Coordinator if there is a concern with the mentor relationship.

### **Mutual Expectations of the Mentor and Mentee**

- Respect confidences and trust each other.
- Discover common ground and respect your differences.
- Be yourself and be flexible.
- Acknowledge/celebrate accomplishments.



- Be a good listener.
- Be available – talk 1-2 times per month.
- Take advantage of the program to make new acquaintances and connections with members of the club.

**What a mentor is not**

- A mentor is not your own personal expert or instructor in photography.
- A mentor is not expected to have all of the answers.
- A mentor is not expected to be a “photo buddy” and go on field trips or activities with the mentee, although if both individuals are interested, this is certainly an option.

New members and mentors are expected to honor their commitment and maintain regular contact. Participants who fail to do so may be dropped from the program.

The normal term of a mentor connection relationship lasts twelve calendar months. After this, the people involved are free to go their own way, or to continue their mutual association and friendship on their own if they desire.

Either party can terminate the mentor relationship at any time, or request reassignment, by informing the Mentor Coordinator. One should not expect every connection to work out; there are always personality differences, life situation changes, etc., and the Mentor Coordinator will attempt to work with the individuals to find suitable matches.

There is a wealth of knowledge and experience within the MVPC, if one only knows who to ask. Have fun, and get to know your fellow club members!

## Salons

**Definition:** A salon is an opportunity for club members to exhibit and display their photos as works of art to fellow club members.

The MVPC, and other like clubs, have salons that have evolved to become competitive, where individual works are graded, critiqued and matched against other individual works. Each month the MVPC has salons at each general membership meeting. Eight salons are held per year, four print salons and four digital image salons. The eight salons will alternate between prints and digital images. No salon, unless a special salon is called, is scheduled for December.

The salon photographs are given to a judge a couple weeks prior to the meeting. The judge assigns each photograph a score from 1 to 15. These scores are accumulated throughout the year for determination of year end awards. A key part of each meeting is the critique of the photographs by the judge. This is a major way in which club members learn how to improve their photography.

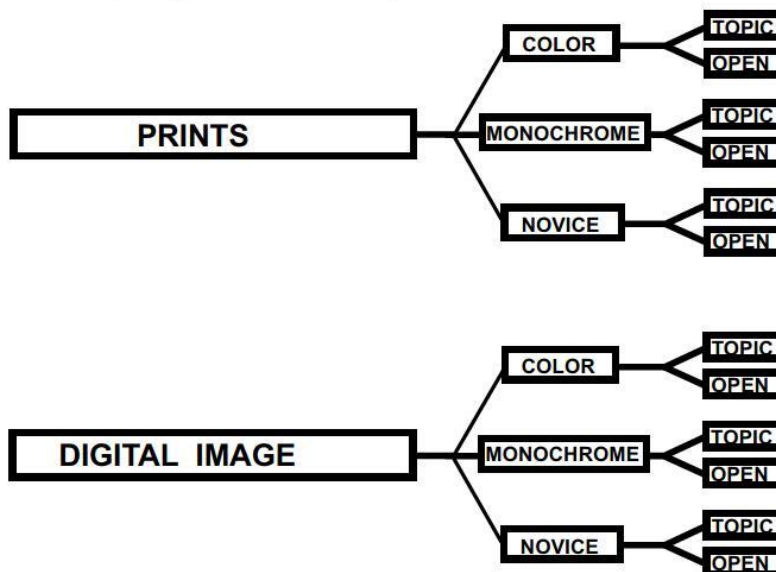
Each media, Prints and Digital Images, is further broken down into three salons: Color, Monochrome, and Novice.

Each of these salons are further broken down into two salons: Topic and Open.

**TOPIC SALON-** Each year the general membership is provided the opportunity to help select the next year's topics. The Salon Committee and the Board members then take the input of the members and select the topic, the month and the media (print or digital) they will take place in. Generally the Topic will have a specific definition of the subject to be photographed or technique to be utilized.

**OPEN SALON -** This is an anything goes, a place to try different techniques or do something different. It does NOT have to meet any special requirements except the print and mounting sizes indicated in the requirements summary.

Each of these six monthly salons are judged and critiqued independently. The following flow chart may help in understanding the salons.



## **To Enter a Salon:**

**Entries are due, unless otherwise indicated, at the General Membership meeting the month PRIOR to the salon for which the entry/entries are intended.**

**The Novice Salons** are our attempt to reduce the intimidation factor of competition by prohibiting more experienced photographers from entering the Novice Salons.

**The complete and official rules are available on the club's web site.** The summary provided below is a quick reference for new members.

### **Summary of Requirements:**

#### **Prints –**

- 1) All prints must be securely mounted to a rigid backing.
- 2) A mat on the front of the print is optional.
- 3) To protect your print from damage, it may optionally be placed in an appropriately sized plastic sleeve.
- 4) There is no minimum print size, however, prints cannot exceed 16 x20 inches and must meet the requirements of #5
- 5) Prints entered in the Color and Monochrome salons are limited to a mounted size of between 8 x 10 inches to 16 x 20 inches.
- 6) Prints entered in the Novice salons are limited to:
  - A. Print size cannot exceed 8 x 12 inches (96 sq inches), there is no minimum size but must meet the requirements of B).
  - B. Novice salons are limited to a mounted size of 8 x 10 inches or 11 x 14 inches.
- 7) Prints must be accompanied by a digital copy of the print.

#### **Digital Images –**

1. File format of the images must be JPEG.
2. Image size is not to exceed 1920pixels on the horizontal side and 1080 pixels on the vertical side.
3. There is no limit on file size.

If you have questions or are unsure how to make sure you have the correct pixel or file size, see the tutorial on sizing or consult with your mentor.

