



STANDARD OPERATING PROCEDURES

2022

DRAFT 8/1/2022

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INTRODUCTION

The Standard Operating Procedures (SOP) of the American Society of Photographers (ASP) is created to assist all Officers, Board of Governor Members, Committee Chairpersons and the general membership to understand and function efficiently and within the parameters of the ASP Constitution, By-Laws, and Standing Rules.

Each Officer, Board Member, Committee Chair and the Executive Director will have access to the SOP Manual and should become familiar with the basic content and function of this manual. It should serve as a procedural reference for any committee or assist in answering questions a member volunteering might have about a given positions responsibilities.

ASP was established in 1937 to promote high professional, artistic standards in photography and to further the professional interests of its membership. The Society provides the tools and educational opportunities for its members to achieve their business and artistic goals. It is committed to an ongoing exchange of information and experience between all members in an open and friendly atmosphere.

The purposes, for which the Society is formed, as stated in its Constitution are as follows:

- A. To promote education, foster fellowship and perpetuate the ideals of photography as a science and an art.
- B. To recognize and honor the qualitative achievements of its members through awards as defined in the by-laws
- C. To recognize photographic achievements of its members.
- D. To encourage the highest standards of practice and principles.
- E. To meet, share experiences and exchange ideas to benefit not only its members, but their clients and the industry.
- F. ASP does not contemplate pecuniary gain or profit to its members and is organized for nonprofit purposes.

Important note: *This document in many instances conveys the intent that accountability for specified responsibilities lies with certain positions, but it is not necessarily that position that carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, general members or others including experts retained for a specific purpose. The specified purpose may be carried out by another party, but the accountability for the specific task remains with the original responsible entity. (e.g. the secretary may delegate someone to take minutes, but is ultimately responsible for the production, accuracy and proper distribution of the minutes.)*

RUNNING A BOARD OF GOVERNORS

ESTABLISHING A BOARD OF GOVERNORS

The process on nominating and election of officers is defined in Article II of the ASP Bylaws. While ASP does not automatically have board members “climb the ladder,” per the Bylaws, the nominations for the positions of president-elect, vice president, secretary/treasurer shall come from the current Board of Governors. The purpose of this process is to provide an environment that prepares members to successfully take on increased responsibilities.

A SUCCESSFUL BOARD

In order for a board to be successful it needs to put the needs of the Society first and foremost, with no private agenda of any individual board member.

It is a very heavy responsibility to be on the board. It involves the expenditure of thousands of membership dollars and the responsibility for the corporation's assets.

A major factor that makes the job tough is that board members rarely come to the job well prepared to govern. Board members come to the job with the best intentions, but good intentions are not enough. Humans are not born with the knowledge and ability to be good board members. Board skills are acquired and must be learned and regularly updated. The Board's prime requirement is to govern the Society. They will plan, monitor issues like finances and services, evaluate the progress of the organization and many other things to keep the corporation viable and moving.

They have to become part of the board team and keep that team functioning at optimum level. Board members need to do a good job of building and maintaining skills of teamwork and good "boardmanship," without that they will not be able to accomplish the first task - governing the corporation well.

INSTRUCTIONS TO BOARD OF DIRECTORS

The March meeting (the first meeting of the fiscal year) shall be a joint old board/new board meeting, with the outgoing President calling for any final committee reports, and after disposing of any business at hand will turn over the meeting to the new President. At this meeting the Executive Director presents to the new board what their duties are and how they need to govern.

The board is instructed by the Executive Director that they exist to make policy and no one person on the board can make decisions unilaterally, not even the president. It is a board majority decision. Board members need to be unified in their final decision and if a board member votes against the decision they MUST support the decision completely and not discuss the process with non-board members.

The day to day running of the Society is conducted by the Executive Director at the board's direction. Any staff the Executive Director has is the responsibility of the Executive Director and no board director should conduct any business through the staff. Should there be a problem with a staff member the Executive Director should be notified and the Executive Director will deal with any situations that might arise.

The Executive Director and staff do not make policy; they enforce the board's instructions. The board is informed that only instructions that come from the board will be applicable. Any other request from a committee chair or member will be referred to the board for their instructions. Board members should make themselves cognizant of the corporation's bylaws and standing rules, know the history of the association and get to know each of the other board members. They must read any material

given to them before the board meeting and gather any advice, research or recommendations beforehand so that informed decisions can be made. The board meeting is not the place to start to read the information. Team building begins by knowing the teammates. Governance cannot happen without team effort.

The board should know how to compile a budget and how to read financial statements, and to make sure the budget is being adhered to. Members who do not know how to read financials cannot provide good fiscal advice.

Board meetings are not for socializing but for conducting business. After a board meeting any differences of opinion should be left at the table and not carried as a grudge

Productive, businesslike board meetings are not an accident. They are well designed. Board meetings should have an agenda and discussion should ensue following a motion. Discussion without motions is wasted time.

The Executive Administrator is not a board member but is part of the board team. There must be a high level of trust between those who govern and the person who has been chosen to manage. The board needs to learn where to go for answers to questions.

Learning the job of "boardmanship" is a never-ending task. Ongoing development activities should be part of the plan for every board and every board member. They should attend state and national conferences; take part in board workshops, read pertinent literature.

The governance of the organization demands the best job they can do. If they can't offer that, they should let someone else have the seat at the table. Board members volunteered for the position and were elected by the members. They have a moral and fiducially responsibility to the membership to govern the association in the best possible way.

Committees appointed by the board should give recommendations to the board as requested and the board should take those recommendations and act on them. A committee is an extension of the board, but has no governing power. It is the responsibility of the board to act on the committee's recommendations. Board members should oversee the committees but not dictate to them.

AVOIDING PROBLEMS AND CONFLICTS

- What not to do:
 - Talk too much and listen too little.
 - Publicly criticize a board decision you did not support.
 - Ignore advice from fellow board members.
 - Show you have all the answers for every issue.
 - Refuse to change your mind on any issue, no matter what the evidence.
 - Refuse to compromise.
 - Leak information from a closed board session.
 - Fail to prepare for the board meeting.
 - Ridicule board decisions made before you came on the board.

("Running a Board of Governors" is based upon a document created by Roger Daines, who at the time was Executive Director of the Professional Photographers of California. Used and modified with his permission.)

ROLE OF THE BOARD

The Board has the responsibilities for managing the affairs of the Society, its direction, program priorities, resource allocations and both financial performance and planning. The ultimate responsibility for the Society's programs, activities, and fiscal integrity rests with the Board of Governors. The Board sets the leadership tone for the industry/profession by:

- Planning the future direction of the Society; Ensuring that the needs of the membership are met;
- Evaluating and approving the programs, priorities and activities of the Society;
- Establishing the policies to guide the conduct of the Society;
- Selecting the executive director and monitoring his/her performance;
- Setting financial benchmarks and monitoring for achievement; and,
- upholding the Bylaws of the Society.

The Board as a whole performs these responsibilities. The relationships among the Board, the President and executive director are critically important. There must be mutual respect and trust, and the lines between the authority of the Board and individual Board members must be clearly defined and adhered to.

The Board of Governors is the visionary body for the Society. It is their responsibility to understand the practice of case management, evaluate the needs of the membership, consider the resources of the Society and develop the Long Range Plan and the strategy to implement the plan.

Members of the Board of Governors not fulfilling their responsibilities may be subject to removal per Section IX of the ASP Constitution.

Futuring (5-7 Years)

Long range planning is one of the most important responsibilities of the Board of Governors. It provides the road map for the Society and provides for continuity as the Executive Committee and Board of Governors change annually. It is the responsibility of the Board of Governors to review the long-range plan on an annual basis to make sure that the action items are still pertinent to the Society as well as adding items for future consideration.

Strategic Planning (3-5 Years):

Strategic planning is the process of reviewing the long-range plan, evaluating the environment and strategizing for the position of the Society in the context industry changes. Timelines are established and responsible persons assigned to the tasks. The strategies for implementation of the long-range plan as well as a review of current issues are both parts of the process of strategic planning.

Tactical Planning (1-3 Years):

Oversight:

The Board of Governors' oversight role is in two areas:

- a. **Budgetary Oversight**

The Board of Governors is the body that reviews and approves the budget as developed by the Treasurer, Executive Director and Budget Committee.

b. Administrative Oversight

The administrative oversight function is performed in the format of an annual evaluation of the Executive Director. Input is obtained from the Board of Governors and Committee Chairs. As the Executive Director reports to the President of the Society, it is the President's responsibility to perform that evaluation process.

Policy Development:

Another primary function of the Board of Governors is to provide the framework in which the Society is to function. This policy development process is vital to the consistent functioning of the Society. Typically, committees or the executive director will bring recommended policy changes to the attention of the Board for evaluation and approval. The Board of Governors meeting is not the time for policy development. If significant discussion arises from a suggested policy, the issue will be returned to the committee level for further evaluation, research and additional recommendation. The Board of Governors is responsible to make sure that the policy is in keeping with the Society's mission, vision and objectives, as well as within the financial resources of the Society.

Society Advocate:

The Board of Governors is responsible to be an advocate for the Society. This means being supportive of the Society and the Society's policies at all times. There may be times when a member of the Board of Governors is personally in disagreement with one or more of the Society's policies. It is the responsibility of that member to be completely supportive of the Society including those policies in which they may be in disagreement. Care must be taken when advocating on behalf of the Society. Personal opinions may be viewed as Society policies and any Board of Governors member must be careful what opinions are stated regarding the Society. The Board of Governors of ASP is the leaders of the case management practice arena and should be advocating for the practice as well as the professional society. There are also legal implications to functioning outside of those policies.

Any Media Exposure must be handled carefully. It is suggested that any articles in which you are interviewed be reviewed prior to publishing. The President is the official spokesperson of the Society. Anytime a presentation is given on behalf of ASP, the President should be informed. This allows for a coordinated effort of publicity. The Executive Director or Marketing Chair can provide assistance in this matter.

RESPONSIBILITIES OF EXECUTIVE COMMITTEE

The Executive Committee is outlined in the ASP Constitution and is made up of the President, President-elect, Vice President, Secretary/Treasurer, and Chairman of the Board. The terms of the Executive Committee are detailed in Section VII of the Constitution.

The Executive Committee is responsible for providing leadership to the Governors and to act on issues between meetings of the full Board of Governors. As the executive committee of the Board of Governors, it is responsible to conduct research on issues that affect the Board, thoroughly discuss the ramifications of the issues to the Society and bring recommendations to the Board of Governors. The Executive Committee may meet prior to each Board of Governors Meeting.

The committee members are responsible to have reviewed the agenda, complete any necessary research and come to the meeting prepared to discuss the issues and the ramifications to the Society. As with any other committee, the Executive Committee brings its issues before the full Board with a recommendation to be voted upon.

The Executive Committee may meet between Board Meetings at the direction of the President. The Board of Governors must ratify all actions taken by the Executive Committee that are not specifically granted them by the Bylaws.

DESCRIPTIONS OF BOARD MEMBERS

PRESIDENT

The President is elected by the Board of Directors and shall be the Chief Elected Officer of the Society and serve as Chair of both the Board of Governors and Executive Committee. The President shall serve as a non- voting ex-officio member of all committees, standing or otherwise. The President serves as a voting member on those committees to which he/she is appointed a full member with voting privileges. He/She shall make all required appointments to Presidential Committees.

The President shall exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership, and influence the establishment of goals and objectives for the organization during the term of office. He/She shall act as spokesperson and inspirational leader, and shall work in partnership with the Executive Director.

Duties, Responsibility and Authority:

1. The major duties of the President are as outlined in section VIII of the ASP Constitution.
2. Presides at and attends all meetings of the members, Board of Governors and Executive Committee. Coordinates agenda material with the Executive Director.
3. In concert with the Executive Director, sees that the Board of Governors, Executive Committee, and officers are kept fully informed on the conditions and operations of the Society.
4. Works with the Executive Director to see that basic policies and programs designed to further the goals and objectives of the Society are planned, formulated, presented to the Board of Governors, and executed following Board approval.
5. Appoints the chairs and members of Presidential Committees, outlines the purpose and duties of these committees, and monitors progress.
6. Supports and defends policies and programs adopted by the membership, Board of Governors and Executive Committee.
7. Promotes interest and active participation in the Society on the part of the membership and reports activities of the Board and the Society to members by means of letters, publications, emails, social media or speeches.
8. With the Executive Director, acts as a spokesperson for the Society to the press, the public, legislative bodies, and related organizations.
9. Presents an annual report at the annual membership meeting on the State of the

Society.

10. Exercises general supervision over the work and activities of the Board, Executive Committee and other committees.
11. In cooperation with the Executive Director, sees that all orders and resolutions of the Board of Governors are carried into effect.
12. Assumes a key role in the orientation and transition of the President-elect to the duties of the President.

Relationships:

13. Responsible to the Board of Governors and to the membership for seeing that the programs and policies of the Society reflect the needs and aspirations of the membership.
14. Consults and advises with the Executive Director on all matters pertaining to Society policies, programs and finances.

ON TAKING OFFICE – Confirm, update and secure the following important items:

1. Important Forms
 - a. Confirm secure original copy of IRS Letter of Determination 501 (c)(6) and original Official Seal of Articles of Incorporation -- Make backup copies and distribute to Treasurer and 1st Vice President for safekeeping.
2. Seal
 - a. Confirm and secure the official seal of ASP.
3. Mallet
 - a. Confirm and secure the official mallet of ASP. This mallet will be presented to the incoming president at the installation.
4. Constitution, Bylaws, and Standing Rules
 - a. Review and update.
 - b. Ensure all Board members have access to these documents
 - c. Ensure the original word digital documents are passed onto the incoming Secretary
5. IRS Form 990 (Online form E990)
 - a. Confirm with the treasurer/executive administrator the status of all the accounts.
 - b. Review status of IRS Form 990 and acknowledge with treasurer/executive administrator that it must be filed prior to 15th of the 3rd month of the new fiscal year (March).
6. SOP's
 - a. Ensure all officers / board / committee members have access to the SOP Manual. Have the SOPs updated if necessary by the outgoing members.
7. Budget
 - a. Plan budget with treasurer and chairman. Approve budget with new board. Copy approved budget and distribute to Board Members.
8. Committee Chairpersons

- a. Appoint all incoming Committee Chairs at March Board Meeting and ensure they have access to the SOP Manual.
9. Goals for Year
 - a. Establish yearly goals for upcoming presidential tenure. Present goals to the Board at March Board Meeting.
10. Affiliate Contacts www.ppa.com
 - a. Account Information / confirm and update contact info, addresses, emails and phone numbers.
 - b. Renewal Information / confirm renewal date when taking office and renew account if necessary.
11. Bank Accounts
 - a. Signature Card(s). Add your name and remove other members that are no longer authorized.
 - b. Account Information. Confirm and update contact info addresses, emails and phone numbers.
12. Website Account
 - a. Verify website hosting, URL registration, Zoom, and Youtube is up to date and that the critical information about these accounts, including passwords, are maintained by at least two members.
 - b. Account Information / confirm and update contact info, addresses, e-mails and phone numbers.
 - c. Renewal Information / confirm renewal date when taking office and renew account if necessary.

AGENDA

1. Set the agenda for the course you want the organization to take over the course of your year.

YEARLY CALENDAR

1. Working with our Annual Timeline, develop yearly calendar for planning and confirmation of meeting dates, programs, print competition and other activities. Distribute to all officers, board members, committee members and publish in newsletter/website.

BOARD MEETINGS

1. Conduct a board meeting every 1st Wednesday of the month. Meetings shall be held electronically or physically in a central location or rotated to make them available to guests, members, officers and board members.
 - a. The following items need to be covered in every meeting:
 - Call meeting to order.
 - Acknowledge guests and review individuals wanting to join.
 - Secretary's Report – Review and accepts prior months' of minutes.
 - Approve Consent Agenda. Items reserved for later discussion should be pulled prior to approval of the Consent Agenda
 - Approve the Treasurer Report for filing.
 - President's Reports - Review calendar and confirms responsibilities.
 - Reports pulled from the consent agenda.
 - Old Business

- New Business
- Close meeting.

MEETINGS/EVENTS

1. The requirements for member meetings is contained in Article I of the ASP Bylaws,
2. Provide meetings or events regularly throughout the year to provide opportunities for the general membership to interact with ASP and provide them with something of value for their membership.

COMMITTEE MEMBERS

1. Throughout the year you may need to create committees to handle events or jobs that need attention. Preferably, these jobs should be taken by members not doing any other job.
- 2.

NOMINATING COMMITTEE

1. A nominating committee needs to be formed and run per Article II of the ASP Bylaws.

AUDITING

1. (((Standing Rules need to address auditing)))

CHAIRMAN OF THE BOARD

The Chairman of the Board position is that of advisor to and diplomat for the Society. The Chairman of the Board serves as a member of the Executive Committee and Board of Governors and shall preside over meetings of the Executive Committee and the Board of Governors in the event the President is unable to attend or serve.

Duties, Responsibility and Authority:

1. Serves as advisor to the acting President of the Society.
2. Supports and defends policies and programs adopted by the membership, Board of Governors and Executive Committee.
3. Promotes interest and active participation in the Society on the part of the membership.
4. Assumes a key role in the orientation and transition of the President-elect to the duties of the President.

Relationships:

Responsible to the Board of Governors and to the membership for seeing that the programs and policies of the Society reflect the needs and aspirations of the membership.

PRESIDENT-ELECT

The President-elect is the second highest ranking elected officer of the Society, and at the conclusion of the President's term of office, automatically succeeds to the office of President.

Duties, Responsibility and Authority:

1. In the absence or incapacity of the President, performs the duties and exercises the powers of the President
2. Works closely with the current President and Executive Director to learn the duties of the Presidency to prepare to assume that office.
3. Serves as a member of the Board of Governors, Executive Committee and other committees as assigned by the President.
4. Represents the Society with other associations, industry groups, or other organizations as may be assigned by the President or Board of Governors
5. Heads the nomination committee which is made up of the President-elect, the Vice President, and the Secretary/Treasurer. See Nomination Committee section for its details.

6. Prior to September 1st, communicate with all committee chairs to see about their willingness to continue in their positions.
7. Works with the Exec Sec and the Executive Board to determine the budget for the next fiscal year. The budget should be ready by March 1st.
8. Presides over the first long-range planning meeting of the year which should happen before the start of the next fiscal year.

Relationships:

Works closely with the President so as to fully understand the duties of that office and ensure a smooth transition.

Represents the Society to other associations and industry groups, serving as an organizational liaison.

VICE PRESIDENT

The Vice Presidents is a key member of the President's "Cabinet" and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties.

Duties, Responsibility and Authority:

1. Serves as member of the Board of Governors and Executive Committee.
2. Serves as chair or appointed member, nonvoting ex-officio member or oversight member to other Society committees as assigned by the President.
3. Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Governors.

Relationships:

Maintains contact with state and Society officers and reports Society developments to the President and Executive Committee.

SECRETARY/TREASURER

The Secretary/Treasurer is a key member of the President's "Cabinet" and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties. He/She is the official "keeper of the records".

Duties, Responsibility and Authority:

1. Ensures that the fiscal guidelines of the ASP Bylaws are met.

2. Serves as member of the Board of Governors and Executive Committee.
3. Attends all meetings of the members of the Society, Board of Governors and Executive Committee and ensures that attendance, votes and proceedings of the meetings are recorded and maintained in the permanent records of the Society. If unable to attend a meeting the secretary is responsible of assigning a replacement for that meeting to take notes and ensuring said replacement is aware of the importance of properly recording motions.
4. Assures the custody of the corporate seal of the Society and affixes the same to any instrument requiring it. Attests the seal by his/her signature.
5. Conducts roll call of Membership, Board of Governors and Executive Committee meetings for the official records and to establish the presence of a quorum.
6. Ensures that copies of the minutes of the Board meetings and Executive Committee meetings are approved by those bodies and provided to the officers and Governors as appropriate.
7. When changes are made to the ASP governing documents, a word document that reflects the approved document will be provided to the Secretary.
 - a. Per Section V of the ASP Constitution, the document should be reviewed to identify and correct any needed editorial corrections.
 - b. Once corrected, the document should be certified and a PDF version published on the ASP website.
 - c. Copies of both the corrected and uncorrected documents then should be included in the next Board meeting's minutes.
 - d. To avoid the issues of modifying a PDF document, a copy of the word document is to be retained by the Secretary to serve as the master document for future revisions.
8. Ensures the integrity of the fiscal affairs of the Society.
9. In conjunction with the executive director, ensures that the Society maintains accurate financial records.
10. In conjunction with the executive director, reviews Society expenditures and financial status on a regular basis to ensure overall fiscal integrity.
11. Ensures that regular financial reports are submitted to the Board of Governors and Executive Committee and presents an annual financial report to the membership.
12. Submits the financial accounts of the Society to an annual independent audit when requested.
13. Performs other duties assigned by the President or Board of Governors, which may include serving as chair or member of other committees.
14. Some specific information related to the role as Treasurer follow:

- Check all accounts and give a treasurer's report at the board meetings.
 - Chase
 - Paypal
 - Stripe
 - Five9 Bank
- Ensure Executive Director is doing the following:
 - Pay the credit cards each month. Elan Credit Card normally due around the 3rd of each month
 - Make sure Executive Director is paying for the magazine each quarter.
 - Executive Director should be ordering trophies for Image Excellence.
 - March: Should have a budget meeting with the president
 - May: Send book keeping into
 Brad M. Voght, CPA | Tax Partner

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 Milwaukee, Wisconsin 53226
 Phone: 414.271.7800 | Fax: 414.271.6005 | Web: rpbllp.com



- The yearly nonprofit corporation annual report due October 1 can now be filed online.
- AMERICAN SOCIETY OF PHOTOGRAPHERS
 800796350
 The 2020 nonprofit corporation annual report due October 1 can now be filed online.
 To file online using MasterCard, Visa, or Discover, simply log-in to the Corporations Online Filing System using the following link: www.michigan.gov/corppfileonline. You will need your Customer ID number (CID) and PIN, which can be obtained using the CID/PIN recovery page at www.michigan.gov/corppin.
 The filing fee for the annual report is \$20.00.
 Section 922(1) of the Nonprofit Corporation Act provides that if a domestic nonprofit corporation fails to file its annual report and filing fee for two years, the corporation will be automatically dissolved 60 days after the expiration of the 2-year period.
 Section 922(3) of the Nonprofit Corporation Act provides that if a foreign nonprofit corporation fails to file its annual report and filing fee for one year, its certificate of authority is subject to revocation 60 days after the expiration of the 1-year period.
 Additional information is available on the Corporations Division website at www.michigan.gov/corporations or by calling the Corporations Division at (517) 241-6470.
 You received this message because you selected to be notified by email for

notices sent to the corporation.

Sincerely,

Corporations Division

Corporations, Securities & Commercial Licensing Bureau

Department of Licensing and Regulatory Affairs

Telephone: (517) 241-6470

This email was sent from an unmonitored email address. Please do not reply to this email. You may contact the Corporations Division using this email address: annualreport@michigan.gov

- October 1st. Send in Merit Reports for Fellow Judges and President and Magazine Editor
- November 13th: PPA Affiliate Renewal is sent out around this time.
- By December: Executive should have ordered trophies for all the trophies for the Gala.
- Fellowship, Educational Associate and Member Plaques
Kowalski Bros
3136 N. Mayfair Rd.
Milwaukee WI 53222
414-453-2925
- Gold/Silver/Bronze Awards, ASP International Award, Robert Golding Award and District awards
Carol and Wayne
Crystal Prints Inc.
1554 Taylors Island Road
Woolford MD 21677

[410-221-5000](tel:410-221-5000)

info@crystalprints.com
- PPA National Award – Order from PPA Website under National Award 6weeks in advance \$236

Relationships:

The Secretary/Treasurer may request to have any and all duties be performed by the Executive Director.

Note 1

This document section uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Secretary but it is not necessarily the Secretary who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.

Note 2

Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made. Some lawyers advise that in certain circumstances, minutes should include summary of discussion, rationale for decision, names of those participating in the discussion, and the roll call, noting any declared conflicts of interest. These circumstances are: if the matter is contentious, if board members dissent, if there is any concern about exposure to liability, or if a board member has a conflict of interest.

PARLIAMENTARIAN

The parliamentarian is an adviser to the President, Board of Governors, committees, and members on matters of meeting procedures. Per the ASP Constitution, the parliamentarian is a non-voting member of the Board of Governors and shall not affect the quorum required to hold meetings nor to approve motions. If a voting member also holds the role of Parliamentarian, he/she has only one vote based upon his/her other position.

Duties, Responsibility and Authority:

1. Be familiar with Robert's Rules of Order, the ASP Constitution, Bylaws, and Standing Rules.
2. Work the President or those managing ASP meetings on identifying ways to make Board and association meeting more effective and advise on parliamentary procedures.

ROLE OF GOVERNORS ELECTED BY MEMBERSHIP

Role of Governors as Individuals:

The role of the individual Governor is a challenging one. It is not enough to fill a seat at Board meetings and perform a perfunctory role in the Society. Equal in importance to attendance is constructive participation. The effective Governor will be knowledgeable of the affairs and activities of the Society and will recognize the fiscal and legal responsibilities of the Board and individual Governors.

The Governor views the development and approval of sound short-range and long-range objectives as one of the most important policy decisions he/she will be called upon to make. It is in comparison with these objectives that the Board can review program progress and measure the effectiveness of the Society in accomplishing its purpose.

Checklist for Governors:

The Society has a Constitution, Bylaws, Standing Rules, a Mission Statement, and policies. Make certain you have read and adhere to them. If they are to be changed, you will participate, but until they are changed according to Article VII of the ASP Constitution, these are the rules. Your function as Governor is to represent the interests of the membership at large, regardless of the segment of the membership from which you may come or of your own point of view. It is your responsibility to determine what our members need and want, and to bring these to the attention of the full Board, after discussing with the President and Executive Director. In accordance to ASP's Conflict of Interest Policy & Disclosure, disclose any actual or perceived conflicts of interest and do not vote in such instances.

Be constructive in representing the activities of the Board. Other than references made in the written minutes of the meeting, Board meeting discussions should be treated in confidence. **You can disagree during a meeting and even be on the short side of a vote, but once the Board has come to agreement, it is important that you support the Board's position.** If you are critical of a Society policy or an issue under consideration by the Board, know when and how to voice your concerns.

Use the executive director as a reliable resource. He/she is a source of valuable suggestions and advice. Make all efforts to be constructive. Strive to build a stronger Society, which reflects the current and future needs of the members and the profession.

Your role as a Board Member is to guide the profession. To do this effectively, you must address the major problems facing the Society and not concern yourself with administrative details. Do your homework. To be effective, you must be well informed. It is imperative that you study the issues and details relevant to the issues and subjects about which you will be called upon to make a decision.

Refrain from any discussions or activities that violate antitrust laws.

Ground Rules

Good business judgment and common courtesy are a must

Build an atmosphere of allowing input from all parties without prejudice and be respectful of opposing views - keep an open mind
No surprise issues at the Board meeting
Represent the interests of all people served by the Society
Do not use the Society to your personal advantage
Keep confidential information confidential
Keep the mission of the Society paramount

Remember – You have NO AUTHORITY as a Board member outside of a Board meeting.

EXECUTIVE DIRECTOR

The following are the main tasks/functions of the Executive Director. However, as the Executive Director is an independent contractor, his/her duties are defined in the contract between that individual and ASP.

- a) Negotiation to provide better pricing at hotels, restaurants, catering and travel for ASP Events. Work with PPA for all Imaging events.
- b) Computer processing, Microsoft Excel and Word, Google Drive and all Google Drive Elements, and website management
- c) Input all ASP financial records into Quickbooks, to communicate with CPA and file all business and legal documents in a timely manner.
- d) Assist with all ASP judging and speaker contracts.
- e) Request and coordinate all PPA merit requests.
- f) Design and manage a consent calendar

Additional info:

- a) Maintain Membership Rolls and update them on the website and in any other record format used.
- b) Order and prepare all plaques, ribbons certificates and trophies for awards event and gala
- c) Coordinate with the Banquet and Gala chair to handle preparation details with PPA
- d) Prepare and/or assist to coordinate all printed materials for the gala, including booklet, seating chart and place tags
- e) Handle and/or delegate all ASP correspondence
- f) Act with the secretary/treasurer to complete the record of minutes at all meetings, manage monetary accounts including but not limited to bank and credit card, prepare a quarterly financial statement, arrange and prepare tax documents.
- g) Work with the president in managing all committees and committee members and their obligations
- h) Seek out advertisers for the magazine. Provide contracts for all magazine advertisers/sponsors.

Arrange storage and shipping for the ASP Booth and Fellowship needs.

- j) Assist in the scheduling and preparation for monthly ASP board meetings.

COMMITTEES

DESIGN COMMITTEE

The Design Committee is responsible for creating email, social media, and magazine ads or digital designs various ASP requirements. The following is a calendar for create email and social media ads for various committees.