## **Additional Information**

This section lists helpful information that is available in the Salon section of the club web site:

<http://minnesotavalleyphotoclub.org/live/salon-information/>

1. **Resizing an Image:** A step by step process to resize your digital images, using Photoshop or other programs, to meet the requirements for Digital Image Salons.
2. **Salon Rules:** A complete description of the rules for participating in MVPC Salons.
3. **Salon FAQ:** Answers many questions about MVPC salons. Especially helpful is information for those club members using Apple Macintosh computers.

## **Facebook**

MVPC maintains a group on Facebook. Members can access this group as “Minnesota Valley Photo Club” on Facebook. This is a private group, i.e. it is only available to club members. Club members use it to ask questions about various topics of photography; alert members to photo opportunities; and in general to keep in touch with fellow club members.

## **City of Eagan Partnership**

MVPC and the City of Eagan agree to enter into a volunteer photography partnership through the Eagan Parks & Recreation Department as contracted photographers for City of Eagan special events, programs and facilities in order to build a photo stock for use in City of Eagan publicity.

In return, the City of Eagan provides a meeting space at the Eagan Community Center for once a month Focus Nights learning sessions. This includes audio visual supplies including projector, screen, microphone/speakers, tables, chairs, podium and additional standard meeting equipment.

MVPC encourages all club members, including new members, to participate in this program. The photographer owns the images taken and the images may be used in the salons. See the club’s website for more details.

<http://minnesotavalleyphotoclub.org/live/city-of-eagan/>

MVPC is a member of the following organizations:



Spring Break each year	Iowa Camp-In Mini Convention	An international Photographic Society of which MVPC is a member. This entitles our members to enter into club competition 4 rounds a yr.
Interclub Competition each year	Annual Convention each Fall	Individuals may join in order to further their photo expertise and gain international recognition
Individual competition	Monthly Digital Contests	Annual Week-long Conference
Club competition	Annual Photo Essay, Panorama and Website competition	Annual Website competition for clubs

## **Definitions :**

Photography like most organizations or groups has a language that is unique to that following. There are some abbreviations that may mean something to one group and another thing to another entity. In this section an attempt is made to provide you with some of the most common terms or abbreviations that you may come across. This list is not intended to be complete, but has many of the most commonly used terms and a simplified definition as it pertains to photography.

Aperture	A device that controls the amount of light admitted through an opening. In photography and digital photography, aperture is the unit of measurement that defines the size of the opening in the lens that can be adjusted to control the amount of light reaching the film or digital sensor. The size of the aperture is measured in F-stops.
Burn	A post processing method of darkening an area of the image
Depth of Field	How much of the image is in focus
Dodge	A post processing method of making an area of the image lighter
DSLR	Digital Single Lens Reflex Camera – see SLR
Filter	An attachment to the lens that can enhance the color or quality of light going through the lens. Can also be used in post processing for the same purpose.
Focal length	Indicates the magnification and angle-of-view of a lens. The human eye sees things roughly the same as a 43mm focal length of a lens for a 35mm camera.
Focus	To render (an object or image) in clear outline or sharp detail by adjustment of one's vision or an optical device.
HDR	High Dynamic Range imaging (HDRI or just HDR) is a set of techniques that allow a greater dynamic range of luminance between the lightest and darkest areas of an image than standard digital imaging techniques or photographic methods.
ISO	ISO measures the sensitivity of the image sensor. The same principles apply as in film photography – the lower the number the less sensitive your camera is to light and the finer the grain. Higher ISO settings are generally used in darker situations to get faster shutter speeds
Kilo-byte	A thousand bytes of data, expressed as Kb
Lens	A transparent optical device used to converge or diverge transmitted light and to form images.
Light-room	A commercial post processing and management software program
Macro	The classical definition is that the image projected on the "film plane" (i.e., film or a digital sensor) is close to the same size as the subject.
Mat	A trim used around the front of the print
Mega-byte	A million bytes of data, expressed as Mb
Mining	A term used in this club that indicates an individual is searching through their old photographs.
N4C	North Central Council of Camera Clubs
Over Exposed	A condition when too much light hits the sensor or film which results in a light picture.
Photoshop	A commercial program for editing digital images
Pixel	(PIX [picture] Element) Generally, the smallest addressable unit on a display

screen or bitmapped image. Screens are rated by their number of horizontal and vertical pixels; for example, 1024x768 means 1024 pixels are displayed in each row, and there are 768 rows (lines). Likewise, bitmapped images are sized in pixels: a 350x250 image has 350 pixels across and 250 down.

Post processing	Any processing (editing) done outside of the camera
PSA	Photography Society of America
Sensor	The element of a digital camera that captures the light to produce an image
Sharpened	A post processing technique used to sharpen the edges within an image
Shutter speed	The shutter speed is the unit of measurement which determines how long shutter remains open as the picture is taken.
SLR	Single Lens Reflex – a type of camera where the viewing and focusing are done through the lens
Strobe	An electronic flash used to illuminate the subject of a photograph
TCACCC	Twin Cities Area Council of Camera Clubs
Tripod	A device to hold the camera to keep it solid and stable.
Under Exposed	A condition when not enough light hits the sensor or film which results in a dark picture.
IS/VR	Image Stabilization/Vibration Reduction – technology built into some camera bodies and/or lenses to increase the sharpness of a photo by compensating for the inherent lack of stability when hand holding a camera
Zoom	Generally refers to a multi-focal length lens.
Monochrome	An image composed of varying brightness levels of a single color, generally black and shades of grey but not necessarily so
Spot color	A single color
Softened	A technique when the image or subject is slightly blurred, mostly used in portraits.