Committee	Due Date
ASP All Day Workshops	All year
Call for Volunteers	All year
Zoom Meetings	All year
Fellowship	January
Educational Associate	January
Service Award	March
Mentors Program	April
Time to renew Membership	October
Gala	November
Shindig	November
ASP Booth Imaging	November
Spotlight Speakers	November
Booth Skin	November
Authors	November
Ambassadors	TBD
Travel and Retreat	TBD
Website Banners	TBD
Images of Distinction	TBD
Other committees	As requested

AV JOB DESCRIPTION

Collect information for all the award winners
Create slideshow for Gala and possibly something for Shindig
Have done by December

Get AV for Gala

This is what we've needed in the past (as of 2022):
The budget is around \$2,000-\$2,500.

Items	Quantity	Price	Amount
7.5'x14' Front Screen with Dress Kit With full dress kit.	2	\$390.00	\$780.00
EV ELX112P 12" Powered Speaker-LI	4	\$95.00	\$380.00
5K Projector 5000 Lumens, adjustable lens.	2	\$285.00	\$570.00
Wired Podium Microphone	1	\$32.00	\$32.00
4 Channel Audio Mixer	1	\$70.00	\$70.00
Direct Input Box For connecting laptop audio or other AUX sound/music.	1	\$12.00	\$12.00
Video Distribution Amplifier For splitting the signal between two screens.	1	\$25.00	\$25.00
Hourly Setup / Event / Breakdown Estimate six total labor hours load in and test time. Estimate two total labor hours strike and load out time.	8	\$35.00	\$280.00
Early Bird Discount Confirm with deposit by August 31, 2018 to receive an equipment discount.	1	(\$280.35)	(\$280.35)
Onsite Support Tech (hourly) Operates audio and video inside the room during event.	5	\$45.00	\$225.00

IMAGES OF DISTINCTION COMMITTEE

Requires a committee of 15-20.

Chairperson - Oversees committee. Ensures competition rules are current and applicable. Ensures competition information is correctly input in printcompetition.com site. Conducts monthly planning meetings, assesses strengths/talents/interests of committee members, then directs and delegates the various duties as listed below. Provides training on various duties assigned to other committee members. Composes and sends various correspondence on behalf of the committee. Follows up with other sub-committees to ensure timely completion of assigned tasks. Works closely with ASP Board Liaison, and copies them on all email correspondence related to the committee's activities. Chairperson Is responsible for ensuring good records of committee activities/outcomes are kept throughout the year (meeting minutes, orders/invoices, copies of flyers/ads, copies of correspondence, lists of award recipients, etc.).

ASP Board Liaison - Coordinates between the ASP Board and the Committee. Acts as a sounding board for Chairperson and assists, as needed in facilitating committee's activities and responsibilities. Attends all committee meetings. When there is a change in Chairperson, coordinates in transition between incoming and outgoing Chairperson.

Sub-committees:

Admin - consists of Chairperson and one other person. Responsible for all administrative "back-end" work in printcompetition.com site. Works with Jeff Burton (site developer/owner) to resolve any issues or concerns. Ensures rules are current and applicable and loaded on ASP website. During competition, monitors all juror panels and moves images between panels, as needed, for efficiency. Facilitates the awards selection at end of the competition.

Juror Panels - Responsible for identifying and contacting potential jurors for competition. Each juror panel consists of five jurors and one JC. Responsible for filling slots for 2-3 panels (as directed by Chairperson). Will work directly with The Executive Director in getting jurors under contract.

Publicity - Responsible for creating marketing content (flyers, emails, videos) to promote the competition. Works closely with ASP Marketing Committee chair and ASP Social Media manager (Marisa) for distribution of content.

Print Crews - Responsible for running the competition operations on the days of competition and panel discussions. Each juror panel will be assigned the following print crew members:

- Zoom moderator - responsible for hosting the Zoom meeting for print competition and panel discussion. Ensures general audience remains muted. Assists jurors with any zoomrelated technical issues. Sets up private virtual discussion room for judges.
- Scorekeeper - responsible for running the scorekeeper app in printcompetition.com. Is the "public face" for ASP for the judging room they work in. Makes any announcements (welcome, thank you, lunch break, etc.) to the general audience. Assists the jurors with any printcompetition.com app-related issues. Usually announces titles for images, subject to JC preference.
- Backup Scorekeeper/Panel Liaison - Keeps hand-written score record of images. Takes over for scorekeeper in event of technical/internet issues. Participates in group chat with other panel liaisons and Admins, providing updates on status of panel and reporting any issues.

Awards - Responsible for ordering trophies and certificates of recognition. Also responsible for shipping awards to recipients. Trophies are currently ordered through:

Vanway Trophy

<https://www.vanwaytrophy.com/>

See “PLEASE NOTE” section below for specific ordering information.

Timeline of Duties/Needs:

1. Establish new Chairperson/committee. Should be done within 30 days of previous competition, so previous Chairperson/committee can communicate information, issues and suggestions. Strongly suggest Chairperson be *at least* a member on previous year’s committee.
 - Incoming Chairperson should:
 - Participate in any outgoing/wrap-up meetings of previous year’s committee.
 - Send a letter of introduction to other incoming committee members, and advise of approximate date of first committee meeting.
 - Identify other person on Admin committee and discuss information, issues and suggestions from previous committee.
 - Identify members of juror panel sub-committee. It is critical to select jurors and JC’s, establish the juror panels for this group to go ahead and get everyone under contract as soon as possible, but at least 6 months prior to the competition dates. This ensures that the best judges are obtained, and not just whoever is still available.
2. Chairperson will schedule and hold monthly committee meetings. Currently (2022 committee), meetings are held on the third Tuesday of each month at 1:00 Eastern. Chairperson can change meeting time, based on scheduling needs of the group, but should keep the date/time consistent each month. At the first meeting:
 - Identify a committee member that will record the minutes for all meetings.
 - Discuss the different sub-committees to be fielded and what the responsibilities of each group is. Begin to get volunteers for the different sub-committees.
 - Confirm next year’s competition date, entry fees and deadlines.
 - Discuss any proposed rule changes.
 - Identify who will be responsible for ordering trophies and certificates. Those should be ordered about 120 days prior to event.
3. As soon as publicity sub-committee is identified - Chairperson and ASP Board Liaison should hold meeting with the publicity subcommittee and determine:
 - Types of content to be created and different media outlets to be utilized
 - Responsibilities for each person
 - Timeline for release of media content
 - “Chain of command” for who media content is sent to for final distribution
4. By 90 days out from competition date, all positions should be filled for the print crew subcommittee. Chairperson should work closely with this group and identify any training needs. Chairperson should establish a training schedule (not too early before the actual event dates). Chairperson will need to work with Jeff Burton (owner/site developer for printcompetition.com) and set up demos for training dates and practice run date with jurors.
5. Once registration closes, Admin subcommittee needs to review all entries through the site’s reports and ensure all entries have been paid. If there are any questions or issues, they are responsible for contacting maker to resolve. Admin subcommittee will also randomize images, assign images to panels, set up juror panels for the judging app, etc.
6. Admin subcommittee will run the practice run through with print crews and jurors and help to troubleshoot and resolve any issues that arise. They will also set any ground rules for the comp dates, including what time print crews and jurors need to log on by, and set up the chat room for the panel liaisons.

PLEASE NOTE:

- Receipts for any approved purchases (trophies, etc.) must be provided to The Executive Director by email immediately upon receipt. The committee Chairperson and the ASP Board Liaison must be copied on the email.
- printcompetition.com's site offers video tutorials for every single function on every Game Day app (Scorekeeper App, JC App, Juror App, Admin Site, etc.). These tutorials are exhaustive and cover everything the Chairperson and Print Crews need to know to run the event.
- Each juror panel will require a professional Zoom account that allows unlimited participants (for the general audience). Whose accounts will be used needs to be identified well in advance of the competition date.
- Chairperson is responsible for ordering thank you cards to send out throughout their tenure. Cards are ordered through Miller's Professional Imaging. PSD for cards will be included in the electronic copy of the SOP.
- Also included in the electronic copy of the SOP is a copy of the invoice for the trophies. The acrylic "Airflyte #A6595" is used for the 1st, 2nd and 3rd for each category. The Optic Crystal Mega Star #12C9 is used for the overall 1st, 2nd and 3rd place winners. Certificates are used for the Judge's Choice awards. There is a \$25 set up charge for each style of trophy ordered.



Constellation Acrylic Award - with Etched Gold Star

Select Size & Quantity



SKU	Size	1+
 A6595	2-7/8" W x 8" H	\$57.00



[View Larger Image](#)

OPTIC CRYSTAL MEGA STAR

Select Size & Quantity

SKU	Size	1-5	6-24	25-50	51+
 12C9-N/S	9 inches	\$120.00	\$117.00	\$114.00	\$111.00
 12C8	8 inches	\$100.00	\$97.00	\$94.00	\$91.00

Setup Charge:

★ OPTIC CRYSTAL MEGA STAR Setup: [\$25.00]

Please note that each setup charge incurred is applied only once per order.

Quantity:

Personalize your Award

Step 1 Text / Logo

☐ Add image to my awards now

☒ No image

Buy

Add to Wish List

Vanway Trophy & Award, Inc.
3120 West Main Street
Rapid City, SD 57702

Invoice

Date	Invoice #
11/8/2021	107354

Bill To American Society of Photographers Erica Harvey 605-390-9531

Ship To

PAID
11/08/2021

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt		11/8/2021			
Quantity	Item Code	Description	Price Each	Amount		
39	Acrylic	Airflyte #A6595	63.00	2,457.00T		
1	Set Up Charge	Acrylic set up - AAA Website	25.00	25.00T		
3	Crystal	Optic Crystal Mega Star #12C9	120.00	360.00T		
1	Set Up Charge	Crystal Etch	25.00	25.00T		
		Sales Tax	6.50%	186.36		
			Total	\$3,053.36		

- The Executive Director is responsible for ensuring all contractual documents, including proof of payment, is retained.

Post-Competition duties:

- Chairperson will send out thank-you notes to all jurors and JC's and any other key players in the competition.
- Awards subcommittee will prepare and ship all trophies and certificates. Chairperson will draft a congratulations note to be included in each shipment.
- Chairperson needs to schedule and conduct a post-competition committee meeting (about 2 weeks after event) to discuss what went well, what didn't and possible solutions to any issues that arose. The incoming Chairperson (if applicable) should also be included in this meeting.
- Outgoing Chairperson will prepare an electronic copy of the SOP in a folder that also includes:
 - PSD files for thank-you card
 - ASP IOD logo(s) files
 - Blank letterhead

- Copies of all written correspondence
- Copies of any critical email communication
- Invoices/Receipts and proof of payment
- PSD versions of ads/flyers created
- Copies of all committee meeting minutes (including final “wrap” committee meeting Copies of the final SOP Folder will be provided to the ASP Board Liaison, to be forwarded to the incoming Chairperson.

LEGAL COMMITTEE

The Committee's role is to oversee adherence to laws, regulations, and policies that pertain to ASP operations in an advisory manner.

The Committee will draft and make recommendations to the Board and general memberships changes to the Society's governing documents (Constitution, Bylaws, and Standing Rules) as well as assist other committee's in drafting other documents such as requirements for awards, etc.

The Committee or its members, individually or collectively, are not responsible for ensuring adherence to laws, regulations and policies; and will not represent the Society in legal matters nor provide legal advice, perform the legal or compliance functions of the Society.

MAGAZINE COMMITTEE

The purpose of the Magazine:

1. To produce a quality, quarterly, printed magazine to be sent to all ASP members.
2. To keep members informed about ASP business including:
 - a. Board introductions
 - b. Board nominations
 - c. Deaths
 - d. Award winners
 - e. ASP events
3. As serve as a platform to honor the new Fellows and EA recipients
 - a. One issue per new Fellow showing all of that Fellow's images and publishing the bulk of their personal paper
 - b. Publish a condensed version of any successful EA papers
4. To educate members with timely photography or art related articles.

The Process

1. Three months before submission to the printer:
 - a. Line up articles from writers and photographers that would be of interest to our members. Generally articles range in length from 450-500 words (member spotlights and president's message, for instance) to 2000 - 2500 words, and generally all articles include images.
 - b. Check previous years editions to make sure proper notifications are included as needed. For instance, award winners and Gala wrap-up and introductions of the new board take up a good deal of the Spring issue.
2. Two months before submission to the printer:
 - a. Check with suppliers of articles to make sure they are on schedule with their submissions
 - b. Check with the marketing committee and the president to see if they will need any ads to go in the next issue.
 - c. Notify the graphic design committee about any needs for ads or notifications that should go in the next issue, such as ads about upcoming events such as the One Day workshops, or IOD.
 - d. Create a folder in the appropriate folder in Google docs for the coming issue's materials
 - e. Locate a member to spotlight. This has normally been a one page article introducing a member to the other members or lauding a member for an outstanding accomplishment. For instance, we have done member spotlights for members who won a spot on the World Cup team, or who have marked a notable anniversary in the business, or a member who won the Grand Imaging Award.
 - f. Ask the Exec Secretary to contact all advertisers for new ads (and payment) for the next issue. The advertisers will want to be reminded of the date the issue reaches members. Leave space for each ad.
3. One month before going to the printer:

- a. Remind the President that their message is needed (450 - 500 words, and we always reserve the right to edit for space) by the first of the next month (one month before members will receive their issue in the mail. For instance, the Winter issue reaches members approximately Jan 1 so the president should be ready to submit their president's message by Dec 1 (That gives the magazine committee a bit of latitude should the president need an extra few days).
 - b. Get any ads created by the graphic design committee and make sure they will fit well.
 - c. Proof and edit any articles submitted.
 - d. Place proofed and edited articles in the Google docs folder for that issue and notify the page layout person.
4. Two weeks before going to the printer:
- a. All materials should be in the folder so that the page layout can be done.
 - b. Once a draft is ready, proofread carefully. Make sure names are spelled correctly and nothing is duplicated and all info is correct. Proofreading needs to be done by every member of the committee.
5. Sending the issue to the printer:
- a. The page layout person should be given the profile to use when setting up the issue for the printer. If they aren't familiar with that then contact Modern Litho and get the profile.
 - b. After another proofing, log into Modern Litho. Each editor will be given their own logins after contacting Modern Litho.
 - c. Upload the issue and confirm via email that the issue has been successfully uploaded.
 - d. Once Modern Litho contacts you to say the issue is ready, carefully go over the online proofs and accept or reject each page of the issue. If you reject any pages, you must supply a corrected page.
 - e. Go to the ASofP website and log in as a board member. Download the most up-to-date list of members and the mail-only list. (Check the Mail-only list to make sure those on it still should get the magazine.) Then delete the columns in the spreadsheet that aren't needed (PPA member number, last year of ASP membership, etc.) and resave the mailing lists as .csv files.
 - f. Email the lists to our contact at Modern Litho. Let them also know how many copies to print (about 30-40 more copies than the total of the two lists except for the winter issue. We have been printing about 300 extra copies of that issue to take to the tradeshow booth at IUSA to give out.)
- Let Modern Litho know if we want the special coating on the cover of the magazine (which only goes on the Fellows' issues). Attach the up-to-date mailing lists. Lastly, let them know where to send the extra issues (to the editor, normally).

Once the extra issues of the magazine arrive:

1. Send each contributor copies of the magazine as a small compensation for writing the article. Normally I send 6 copies to each writer, but occasionally the contributors will only want 2 or 3. If they want more than 6, they should pay \$5.00 per copy for the additional ones. Include a brief thank you note.
2. Put aside 6 copies for the ASP archives.
3. Put aside 2 copies for the editor's records and for future reference.

4. Save the remaining copies for the tradeshow booth at the next IUSA.
5. Submit any receipts for postage to the Exec Sec.
6. Start lining up materials for the next issue.

Publishing schedule:

Issues come reach members homes:

January 1	-	Winter issue (submitted to Modern Litho, by Dec 7th if possible)
April 1	-	Spring issue (submitted to Modern Litho by March 15th)
July 1	-	Summer issue (submitted to Modern Litho by June 15th)
October 1	-	Autumn issue Submitted to Modern Litho by September 15th)
January 1	-	At the end of each year, send the Exec Secretary the 24 copies of the magazine to save for the ASP archives.

If there are new Fellows accepted, the issue featuring them should go in the following order:

If there is **one new Fellow**: put it in the Winter issue that comes out just before IUSA

Two new Fellows: Put one in the Summer issue and one in the Winter issue.

Three new Fellows: One each in the Summer, Autumn and Winter issues.

Four new Fellows: One each in the Summer and Autumn issue, and two in the Winter issue.

Include articles by any successful EA recipients as they fit. Remember the EA theses will have to be edited down for size to roughly 2000 words.

NOMINATION COMMITTEE

1. The Nomination Committee has the responsibility of identifying who will be presented as the upcoming Executive Board and Governors to first the Board's for their recommendation and then to the general membership for their vote. Also reference the BOARD AND COMMITTEE SELECTION PROCESS in the General Procedures section of this document.
2. Per the ASP Constitution, the current President will become the Chairman of the Board and the President-elect shall become the President.
 - a. If the outgoing President is unable to hold the office of Chairman of the /Board, the Board of Governors shall select a past President to fill that position.
3. The committee shall:
 - a. Decide which Governors will move up to the Executive Board
 - b. Decide which Governors to ask to stay on for another term
 - c. Decide who to bring on board as Governors
4. Present the nominations to the Board for its approval of the slate to be presented for general membership vote.
5. The deadline to announce the new board nominations is the deadline to produce the Fall ASP Magazine. The board nominations may be announced via email if this isn't possible, but all ASP members must be notified twice at least 30 days prior to the elections of the officers/board.

IMAGING USA PREPARATION

OVERVIEW OF THE ASP SPOTLIGHT SPEAKERS PROJECT

If this is going to be a ongoing process, the following needs to be changed to reflect generic processes and requirements.

The project was initiated in October, with Leslie and I brainstorming about how to call it, who to invite to speak and what would be the format of the talks.

We decided to keep things informal and the talks short, and the project grew organically as we worked on it.

By October 15th we had come up with a list of possible speakers and I started collecting their contact information.

By the end of October I started contacting speakers, getting their agreement to participate. I started by inviting the Fellows to give them preference to choose their time slots over other speakers, then proceeded to invite the medallions and lastly the two ASP members who responded to our FB post prompting them to participate on this project whether as speakers or volunteer assisting speakers.

In total, there were 9 speakers spread out through 3 days. In order to make sure that someone would be at the booth to welcome and assist the speakers, I posted a request on FB to have members volunteer as the speaker's assistants. We had several responses from members, and 6 members committed to assisting the speakers (some assisted more than one speaker). That proved to be very important, because I could not be at the booth for every speaker. It was very useful to share the responsibility with these volunteers, who also enjoyed the opportunity to meet with speakers they admire.

I also invited the general members to submit their own speaking proposals, and we ended up bringing Kristi Elias and Pete Rezac to speak at the booth alongside the fellows and medallions.

All the communication between speakers and volunteers and I was done via email and FB messages.

1) SELECTION OF SPEAKERS:

- It was remarked at our board meeting at Imaging that Education Fellows should receive the same attention as the other fellows and also should be invited to speak;
- Selection of speakers should be done as soon as the nomination of fellows and medallions happens, to give enough time for the organizing committee to schedule them and publicize the project, which would allow us to:
 - o Take advantage of PPA advertising (if possible) by having the schedule complete with name and subject of talks (this year we provided PPA with the schedule but it didn't have names or themes on it);
 - o Ask Karen Nakamura to create a template to showcase the speakers since earlier on (use social media, email newsletter, ASP magazine, etc)
 - o Use FB live to make quick interviews with Spotlight speakers in the months preceding Imaging to let the members know what will they be talking about).
- INVOLVE THE GENERAL MEMBERS: we have great talent among our members. Many of them are used to speaking in public and have great work to share. Creating a campaign earlier in the year to choose a few speakers to be part of the SPOTLIGHT roster could help generate interest and make the members feel like they have the chance to participate, should they want to.

2) MARKETING

We only marketed the project at the very last minute (speaker's schedule was posted on Facebook on December 20th) and only on FB.

Possible Avenues:

- FB
- Email newsletters
- ASP magazine
- PPA magazine and/or emails
- Speaker search campaign
- Booth banner with the schedule
- IMAGING APP – HAVE SCHEDULE OF SPEAKERS THERE (suggestion from attendee)

During Imaging: post images of the speakers and the crowd of attendees.

Marketing needs to start earlier on to generate buzz and interest.

3) BOOTH

It was remarked that the speakers needed a small table (pulpit) to place their belongings or speaking aids (Kristi Sutton, for example, brought a laptop with her images, and Pete Rezac brought a hard cover album of his images to show to attendees). A few speakers asked if we would have a screen to display their images.

I noticed that, in other booths, there is also a platform for the speakers to stand on, or some sort of waiting area with chairs for the attendees. That makes the speakers visible to the public that is circulating on the Isle and more people would stop to listen.

Once we had a group around the speaker, other people did stop by and stayed to listen.

It was suggested that we should have door prizes to give out to attendees (things with ASP logo on them).

4) TIMELINE

- Selection of speakers
 - o Fellows, Educational Fellows, Medallions
 - o Campaign to select speakers from the general member's pool
- Launch campaign requesting volunteers to assist the speakers
- As soon as speakers are chosen, request that they send ASAP:
 - o Headshot
 - o Title of their presentation
 - o Short bio
 - o 3-4 sample images for marketing
- Schedule speakers
- Ask assistants to choose who they'd like to assist
- Introduce speakers and assistants by email and list their responsibilities, which should include:

Speakers:

- Help promote the Spotlight Series by providing the materials required as well as to be interviewed on FB live
- Prepare presentation
- Be on time at the day of presentation

Assistants:

- Communicate with speaker on the week preceding Imaging to check on any needs that may be addressed
- Ask the speaker for a short bio to introduce speaker on the day of presentation
- Arrive at the booth early to have everything ready: microphone, water for speaker, etc.
- Introduce speaker
- Take photos of the speaker and attendees for use on social media
- Record number of attendees and **Collect information** about attendees for future marketing

5) 2018 real life performance:

The number of attendees went up from the beginning of the presentation in almost all cases. It seems like the more attendees are present, the more people stop by to listen.

SPEAKER	TIME SLOT	ASSISTANT	# OF ATTENDEES
Ann Murfin Silver Medallion	Sunday, 14 th 12pm	Adilfa Ford	12
Jamie Hayes Fellow	Sunday, 14 th 2:30pm	Jeff Poole	14
Kristi Sutton Elias General Member	Sunday, 14 th 3:45pm	Kerri Weiss	14
Gabriel Alonso Fellow	Monday, 15 th 11 am	Kerri Weiss	None (Dennis and Cheri were there)
Ella Carlson Bronze Medallion	Monday, 15 th 12pm		6
Cheri Hammon Fellow	Tuesday, 16 th 11:00am	Pete Rezac	
Pete Rezac General Member	Tuesday, 16 th 11:30am	Karen Nakamura	7
Gail Nogle Gold Medallion	Tuesday, 16 th 1pm	John Herrel	11
Leslie Kitten Board Member	Tuesday, 16 th 2pm		

Feedback received:

From Kerri Weiss:

- Gabriel's presentation was in conflict with Louise and Joseph Simone's talk; the tradeshow was almost empty anyways (ACTIONABLE POINT: do not schedule speakers when there are other presentations going on);
- Canon booth with stage, loud speakers and big screens and they were right in front of the door, drawing a lot of the people that were walking aimlessly around
- Morning time slots were really slow in the tradeshow

From Ella Carlson:

- She introduced herself but it would have been nice to have someone there (Ella Carlson did not have an assistant assigned. Her presentation time coincided with the preparation for the gala, portrait time for degree recipients, and it was hard to find available help).
- Ella suggested that having a screen would help with the presentation (she brought an ipad).
- She talked about 35 minutes (her attendees were very enthusiastic). She said Gail also spoke for much longer) and she would be fine to speak longer. **Her attendees were ASP members who were curious about her work, not people who knew her.** She was happy with the experience.



Sabina Cavalli

January 22



We hope that everyone had a great experience at Imaging and made it home safely!

Now it is time to look back and reflect on the things we did right or could have done better, and we would love to HEAR FROM YOU!

We have a few questions about the SPOTLIGHT SERIES at the ASP Booth:

- 1) Were you aware that ASP members were giving Spotlight presentations at the ASP Booth?
- 2) If you haven't attended, what would have encouraged you to come to the booth and listen to the speakers?
- 3) If you attended a Spotlight presentation, how was your experience? Is there anything we can do to make it better?
- 4) Would you like to have more Sportlight presentations in the future?

PLEASE LEAVE YOUR COMMENT BELOW! We appreciate the feedback!



Jon Allyn, Tracy Bosworth Page and 7 others

11 Comments



Like



Comment



Renee Costa Gage Hello! Loved the spotlights! Great advertising and what a wonderful and interactive way for ASP to be recognized for the amazing photography that our members create. An improvement could be to have a space for the speaker to stand or have access to ... [See More](#)

Like · Reply · 16w



Sabina Cavalli Thank you for the feedback, [Renee](#)!

Like · Reply · 16w



EMAIL SENT TO SPEAKERS AND ASSISTANTS:

Hello “X” and “Y”,

Thank you both for giving your precious time to make ASP shine!

Speaker: X

Assistant: Y

Scheduled time: Please refer to attached schedule.

Dear speaker:

You will speak for 15 mins at the time slots assigned below.

The talk is informal and you may choose to give a presentation or open to the floor for a Q&A session with the attendees. You are welcome to bring the attendees to your image/ portfolio at the

IPC Exhibit. The goal of this talk is to promote integration between members, to celebrate your achievement and encourage other members to follow in your footsteps, and to have fun!

Please arrive a few minutes before your presentation time to prepare.

Your assistant will introduce you to the attendees. The bio you sent me is copied below. If you'd like your assistant to introduce you in another way, please use his/her email address to send him/her the intro you'd wish her/him to use.

Dear assistant:

BEFORE THE EVENT - be in contact with your speaker from now until the day of their presentation to remind him/her of the scheduled presentation time, ask him/her if they need anything special during their presentation, double check if he/she knows where to go, confirm which introduction your speaker would like you to read from to the attendees prior to the presentation. In short, you will be their contact person. The bio is attached to the email.

DURING THE EVENT - arrive at the booth 10 minutes prior to the presentation, make sure everything is set up for your spotlight speaker, have a bottle of water for them, check if the mic is working, talk to the people that are there to attend the talk, and **INTRODUCE** your speaker at the beginning of the presentation.

AFTER THE EVENT - thank the speaker for their presentation, check if they need anything else before they leave, thank the attendees for attending the talk, put away the equipment used for the presentation.

This is an informal and fun event, so really, there is not much to do other than being a friendly face and help speaker and attendees feel welcome.

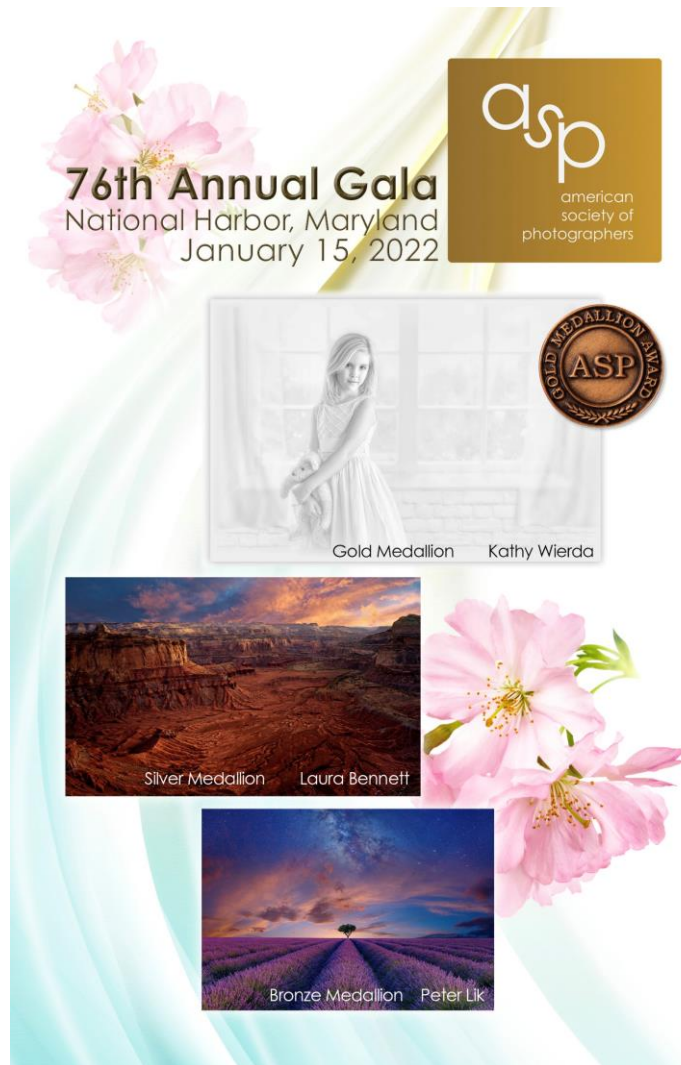
Below is the schedule of the ASP SPOTLIGHT talks. MERRY CHRISTMAS AND HAPPY 2018!!!

Sabina Cavalli

IN SHORT:

- The selection of the speakers needs to start earlier than September. People are very slow to respond and commit, as well as to send their information and images. The Spotlight Series has the potential to bring people to the booth and to engage members but it needs to be advertised sooner, consistently, and for a longer time.
- The booth needs an large ottoman or chairs, and a podium. I sent a request for a quote for a tradeshow furniture rental company in Atlanta but haven't received a response yet. **Budget item?**
- The attendance tends to be better in the afternoon portion of the tradeshow
- It was suggested to have door prizes with ASP logo; **Budget item?**
- We need to create an app with the schedule of the speakers and market them to the members; ideally we should be able to get into PPA's schedule or app. **Budget item?**
- The speaker's assistants must have a way of collection the information of the attendees, especially if they are non-members.
- We had tall banners with the Sportlight schedule at the entrance of the booth. It was very useful. **Budget item.**

EXAMPLE OF A GALA PROGRAM



American Society of Photographers 2021-2022 Officers and Governors

Leslie Ann Kitten, Chairman of the Board
Master of Photography, Photographic Craftsman, CPP

Sabina Cavalli, President
Master of Photography, Photographic Craftsman, CPP

Ella Carlson, President-Elect
Master of Photography, Master Artist, Photographic Craftsman, CPP, F-ASP, EA-ASP

Karen Nakamura, Vice President
Master of Photography, Master Artist, Photographic Craftsman

John Herrel, Secretary/Treasurer
Master of Photography, Photographic Craftsman, CPP

Bruce Bonnett, Governor
Master of Photography

Aileen Harding, Governor
Master of Photography, Photographic Craftsman, CPP

Sharon Lobel, Governor
Master of Photography, Photographic Craftsman

John Powers, Governor
Master of Photography, CPP

Kristy Steeves, Governor
Master of Photography, Photographic Craftsman

Bill Vahrenkamp, Governor
Photographic Craftsman, CPP

Mel Carll, Executive Director
Master of Photography

76th Annual Awards Gala Program

Mistress of Ceremonies Leslie Ann Kitten

Introductions Doran Wilson

Pledge of Allegiance Warren Motts

“I Pledge allegiance to the flag,
of the United States of America,
and to the republic for which it stands,
One nation under God, Indivisible,
with liberty and justice for all.”

Invocation
Sharon Lobel

Dinner

ASP Special Projects/Retreat
John Powers

ASP State Elite Awards

Sponsored by Miller's Professional Imaging
Thank you, Richard Miller and Richard Coleman

ASP District Medallion Awards

Sponsored by American Color Imaging
presented by Dennis Hammon, Mark Lane

Northeast — Adam Carroll for “*Beach Traditions*”

North Central — Ken Martin for “*Twisted*”

Southeast — Cindy Dover for “*Our Little House on the Prairie*”

Southwest — Andy Lay for “*Pre-dawn Stillness*”

Western — Jerry Stevenson for “*A Prayer of Hope*”

ASP Bronze & Silver Medallion Awards

Sponsored by American Color Imaging

Bronze — Peter Lik for “*Spirit of the Universe*”

Silver — Laura Bennett for “*Entrance to Another World*”

ASP Gold Medallion Award & Pin

Sponsored by American Color Imaging

presented in honor of Jack Avalos, M.Photog.Cr.

to Kathy Wierda for “*Sweetness*”

ASP Service Awards

presented by Sharon Lobel and John Herrel to:

Gabriel Alonso, Nancy Bailey-Pratt, Rob Behm, Kenneth Bovat, Jr.,

William Joseph Campanellie, Ella Carlson, Sabina Cavalli,

Bob Coates, Jeff Gulle, Cheri Hammon, Dennis Hammon,

John Herrel, Jeff Johnson, Toni Johnson-Harryman, Steve Kemp,

Leslie Ann Kitten, Robert Kunes, Ken Martin, Stephanie Millner,

Dawn Muncy, Karen Nakamura, Dwight Okumoto, Judy Reinford,

Kimberly Smith, Kristy Steeves, Bryan Welsh

ASP International Award

presented by Leslie Ann Kitten

to Frank Cricchio

Educational Associate

presented by Ella Carlson & Bryan Welsh

to Margaret Bryant and Thom Rouse

ASP Honorary Educational Associate

presented by Ella Carlson & Bryan Welsh

to Richard Sturdevant

ASP Fellowship

conferred by Ella Carlson to Doug Bennett

presented by Laura Bennett

and to Kimberly Smith

presented by Tom and Genelle Smith

Fellowship Charge

administered by Ella Carlson

ASP Life Memberships

presented by Sabina Cavalli,
to B.C. Baggett, Rod and Lynda Brown,
& Paul Speaker

ASP Honorary Life Membership

presented by Gabriel Alonso to Leslie Ann Kitten and Leslie Ann Kitten to Sabina Cavalli

PPA National Award

presented by Mary Fisk-Taylor and Sabina Cavalli
to Karen Nakamura

Passing of the Gavel

Introduction of 2022-2023 ASP Board of Governors

Sabina Cavalli, ASP President

Closing Remarks

Ella Carlson, ASP President-Elect

“Best of the Best”

Produced by Michelle Pennings

ASP Gala Photos

by Bill Vahrenkamp/Imaging Spectrum, DNP
Tanya Vahrenkamp and Rebekah Crawley Videographer: Chris Wooley

ASP Booth

Sponsored and printed by ACI Chairman Sabina Cavalli

Please patronize and thank **American Color Imaging, and Miller's Professional Imaging,**
for their continued generosity and support of this
Society so you may continue to learn and
advise others in this great profession.

ASP State Elite Award

The ASP State Elite Award is awarded to the ASP member
with the highest scoring entry at their State Print Competition.

ASP District Medallion Award

The ASP District Medallion is awarded to the ASP member with the highest scoring entry at their District Print Competition.

ASP Silver & Bronze Medallion Awards

are the 1st and 2nd runners-up to the Gold Medallion.

ASP Gold Medallion Award

The Gold Medallion is presented to the maker of an entry in the ASP Loan Collection, judged by a panel of jurors to be the best image in the exhibit. The award is presented in honor of a person(s) who has made significant contributions to the profession. This list reflects the “who’s who” of our society, both recipient and sponsor.



Ed Kazmirski	1989	In honor of Paul Linwood Gittings
Roxanne Pearson	1990	In honor of Gerhard Bakker
Jay Wiseman	1991	In honor of Adolph Fassbender
Fred Hinegardner	1992	In honor of John Howell
Tim Mathiesen	1993	In honor of Frank Kristian
Jack Holowitz	1994	In honor of Ross Sanddal
Terry Deglau	1995	In honor of Glen Nelson
David Swoboda	1996	In honor of Warren Motts
Indra Leonardi	1997	In honor of Marvel Nelson
Robert Zettler	1998	In honor of Kurt Jafay
Joseph Glyda	1999	In honor of Jay Stock
Gail Nogle	2000	In honor of Phillip Charis
B.C. Baggett	2001	In honor of Leon Kenamer
Gordon Underwood	2002	In honor of Don Blair
Genaro Castelan	2003	In honor of Heidi Mauracher
Scott Dupras	2004	In honor of Jason Hailey
Suzanne Fischer	2005	In honor of Dean Collins
Thom Rouse	2006	In honor of Terry Deglau
James Chagares	2007	In honor of Frank Cricchio
James Chagares	2008	In honor of Mille Totushek
Joe Campanellie	2009	In honor of Tom McDonald
Thom Rouse	2010	In honor of Kenneth Whitmire
J.B. & DeEtte Sallee	2011	In honor of William McIntosh
Kathy Wierda	2012	In honor of Robert D. Golding
Lora Yeater	2013	In honor of Lizbeth Guerrina
Louise Simone	2014	In honor of David Smith
Ted Linczak	2015	In honor of Helen Yancy
Kate Higdon	2016	In honor of James DiVitale
Gail Nogle	2017	In honor of Don Busath
Dawn Muncy	2018	In honor of Ernie K. Johnson
<i>Kimberly Smith</i>	<i>2019</i>	<i>In honor of Timothy Mathiesen</i>
<i>Ted Linczak</i>	<i>2020</i>	<i>In honor of Jon Allyn</i>
<i>Kathy Wierda</i>	<i>2021</i>	<i>In honor of Jack Avalos</i>

ASP Service Awards

In order to recognize and show appreciation for the time, talent and expertise generously contributed for the benefit of the American Society of Photographers and its members, the ASP Board of governors has created the ASP Service Awards. The Medallion indicates that the individual has given of their time and talents to ASP and its members consistently enough to have earned 25 service merits. For those who have continued to contribute beyond the requirement for the Service Medallion, ASP awards service bars.

The black ribbon and distinctive medallion as well as the ASP service bar are not just a symbols of hard work, but also an indication of the selfless character of the person who wears it.

Jon Allyn

Gabriel Alonso

Miles Andonov

Nancy Bailey-Pratt

Lester H. Baker

Ken Ball

Robert L. Ball

Michael Barton

James Bastinck

Rob Behm

Laurence Blaker

Carl W. Blakeslee

Ken Bovat, Jr.

Douglas Box

Ed Broussard

Frank Cricchio

Walter Crocker

Lamont DeBruhl

Linda Durham

Louis Dworshak

William Eaton

Don Emmerich

Nancy Emmerich

Suzanne Fischer

Sam Gardner

Paul Linwood Gittings

Helene Glassman

Robert D. Golding

Ray Goodrich

Alma Gray

Max Green

Jeff Gulle

Jason Hailey

Dan Hammel

Cheri Hammon

Dennis Hammon

Kalen Henderson

Thomas Henn

John Herrel

Dale Holladay

Janice Holladay

Colbert Howell

John Howell

Ralph Hutchinson

A.R. Buehman

Kermit Buntrock

Drake Busath

William Joseph Campanellie

Sher Carroll

Ella Carlson

Sabina Cavalli

Horace Chase

Jim Churchill

Steve Clark

Russ Clift

Bob Coates

Jerry Cornelius

Bonnie Costanzo

Jerry Costanzo

Rick Massarini

Timothy Mathiesen

J. Michael McBride

Tom McDonald

Randy McNeilly

Gary Meek

Kathryn Meek

John T. Miele, Jr.

Stephanie Millner

Warren Motts

Dawn Muncy

Karen Nakamura

Marvel Nelson

Dwight Okumoto

Douglas Paisley

Sandra Pearce

Ed Pedi

John Perryman

Randy Peterson

Elbridge Purdy

Al Ravanelli

Judy Reinford

Ralph Romaguera

Cindy Romano

David Smith

Kimberly Smith

Charles Snow

Morton Sobin

D.D. Spellman

Thomas Jadwin
Ernie Johnson
Jeff Johnson

Lorraine Johnson
Toni Johnson-Harryman
Steve Kemp
Leslie Ann Kitten

Walter Klages
Robert Kunesh

Roland Laramie
Maurice LeClair
John LaVecchia
Henry Leichtner
Carl B. Lewis
Harper Lieper
Jeanne Lindquist
Edgar Lobit
Jessica Lozoya
Verna Madigan-Willett
Ken Martin

John Stein
William Stevenson
Kristy Steeves

Buddy Stewart
Everett A. Stoffel
Robert Symms
Michael Taylor
Michael Timmons
Tina Timmons
Richard W. Trummer
Joseph Van Dolan
Jessica Vogel
Linda Weaver
Howard Weber

Bryan Welsh
Doran Wilson
Ken Whitmire
Robert Wittmayer
Terry Wood
Peter Yu



PPA National Award

This special honor is in recognition of outstanding service to professional photography.

1981 Morton Sobin	2002 Mark Roberts
1982 Kenneth Whitmire	2003 Harv Goldstein
1983 Terry Wood	2004 William Eaton
1984 Roland L. Laramie	2005 Ernie Johnson
1985 James Bastinck	2006 Buddy Stewart
1986 Robert D. Golding	2007 Jon Allyn
1987 Joseph Van Dolah	2008 Richard W. Trummer
1988 Marvel Nelson	2009 Don Emmerich
1989 John Howell	2010 Kathy Meek
1990 Jason Hailey	2011 Kalen Henderson
1991 Robert & Jayne Opfer	2012 Sher Carroll
1992 Frank Cricchio	2013 Joan Genest
1993 James "Mickey" Dunlap	2014 Mark Lane
1994 Ted Sirlin	2015 Rick Massarini
1995 Tom McDonald	2016 Linda Smith (Spillers)
1996 Warren E. Motts	2017 Linda Durham
1997 Jo & Randy Bradford	2018 Leslie Ann Kitten
1998 William Stevenson	2019 Jessica Vogel
1999 John T. Miele, Jr.	2020 Nancy Emmerich
2000 Glen Nelson	2022 Karen Nakamura
2001 Verna Madigan-Willett	

American Society of Photographers

International Award

Our Society presents this award annually to a firm or person that we feel has contributed in a special or significant way to the ideals of Professional Photography as an art and a science.

1982 Jay Stock	1986 George Hurrell
1983 Gerhard Bakker	1987 Eastman Kodak Co.
1984 Dr. Edwin Land & Polaroid	1988 National Geographic Society
1985 Hasselblad, Inc.	1989 Nikon, Inc.



1990 Gina Lollobrigida	2007 Peter Gowland
1991 Brooks Institute	2008 Thomas Knoll
1992 Agfa/Miles, Inc.	2009 George Larson
1993 Senator Howard Baker	2010 Marty Stuart
1994 Albert Gilbert	2011 Graham Nash
1995 Robert Farber	2012 Scott Kelby
1996 Fuji Photo Film, USA	2013 Canon USA
1997 Howard Bingham	2014 John Sexton
1998 Hector Herrera	2015 Jack Avalos
1999 Ruth Bernard	2016 Mathew Brady
2000 Mamiya America Corp.	2017 Julieanne Kost
2001 Ray DeMoulin	2018 International Photography Hall of Fame
2002 Alessandro Baccari	2019 Dave Newman
2003 Ernst Wildi	2020 Steven J. Sasson
2004 Epson Corporation	2022 <i>Frank Cricchio</i>
2005 Peter Dyer	
2006 Sae Lee	

ASP Educational Associate

The next level of achievement from the PPA Craftsman Degree, the ASP Educational Associate reflects directly on the individual's desire to grow in both personal and public instruction in professional photography.



1983 James M. Bastinck	1984 Warren E. Motts
1983 Don C. Blair	1984 Bruce Muncy
1983 Robert D. Golding	1984 Robert L. Symms
1983 Frank Kristian	1984 Bill S. Weaks
1983 Tom McDonald	1984 Helen Yancy
1983 Paul D. Skipworth	1986 Jerry L. Cornelius
1983 Morton A. Sobin	1986 LaMont M. DeBruhl
1983 Robert Stevenson	1986 Alan G. Gibby
1983 Ron Stewart	1986 Charles (Bud) Haynes
1983 Jay Stock	1986 Thomas B. Jadwin
1983 Arthur J. Wendt	1986 Verna Madigan Willett
1984 Shirley Hurrell	1987 Frank C. Grillo
1984 Roland L. Laramie	1987 Marty Rickard
1984 Charles Lewis	1988 Edgar W. Matuska
1984 William W. Meriwether	1988 Ann K. Monteith
1990 James R. Monteith	2008 Gary Meek
1990 Jerry Pokorny	2009 Robert A. Howard
1991 Guy H. Grube	2010 Dr. Glenn Cope
1992 Jerry Interval	2010 John Stein
1993 James M. Bastinck	2012 Michael Barton
1993 John Hartman	2015 Dana Nordlund
1993 Linda S. Weaver	2015 Richard W. Trummer
1995 Helen T. Bousier	2016 Ella Carlson
1995 Rick English	2016 Christine Walsh-Newton
1995 Ken Huang	2018 Robert Coates
1996 Timothy Mathiesen	2018 Mary Fisk-Taylor
1997 Jerry Costanzo	2019 Steve Clark
1998 Terry J. Deglau	2021 Bryan Welsh
1998 Lawrence Karpman	2021 Dennis Chamberlain
2000 Sara Frances	2022 Thom Rouse
2003 Kalen Henderson	2022 Margaret Bryant
2007 John Woodward	

ASP Honorary Educational Associate

The Board of the ASP may from time to time confer on any individual, an Honorary Educational Associate by virtue of past service to the ASP or for outstanding contributions to photography.

1983 Warren E. Motts	2001 June Youngren
1983 Fred Schmidt	2002 Ann Monteith
1984 Tom McDonald	2003 William Abey
1984 Ed Purrington	2003 Skip Cohen
1985 Marvel Nelson	2007 Nancy & Jack Holowitz
1985 Virginia Stern	2008 Helen Yancy
1986 Ernest Brooks, Sr.	2009 Gary Meek
1986 Frank Cricchio	2010 Don Emmerich
1986 Robert L. Symms	2011 Julieanne Kost
1987 Jerry L. Cornelius	2012 Tony Corbell
1987 Frederick Quellmalz	2013 Don Dickson
1988 Robert M. Opfer	2014 Clay Blackmore
1990 William S. Miller	2016 John Hartman
1990 Evangeline Parker	2017 Hanson Fong
1991 Masayuki "Mike" Ono	2018 Doug Box
1993 Ernie E. Curtis	2019 David Ziser
1994 Virgil J. Parker	2020 Ed Pierce
2000 Robert Stevenson	2022 Richard Sturdevant

ASP Fellowship

In keeping with its dedication to the pursuit of the ultimate in creativity and excellence, the American Society of Photographers instituted the Fellowship.



1970	Phillip S. Charis	1978	Monte Zucker
1970	Jay Stock	1979	Suzann Mertz
1970	Fred Van Dyke	1979	Glen Nelson
1970	Joseph Zeltsman	1980	Sherman Hines
1971	LaVerne Friesen	1980	Wayne Thom
1971	Carl Lewis	1981	Robert Becker
1971	Jack Stiles	1981	Mildred Totushek
1972	Roy Beadling	1982	Arthur J. Wendt
1972	Jason Hailey	1982	James K. Madden
1972	John B. Kelley	1982	William S. Miller
1973	Robert D. Golding	1983	Duane Sauro
1973	Lee Howick	1983	Marcel Moino
1973	Norman C. Kerr	1984	Ron Stewart
1973	Douglas Lyttle	1985	Don Busath
1973	William S. McIntosh	1985	Chris Der Manuelian
1974	John Howell	1986	Paul D. Skipworth
1974	Henry Leichtner	1987	Frank E. Cricchio
1974	Carl Mansfield	1987	Lizbeth Guerrina
1974	Marvel Nelson	1988	Guy H. Grube
1974	Lawrence Williams	1988	Don C. Blair
1974	Martha Zeltsman	1988	John S. Stanton
1975	Albert Gilbert	1988	David A. Peters
1975	Marion L. Ward	1988	David A. Ziser
1976	Kenneth L. Whimire	1989	Fred C. Larkin
1976	Joyce A. Wilson	1989	Edward J Kazmirski
1977	James M. Bastinck	1990	Tom McDonald
1977	Neil Montanus	1990	David L. Smith
1977	Harry S.C. Yen	1991	Roxanne Pearson
1978	Edward deCroce	1991	Cindy Kassab

1992	W. Peter Dyer	2006	David Swoboda
1992	Arthur E. Smiley	2007	Ralph Romaguera
1992	Michael G. Taylor	2008	Daniel Thornton
1993	Stephen Lagow	2008	Doran Wilson
1993	Fred Hindgardner	2009	Gregory T. Daniel
1994	Timothy Mathiesen	2009	Sam Gray
1995	Michael Marvins	2009	Randy McNeilly
1995	Linda S. Weaver	2010	Joe Campanellie
1995	Robert L. Stewart	2010	Barry Rankin
1996	Ken Huang	2010	Michael Timmons
1997	Michael Thompson	2011	Rod Brown
1997	Stewart Powers	2011	Richard Carpenter
1997	Dennis Craft	2011	Thom Rouse
1997	James DiVitale	2012	William Branson III
1998	Gail Nogle	2012	Jim Chagares
1998	Chris Beltrami	2012	Dennis Hammon
1998	Charles Green	2012	Dave Huntsman
1999	Jack Holowitz	2013	Jon Allyn
1999	Indra Leonardi	2013	Michael Barton
1999	Genaro Castelan	2014	Janet Boschker
1999	Ruth Wittmayer	2014	Nancy Emmerich
2000	Patricia Beltrami	2015	Louise Simone
2000	Sae Lee	2016	Peter D. Lik
2000	Robert Lino	2016	Susan Michal
2000	Heidi Mauracher	2017	Nancy Bailey-Pratt
2001	Anthony Maddaloni	2017	Maz Mashru
2001	Tim Kelly	2018	Gabriel Alonso
2001	Buddy Stewart	2018	Cheri Hammon
2002	Tim Walden	2018	Jamie Hayes
2002	LaVon Westfall	2019	Kristi Elias
2003	Don Emmerich	2019	Ella Carlson
2003	Peggie Vallejo Hall	2020	Laura Bennett
2003	Dixie Laval	2020	Carl Caylor
2004	Helen Yancy	2022	<i>Doug Bennett</i>
2006	Jacklyn Patterson	2022	<i>Kimberly Smith</i>
2006	Joseph Simone		

ASP Honorary Fellowship

The highest honor our Society can offer for selfless, uncompromising dedication to achievements and contributions, which eminently advance the image of professional photography.

Richard Sturdevant	Kurt F. G. Jafay
Jack Avalos	Yousuf Karsh
Gerhard Bakker	Roland Laramie
Don C. Blair	Harper Leiper
Anthony J. Cilento	Don Lohnes
Dean Collins	Tom McDonald
Frank E. Cricchio	Warren Motts
Terry Deglau	Marvel Nelson
Don Emmerich	Buddy Stewart
Adolph Fassbender	Robert Stewart
Louis F. Garcia	Mille Totushek
Paul Linwood Gittings	Kenneth Whitmire
Robert D. Golding	Joyce A. Wilson
Jason Hailey	Helen Yancy
Jack Holowitz	<i>Tim Mathiesen</i>
John Howell	



The American Society of Photographers congratulates the winners of the first annual ASP Images of Distinction competition!

First place - "Grace" by Kimberly Smith

Second place - "Cameo" by Kimberly Smith

Third place - "Bad to the Bone" by William Joseph Campanellie

First place, non-member - Sarah Seeley

We look forward to another exciting
ASP Images of Distinction in February.

ASP Past Presidents

1937-41 D.D. Spellman	1983 Warren Motts
1942-45 WWII No Meetings	1984 Tom McDonald
1946 Louis Dworshak	1985 Marvel Nelson
1947 Charles Snow	1986 Robert Symms
1948 Everett A. Stoffel	1987 Jerry Cornelius
1949 Ray Goodrich	1988 John Perryman
1950 A. R. Buehman	1989 Colbert Howell
1951 John LaVeccha	1990 Thomas Jadwin
1952 Laurence Blaker	1991 Verna Madigan-Willett
1953 Elbridge Purdy	1992 John T. Miele, Jr.
1954 Max Green	1993 Edgar Lobit
1955 Howard Weber	1994 Frank Cricchio
1956 Lester H. Baker	1995 J. Michael McBride
1957 Carl W. Blakeslee	1996 LaMont DeBruhl
1958 Maurice LeClair	1997 William Stevenson
1959 Walter Crocker	1998 Ralph Romaguera
1960 Ken Ball	1999 Linda Weaver
1961 Al Ravanelli	2000 Michael Taylor
1962 Alma Gray	2001 Randy Peterson
1963 Ralph Hutchinson	2002 Timothy Mathiesen
1964 Horace Chase	2003 Jerry Costanzo
1965 Carl B. Lewis	2004 David Smith
1966 Jeanne Lindquist	2005 Jon Allyn
1967 Robert L. Ball	2006 Don Emmerich
1968 Paul Linwood Gittings	2007 Buddy Stewart
1969 Kermit Buntrock	2008 William Eaton
1970 Russ Clift	2009 Ernie K. Johnson
1971 John Howell	2010 Richard W. Trummer
1972 Jason Hailey	2011 Kathryn Meek
1973 Henry Leichtner	2012 James Churchill
1974 Harper Lieper	2013 Doran Wilson
1975 Douglas Paisley	2014 Randy McNeilly
1976 Terry Wood	2015 Kalen Henderson
1977 Roland Laramie	2016 Jessica Vogel
1978 Kenneth Whitmire	2017 Dennis Hammon
1979 James Bastinck	2018 Gabriel Alonso
1980 Robert Wittmayer	2019 Don Raupp
1981 Joseph Van Dolan	2020 Leslie Ann Kitten
1982 Morton Sobin	2021 Sabina Cavalli

ASP Life Members

Life Membership may be awarded by the Executive Committee to any member who has been a member of the ASP, Inc. for a minimum of ten consecutive years and is permanently retired from the active full-time practice of photography and is at least 65 years old.

George W. Ambrester

B. C. Baggett

Lester Baker

Gerhard Bakker

Roy Beadling

Chris Beltrami

Patricia Beltrami

Susan Bentley

Randolph Bradford

Eva L. Briggs

Anne Brignolo

Rod Brown

Lynda Brown

Kermit Buntrock

Don Busath

Phillip Charis

Tony Cilento

Russ Cliff

Dennis Constantine

Dr. Glenn Cope

Jery Cordova

Jerry L. Cornelius

Meyers A. Cornelius

Terry J. Deglau

Robert A Dementi

Chris Der Manuelian

Don C. Diers

Frank Fogler

Alvin L. Friedman

Curtis Frook

Samuel Frumkin

Lynden Gamber

Louis F. Garcia

Alan G. Gibby

Bill Gooch

Warren E. Gregory

B. Artin Haig

Jason Hailey

Dan Hammel

Robert E. Handley

Charles "Bud" Haynes

Arthur C. Heitzman

Marvin E. Helgesen

Richard E. Hinman

Dale Holladay

Janice Holladay

Jack Holowitz

Glenn Hohnstreiter

Colbert Howell

Shirley Hurrell

Donald Jack

John Kalinich

Steven Kelly

Margo Kent

John C. Kepper

Clifford O. Kreuter

Robert Kunesh

Harry T. Langdon

Dixie Laval

Fred Larkin

Dimitri LaZaroff

Viva Fay Lefler

Harper Leiper

Donald S. Lidikay

Edna Lloyd

Robert D. Lloyd

Don Love

Douglas Lyttle

Ray Manley

Duncan MacNab

Anthony P. Maddaloni
Joseph D. Matthews
Robert McCormack
Tom McDonald
Robert McGee
William S. McIntosh
Winton B. Medlar
Gary Meek
William W. Meriwether
Suzann Mertz
N. Boyd Mettee
Nicholas Minervino
Norris E. Mode
Marvel Nelson
Richard S. Nopar
Jenny Nourse
Jacklyn Patterson
Mason Pawlak
Houstin Payne
John G. Perryman
Andrew Purdon
Elbridge C. Purdy
Ralph Pyle
Frederick Quellmalz
True Redd
Kenneth C. Reidenbach
Robert L. Rickert
Grace A. Sandberg

Alice Sayles
Michael Scalf Sr.
Herb Schieman
Renate Schoenebeck
Dennis Schwartz
John E. Scott Jr.
Louise H. Sillis
Paul D. Skipworth
Jerry Small
Ted Smerchansky
Linda Smith
W. D. Smith
Paul Speaker
Everett Stoffel
John C. Sybenga
Wayne Thom
Fred Van Dyke
Frank W. Warner
Bill S. Weak
Howard Weber
Arthur J. Wendt
Barbara White
James F. White
Murray R. White
Joyce A. Wilson
Robert Wittmayer
Edgar D. Young
June Youngren

ASP Honorary Life Members

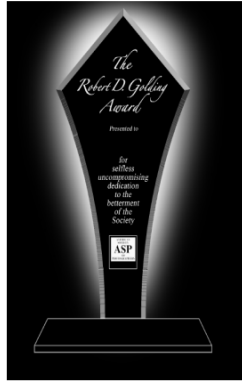
Honorary Life Memberships shall be granted on the recommendation of the Board of Governors. They should be individuals who have made outstanding contributions to photography. The recipient may be, but need not be, a member of ASP.

Jon Allyn
Gabriel Alonso
John E. Amborn
George W. Ambrester
David Anspaugh

Jack Avalos
Lester Baker
Kenneth Ball
James Bastinck
Elmer D. Bengtson

Forest C. Brown
Kermit L. Buntrock
Sabina Cavalli
Horace J. Chase
James Churchill
Ross Clift
Jerry Cornelius
Jerry Costanzo
Frank E. Cricchio
Jack Davidson
Jacob Deschin
William E. Eaton
Don Emmerich
Franke Fassbender
Lynden Gamber
Alma V. Gray
Lizbeth Guerrina
Jason Hailey
Dennis Hammon
Charles H. (Bud) Haynes
Marvin E. Helgesen
Kalen Henderson
Moreland Herring
Colbert D. Howell
John Howell
Thomas B. Jadwin
Ernie K. Johnson
Margo Kent
Leslie Ann Kitten
Roland L. Laramie
Gilbert L. Larsen
Harper Lieper
Jeanne A. Lindquist
Edgar Lobit
Douglas Lyttle
Willard C. Martin
Timothy Mathiesen
J. Michael McBride
Tom McDonald
Randy McNeilly
Kathryn Meek

Ulric Meisel
John T. Miele, Jr.
Warren Earl Motts
Glen Nelson
Marvel Nelson
Douglas Paisley
Mason Pawlak
John G. Perryman
Randy Peterson
Andrew Purdon
Donald Raupp
Albert Ravanelli
Ralph J. Romaguera
Fred A. Rutter
Lynn W. Sanders
Alice Sayles
Fred Schmidt
David L. Smith
Morton A. Sobin
Virginia Stern
Wm. Stevenson
Robert Stewart
Evertt A. Stoffel
David Swoboda
Robert L. Symms
Michael Taylor
Richard W. Trummer
Joseph S. Van Dolah
Jessica Vogel
Louis Watson
Linda S. Weaver
Howard Weber
Kenneth L. Whitmire
Verna Madigan-Willett
Doran Wilson
Robert Wittmayer
Terry Wood
Helen Yancy
June Youngren
Joseph Zeltsman
Martha Zeltsman



Robert D. Golding Award

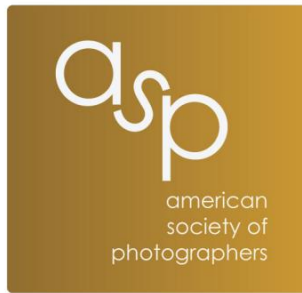
This award presented in honor of Robert D. Golding exemplifies the recipient's selfless, uncompromising dedication to the betterment of the American Society of Photographers. This award may only be presented ten times after which it will be retired.

Robert D. Golding	2011	Jon Allyn	2020
Don Emmerich	2016		



Our Mission Statement

ASP is a society of professional photographic artists who aspire to maintain the highest level of excellence by adhering to ethical standards, stimulating creativity and continually refining technical competence. The goal of the organization is to promote education, foster fellowship and perpetuate the ideals of photography as an art and a science.



ASP in Japan Trip of a lifetime!



March 2023 - A Guided Photographic Tour of Japan

Register now. ASP will be sponsoring a trip to one of the most amazing countries in the world, Japan. Join ASP friends and family for this fabulous guided tour. Space will be limited for this exciting and picture-perfect adventure. Go to ASofP.com for more information or contact John Powers at johnepowers@hotmail.com with questions.

EXAMPLE OF WHAT TO BRING FOR GALA

Everyone:

1. Items for the Gift Box at Gala. – Give to Sharon & Leslie.

SLP grippers, Jewelry coupons, Mascot pins, Old ASP pins, Japan origami's, candy? cookies?

Sharon:

1. Seating chart 34x30 to be printed – Finish Seat labels, numbers & names with Karen.
2. SLP Grippers & jewelry coupons for Gala gift boxes.

Leslie:

1. Need to find out if Frank Cricchio is coming or family member on his behalf? We are holding 2 seats.
2. Two Black tablecloths from home
3. Gift Boxes for Gala.
4. Rachel needs Gala contract, agenda & time frame by Dec. 31.

Mel:

1. ASP Service Medallions
2. ASP Service Bars
3. Raffle items for LNL on Monday
4. Tablecloths – shipped?
5. Credit Card device for ASP Booth.

Bill:

1. Items from BWC
2. Photo booth printing stuff

Sabina:

1. Black tablecloths, stretchy tablecloths from home.
2. Backdrop from home (stand?)
3. Lights for ASP board portrait taken by Gabriel
4. Pocket wizards / triggers?
5. Glass vases for LNL Monday night
6. Jar for pins

Karen:

1. LNL tickets
2. Honorary Medallions

3. Table Extension Names / Table # cards
4. Wine name tags – purchased for Gala and LNL
5. Gala tags for boxes
6. Bill V needs a logo & border for prints (vertical & horizontal)

Kristy Steeves:

1. Table runners' - 3 boxes
2. Cherry Blossom vines box
3. Batteries box
4. Backdrop and background stand
5. 4 pocket wizards for Gabriel Alonso Board portrait session
6. 5 electric power strips
7. Heavy duty, long extension cords
8. Gaffer/duct tape
9. Constant Light for Chris Wooley's video

EXAMPLE GUIDE SHEETS FOR BOOTH VOLUNTEERS



Guide Sheets For Volunteers Hosting the ASP Booth at IUSA 2022

BACKGROUND

**THANK YOU FOR VOLUNTEERING!
YOU MAKE ALL THE DIFFERENCE!**

If you have any questions, please contact John Powers at:

580-574-4783

If he can't be reached, then next try Bill Vahrenkamp at:

817-908-0316

And, as a last resort, reach out to Sabina Cavalli at:

630-699-2072

- Please double check your shift's date, starting and ending times.
- Please arrive five minutes ahead of your scheduled time to ensure a smooth transition between the last shift and yours.
- Please do not leave before the next volunteers arrive to cover for you. If they are late, please contact John Powers immediately.
- Please dress professionally. You are the face of ASP!
- If you receive feedback from a visitor (good or bad), please write down their name and contact info and take note of what was said. We want to be able to follow up with this person. A notepad will be provided to take down such notes.
- Speaking of taking notes, be sure someone on your shift tallies the visitors to our booth each shift. Use the clicker that will be provided to keep track. Write down the total and be sure that it is turned in to John Powers at the end of each shift.
- Always remember, you may be the first and sometimes the only introduction to ASP that people have!
- When a visitor comes to the booth, be friendly:
 - Introduce yourself as a volunteer and member of ASP
 - Ask the visitor if he/she is an ASP member
 - If the visitor is not a member, ask if they have a PPA degree.

If not a member, it is a great opportunity to talk about goals! Pursuing a PPA degree and becoming an ASP member may not be on someone's radar now but you may help to change that by talking about your own journey towards your degrees and how that impacted your career and it may impact theirs. You may tell them about how the other members you met at ASP have influenced your life and vice-versa!

If they do have a degree, ask them if they have renewed their membership (we would love to have that feedback!). Encourage them to renew the membership either on their phone or by logging in at www.asofp.com. Have them do it now ... in front of you!

- When a member comes to the booth, be interested in their story, ask questions. Doesn't it make you feel good when someone is interested in you and listens to your story? What if we asked them about what they loved and then suggested the perfect spot to volunteer? By doing something they love and are good at they will get involved, meet other members, and not feel like they are working at all!

- When a visitor asks about ASP and its benefits, it is a great visual support to show them a brochure and/or an edition of the ASP magazine. See the list of benefits in the FAQs section.

- Profiling:

You will be engaging with a lot of different people. As you converse with them, there are at least a dozen different areas we need help within ASP. Think of them as possible volunteers in one of these areas. Ask them about their interests, their skills, their desires. See if they might be interested in exploring any of these possibilities:

- (*publishing skills*) We are looking for someone to be involved in publishing a book for ASP – we are thinking of a book on ASP's 85th anniversary and/or our Museum Project.

- (*editorial skills*) We are looking for someone to take over as editor of our quarterly ASP magazine.
- (*graphic designer*) We are looking for someone with graphic designer skills who would like to help work on future projects within ASP.
- (*sponsorship*) We are looking for people who could skillfully help recruit sponsors for our various projects.
- (*video editor*) We are looking for a person who can create professional videos for ASP.
- (*writers*) We are looking for people to write articles for our quarterly magazine.
- (*speakers*) We are looking for people who can present unique, professional programs for our weekly Zoom presentations.
- (*moderator*) We are looking for someone to assist in moderating our weekly Zoom meetings.
- (*media*) We are looking for someone with media expertise to help with the promotion of ASP itself.
- (*travel expertise*) We are looking for someone to head up ASP's next overseas photographic expedition in 2025.
- (*promoter*) We are looking for someone to head up a new project focusing on ASP members who volunteer for worthy causes outside of ASP itself.

FREQUENTLY ASKED QUESTIONS

WHAT IS ASP?

ASP is a society of professional photographic artists who aspire to maintain the highest level of excellence by adhering to ethical standards, stimulating creativity and continually refining technical competence. The goal of the organization is to promote education, foster fellowship and perpetuate the ideals of photography as a science and an art.

WHO CAN JOIN ASP?

A PPA degree holder in good standing is eligible to become member of ASP.

WHY JOIN ASP? *(benefits of being a member)*

Because you've earned the honor!

Objection you may hear: "*There is nothing I can get here that I can't get from PPA*".

Our answer: ASP has much to offer:

We offer *One Day PPA Merit Programs* with such extraordinary teachers as Kimberly Smith and Shannon Squires-Toews.

ASP's own print comp, *Images of Distinction*, is groundbreaking in its help in prepping its members for the upcoming District and IPC entries.

The *ASP Weekly Zoom Meetings* offer unique, professional one hour presentations every week from the finest photographers from around the country.

The *ASP Mentorship Program* gives every ASP member the opportunity to be mentored by experts in their fields for up to ten hours every year ... absolutely free!

Next-step goals after receiving a PPA degree include:

- *Fellowship Degree*
- *Educational Associate Degree*
- *Service Awards*

ASP's *The Museum Project* where selected images from ASP members are displayed at prestigious museums and art galleries around the country.

Nationally recognized award-winning images bestowed exclusively upon ASP members, to include:

- *Gold, Silver, and Bronze Medallions*
- *District Medallions*
- *State Elite Awards*

ASP's *State Representative Program* that connects our members across the entire country.

International Travels created solely for our ASP members. Next year we are going to Japan! The trip is fully organized with photographic sites and opportunities as the guiding factor. We will visit Tokyo, Kyoto, Hiroshima, and Miyajima.

- Full color, award-winning magazine delivered quarterly to ASP members in print and in electronic format: members are welcomed and encouraged to submit articles and images to be published!

ASP's *Annual Gala* at Imaging USA and the exclusive *Late Night Lounge*.

WHY SHOULD YOU RENEW MEMBERSHIP TODAY?

When we leave for later, it's much more likely that we'll forget to go back to the website and renew, and then we end up left out of the new things that are being planned and will happen during the year for ASP members!

HOW DO YOU RENEW THE ASP MEMBERSHIP?

Members will be able to renew membership by:

- logging in the ASP website with their email address and password and selecting "renew membership".
- There is an option to make a one-time payment or to check the option for auto-renewal.
- If they don't remember their password, there will be a prompt to input their email address and receive a temporary password.

If they cannot log in, please write down their name, email address, and cell phone number. Be sure to turn in this information to John Powers.

WHY IS THE MEMBERSHIP RENEWAL AUTOMATIC NOW?

The option to choose automatic renewal was made available to members for their convenience.

It helps putting an end to the hassle of having to log in every year and renew the membership manually. The auto-renewal option may be cancelled at any time the member desires.

Members have the option to choose whether to make a one-time payment OR choose auto-renewal.

WHAT ARE THE ASP DEGREES?

ASP FELLOWSHIP
EDUCATIONAL ASSOCIATE

HOW DO YOU QUALIFY FOR THE ASP DEGREES?

ASP Fellowship requirements:

- Hold at least one of the PPA Master degrees,
- Be a current ASP member in good standing,
- Have acquired 15 additional print merits AFTER receiving their degree during contiguous years of ASP membership.
- The applicant must complete a minimum of 3 consecutive years membership in ASP prior to application and judging for the Fellowship.
- The applicant must write a personal paper of at least 2000 words providing insight into their photographic or artistic journey, influences, philosophies and passion that make them the photographer or artist they are today.
- The applicant must also submit a portfolio of 25 exquisite images characteristic of his or her finest work that is a visual representation of their written paper.

Educational Associate requirements:

The ASP Educational Associate is conferred on those special individuals who actively participate and promote the ideals and philosophies of the organization beyond the initial recognition given with their acceptance into the Society.

EA requirements:

- Hold a PPA Photographic Craftsman degree,
- Be a current ASP member in good standing,
- Have acquired 30 additional speaking, teaching, or writing merits AFTER receiving their degree during contiguous years of ASP membership.
- Complete a minimum of three consecutive years membership in ASP prior to application and judging for the Educational Associate.
- Write a paper of at least 4000 words of individual research and thought that demonstrates the applicant's mastery of the field and supports a position for a new idea, development or trend.

WHAT ARE THE ASP AWARDS?

ASP Elite State Award:

The ASP State Elite Award is presented to the ASP member in good standing with the highest scoring entry at their State Print Competition.

ASP Medallions:

The Gold, Silver and Bronze medallions are presented to the makers of the ASP loan entries judged by a separate panel of jurors to be the best images in the exhibit.

District Medallion:

The ASP District Medallion Award is presented to the ASP member in good standing with the highest scoring entry at their District Print Competition.

HOW DO I REGISTER TO ATTEND THE *LATE NIGHT LOUNGE*?

Go to <https://asofp.com>

Click on “*Activities & Events*”

Click on the “*Register*” Box under “*Late Night Lounge*”

Fill in data and submit.

CAN I HAVE AN ASP PIN?

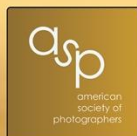
The ASP pins are for sale at \$15 per pin. Any ASP member in good standing is qualified to purchase said pin.

TELL ME ABOUT THE SPOTLIGHT SPEAKERS

I am so glad you asked! Please find below the listed speakers.

WHEN ARE THE AUTHORS SIGNING THEIR BOOKS?

The list is found on the following page which you can share with those that ask.



ASP SPOTLIGHT SERIES

BRINGING
FELLOWSHIP AND EDUCATION
TO YOU AT IMAGING USA

VISIT THE
ASP BOOTH #140!

SUNDAY, JANUARY 16, 2022



1:00 PM - 1:20 PM **THOM ROUSE** M.PHOTOGRAPHY, M.EICR, EA-ASP, F-ASP
THE SOFT SKILLS OF PHOTOGRAPHIC ARTISTRY



1:30 PM - 1:50 PM **DENNIS CHAMBERLAIN** M.PHOTOGRAPHY, M.ARTIST, CR, CPE, EA-ASP
THE CREATIVE LANDSCAPE COMPOSITE



2:00 PM - 2:20 PM **BRYAN WELSH** M.PHOTOGRAPHY, CPE, AP, EA-ASP
THE EDUCATIONAL ASSOCIATE - THE OTHER ASP DEGREE



2:30 PM - 2:50 PM **LAURA BENNETT** M.PHOTOGRAPHY, F-ASP
USING DRONES IN LANDSCAPE PHOTOGRAPHY



3:00 PM - 3:30 PM - ASP AUTHORS' BOOK SIGNING: PART 1
DANICA BARREAU, JOE GLYDA AND SARA FRANCES

MONDAY, JANUARY 17, 2022



1:00 PM - 1:20 PM **JOHN POWERS** M.PHOTOGRAPHY
SEE YOU IN JAPAN!



1:30 PM - 1:50 PM **BRYAN WELSH** M.PHOTOGRAPHY, CPE, AP, EA-ASP
MENTORSHIP: ONE OF THE SIGNIFICANT ASP BENEFITS



2:00 PM - 2:20 PM **KRISTI ELIAS** M.PHOTOGRAPHY, M.ARTIST, CR, F-ASP
FINE ART UNDERWATER PORTRAITURE



2:30 PM - 2:50 PM **MARGARET BRYANT** M.PHOTOGRAPHY, CPE, EA-ASP
THE NUTS & BOLTS OF PHOTOGRAPHING DOGS



3:00 PM - 3:30 PM - ASP AUTHORS' BOOK SIGNING: PART 2
ELLA CARLSON, ERICA LANE HARVEY, MARGARET BRYANT
AND JOHN POWERS

TUESDAY, JANUARY 18, 2022



1:00 PM - 1:20 PM **ELLA CARLSON** M.PHOTOGRAPHY, M.ARTIST, CR, CPE, F-ASP, EA-ASP
MY EXPERIENCES CREATING AN ALIEN ALLIANCE

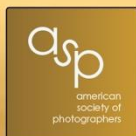


1:30 PM - 1:50 PM **KIMBERLY SMITH** M.PHOTOGRAPHY, M.ARTIST, CR, CPE, F-ASP
MY ASP FELLOWSHIP JOURNEY



2:00 PM - 2:20 PM **DOUG BENNETT** M.PHOTOGRAPHY, F-ASP
MY ASP FELLOWSHIP JOURNEY

FOR MORE INFORMATION GO TO:
WWW.ASOP.COM



ASP AUTHORS BOOK SIGNING

BRINGING
FELLOWSHIP AND EDUCATION
TO YOU AT IMAGING USA

THE FOLLOWING AUTHORS WILL BE
FEATURING AND SIGNING THEIR BOOKS:

SUNDAY, JANUARY 16, 2020 - 3:00 PM - 3:30 PM



DANICA BARREAU - M.PHOTOG.M.ARTIST.CR., CPP

FEATURING:

-**SETTERLY YOURS:**

A PHOTOGRAPHIC INTRODUCTION TO THE ENGLISH SETTER



SARA FRANCES - M.PHOTOG.CR., API, EA-ASP

FEATURING:

-**FRAGMENTS OF SPIRIT:**

*60 YEARS: A PHOTOGRAPHER'S RECOLLECTIONS OF
TAOS PUEBLO, THE REGION AND ITS ART*



JOE GLYDA - M.PHOTOG.M.ARTIST.CR., API, HON.EA-ASP

FEATURING:

-**WWII AVIATION ARTWORK**

-**WWII AVIATION ARTWORK COLORING BOOK**

-**FOOD PHOTOGRAPHY**



MONDAY, JANUARY 17, 2020 - 3:00-3:30PM



ELLA CARLSON - M.PHOTOG.M.ARTIST.CR., CPP,

F-ASP, EA-ASP

FEATURING:

-**FINE ART PHOTOSHOP: EXPLORING THE WORLD OF
PHOTOGRAPHIC ART**



ERICA LANE HARVEY - M.PHOTOG.CR., CPP

FEATURING:

-**WHAT THE F? THE PHOTOGRAPHIC JOURNEY OF**

ERICA LANE HARVEY



JOHN POWERS - M.PHOTOG., CPP

FEATURING:

-**VIETNAM TODAY:**

A PHOTOGRAPHIC TOUR OF ITS PEOPLES AND LANDSCAPES



MARGARET BRYANT - M.PHOTOG.CR., CPP, EA-ASP

FEATURING:

-**WHO RESCUED WHOM? DOG PORTRAITS AND
RESCUE STORIES**

-**DOG PHOTOGRAPHY: HOW TO CAPTURE THE LOVE,
FUN AND WHIMSY OF MAN'S BEST FRIEND**



COME TO THE ASP BOOTH #140 AND HANG OUT WITH SOME OF YOUR FAVORITE AUTHORS!
BRING YOUR OWN BOOK TO HAVE IT SIGNED BY THE AUTHOR OR PURCHASE ONE AT THE EVENT.

FOR MORE INFORMATION GO TO:
WWW.ASOP.COM

GENERAL PROCEDURES

BOARD MEETINGS

The Board of Governors meet in person or online multiple times per year. One of those meetings is held in conjunction with the Annual Meeting of ASP members.

The Executive Committee meets on the call of the President.

Notice of Meetings/Agendas

Meeting notices are sent out to Board members with preliminary agendas not less than fourteen days in advance of the announced meeting. Meeting materials in support of agenda items are provided to assist in advance review and research for appropriate policy discussions. Additional agenda items may be solicited at the same time so that they can be cleared with the chair and proper preparation made. Agendas are adhered to and rulings by the chair as to relevance are firm.

Attendance

Willingness to serve is determined by acceptance of nomination for election to the Board. Once elected, faithful attendance is a requirement. Every effort to attend should be made and requests to be excused with rationale should be directed to the President in writing. Proxies, alternates, or substitutes are not permitted. Continued inability to perform the functions of an office will be addressed by the President, and may result in removal from office as per our Bylaws.

Voting

Each Board member is entitled to one vote on any issue brought before the Board. If so inclined, a Board member may abstain from voting. Board members are required to report any conflict of interest (real or perceived) and seek Board direction regarding the appropriateness of abstaining on those issues.

Minutes and Agendas

Minutes of meetings are delivered to Board members within 30 days after each meeting with a request for review and correction. As a Governor and participant in the meeting, it is important that you review the minutes so they accurately report actions taken on the agenda.

Roberts Rules of Order

The Board of Governors uses Robert's Rules of Order to govern parliamentary procedure. Information on parliamentary procedures are included in General Procedures/Motions section of this document. In addition, a recent edition of Robert's Rules is available online or at most bookstores.

MOTIONS

Motions need to be clearly stated and accurately recorded by the Secretary or designated note taker for publication in meeting minutes.

- If there is discussion prior to the vote, the motion should be clearly repeated prior to the vote to ensure the members clearly understand what they are voting on.
- If the motion's meaning is complex or open to possible multiple interpretation, it is suggested that the motion instead be made to refer the question to a committee to determine specific unambiguous verbiage for the final motion to address the question. The committee should ensure that the developed verbiage meets the requirements of the maker of the original motion and then present it to the Board or committee for vote. The need for clear and concise wording is very important especially if the action is to modify one of ASP's governing documents.
 - If the motion would require amendment of the ASP Constitution or ASP Bylaws to implement, the change cannot be implemented until the requirements of Article VII. Amendments of ASP Governing Documents are met.
 - If the motion would require amendment to the Standing Rules, as per the above-mentioned Article VII, only a majority vote of the Board of Governors is required, therefore an action required by the motion can occur immediately. However, it is suggested that it be delayed until the Standing Rules verbiage can be modified and published.
- If a motion is presented for vote outside of a normal Board or committee meeting, for example at a Long Term Planning meeting or via email or special Zoom meeting due to critical time constraints, the motion and the vote, by name, should be reported in the consent agenda of the next Board or committee meeting.
- Regarding Long Term Planning meetings:
 - If the long-term meeting is to be held in conjunction with a Board meeting, they should be held as separate and unique meetings. As the Board meeting is dealing with the ongoing operation of the organization it should be conducted first.
 - If a topic brought up at the board meeting is more appropriately addressed at the long-term meeting, a motion should be made to table (US version of table) it until the long-term meeting.
 - Tabled items should be listed on the agenda of the long-term meeting.
 - The minutes of the long-term planning meeting should be presented for approval at the next regular Board meeting. This approval is separate from the approval of the previous Board meeting.
 - Motions made at the long-term meeting should be included in the Board meeting consent agenda as a manner of documenting Board actions.
 - However, if the motion was to table a topic until the next Board meeting, those motions should be listed outside of the consent agenda as topics for discussions.
- If a motion is not recorded in a meeting's minutes, it didn't happen.
- The following documents were downloaded from diphi.web.unc.edu as a summary of the motion process per Robert's Rules.

Roberts Rules Cheat Sheet

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Procedure for Handling a Main Motion

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to")* ... and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and* ... (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

ASP — STANDARD OPERATING PROCEDURES

How to Accomplish What You Want to in Meetings

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

ASP — STANDARD OPERATING PROCEDURES

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

ASP — STANDARD OPERATING PROCEDURES

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

ASP — STANDARD OPERATING PROCEDURES

BOARD AND COMMITTEE SELECTION PROCESS

June 1 - 15

— The president-elect touches base with **ALL** committee chairs and possibly some committee members to ask if they are interested in being considered for a board position before the process starts. It should be made clear that ASP is only determining their interest and availability at this point.

At the same time, the president-elect also ask if the committee chairs if they would stay on in their current positions, unless is it determined that a change is needed / desired.

Confirm with each of the current governors their willingness and interest in moving to the executive board, and/or continue with their duties as governor.

At this point, the president-elect and the board would know for sure which governors are interested and available for the executive board and which committee chairs might be interested in securing a board position as well as which positions will need to be filled for the upcoming year.

June 15-30

— The nomination committee meets to decide who to approach about going onto the executive board and who to approach about joining the board as a governor.

Any board member who is not being asked to continue in their current position should be notified during this time period.

By July 1st — the nomination committee has their slate ready to present to the board at the July board meeting. At this point the rest of the board can be told who has been asked to go onto the Executive Board and who is being asked to join the board as a new governor.

July Board meeting — the slate of officers is voted upon. Nominees are notified and their bios and headshot must be collected for publication.

By the end of **August** — the slate may be announced publicly. Nominees are free to announce their nominations.

September / October — the Fall ASP magazine formally (and in accordance with the by-laws) announces the nominations with their nominated positions, bios and photos. Newly nominated board members attend board meetings, as their schedules permit, for the remainder of the year to become familiar with board workings before their term starts.

October / November — the second announcement of the slate (per ASP by-laws) is sent out through email (optionally social media — possibly we could so a “meet the board” series through social media)

December or early January — Optional zoom meeting for the membership to meet the new slate and hear ASP plans for the next year as well as talk about what will happen at IUSA

ASP — STANDARD OPERATING PROCEDURES

January at IUSA - elections, IUSA, first Long Range Planning meeting including the new board members (plan on a couple of hours for IUSA wrap-up late the last day of IUSA, and one additional full day for LRP)

March 1st—New Board assumes their positions

ASP — STANDARD OPERATING PROCEDURES

GENERAL COMMITTEE POLICIES

- Establish communication trail for accountability:
 - require that all committees elect their own secretary, whose function will be to keep records of all communications within the committee
 - require that the committees maintain a record of their meetings by
 1. Maintain a written meeting summary that lists major decisions and items that need to be resolved at future meetings. And
 2. recording the Zoom meetings, or if the communication was by phone, by sending a written summary of the meeting by email to all members, with copy to the executive director and the President.
- Establish chain of communication:
 - committee secretary keeps track of discussions,
 - Committee liaison is the link between committee and Board

Regarding SELECTION AND APPOINTMENT of chairs:

- it is the President-elect's prerogative to select the chairs for the next term.
- The current President then makes the formal "appointment"
- Time frame: Aug 1st Pres-elect to choose chairs
- Chair terms should be 1 YEAR, to be renewed every year, up to 3 consecutive years.

PERFORMANCE EVALUATION:

- Board liaison should give a written report to the chair
- Chair gives feedback to committee members.
- Document the performance and act as a mentor

ASP — STANDARD OPERATING PROCEDURES

PROCEDURES FOR WEEKLY ZOOM MEETINGS

NEED PROCESS OF SCHEDULING AND NOTIFYING MEMBERS OF UPCOMING MEETINGS^a

Ensure that you have the following information prior to the meeting:

- Zoom ASP login name and password
- If you are not doing the post-processing and/or posting of the video on Youtube, identify who will be doing those processes. Otherwise you will need the Youtube ASP login name and password and Dropbox link
- If you do not have administrative rights to the ASP website, identify who will be posting the link to the YouTube on the ASP website

Login to [Zoom.us](https://zoom.us) approximately 25 minutes before the program. Be sure to log out of your personal account (where your photo is on the upper right) The login info is _____ and the password is _____. Double click on the program you are moderating and launch it. Select “security” on the bottom bar and enable the share screen option.

You will be required to allow attendees into the meeting. Their name will pop up on your screen and you will accept them. Once the program begins, be sure to mute any attendees that enter late. Check the chat box regularly for questions.

Members will visit for the first 20 minutes or so. Then you will remind the attendees about upcoming events and any “save the dates.” Notify the attendees that the meeting will be recorded and available on the asofp.com website under member resources. Ask them to mute themselves and then double check that the meeting is being recorded and introduce your speaker.

- Login to zoom.us approximately 25 minutes early. Login is _____ Password is _____
- Select program
- Launch program
- Under “security”(bottom bar) enable screen sharing
- Watch for attendees wanting to join the meeting...you will have to accept them in order for them to join.
- Be sure to **record the program to your hard drive**. NOT the cloud!
- About 3-5 minutes before the program begins give announcements
 - Plug upcoming Zoom programs (look on latest Zoom email for info)
 - Remind attendees that the meeting is recorded and can be watched as asofp.com under member resources
 - Ask attendees to mute themselves
 - Ask Speaker if they would rather questions through the chat box, at certain times or spontaneously through the program
 - Double check that the Record button is active
 - Introduce the Speaker and turn it over to them
- Continue to mute late attendees as they join the meeting

ASP — STANDARD OPERATING PROCEDURES

- Be prepared to wrap up the program at 1:00 p.m. Central Time. Sometimes they last a little longer with questions. Try not to let it last later than 1:15.
- Thank the Speaker, restate the announcements and thank attendees for joining the meeting.
- End recording
- Let the recording render
- Upload to dropbox

To make the recording available to members:

Once the recording is retrieved from Dropbox, edit out any extra parts that may have been recorded in addition to the talk (for instance, members visiting with each other before the talk starts).

Any video editing program can be used. Save the document as an .mp4 at 1920X1080 pixels.

Upload to the ASP Youtube account:

Once the video is ready on Youtube.com, copy the URL.

Go to ASofP.com/ and sign in as an administrator. Go to STRUCTURE > Members Only > Zoom recordings. Click on the OLD button. Type in the name of the presenter and the title of the program and then paste in the Youtube URL. Highlight the URL and then cClick the link button to create the clickable link. Then click SAVE. The recording should then be available to any member.