



**IMAC MEMBER'S HANDBOOK**

**General Information on Policies and By-Laws**

## **TABLE OF CONTENTS:**

- Board of Directors
- Staff
- Contact Information
- Introduction
- History
- Mandate
- Mission Statement
- Membership
- Member Communication
- Programming
- Annual Programming
- Equipment and Post-Production Suite Rentals
- Member Accounts
- Insurance
- Keys and Access
- Workshops
- Work Exchange

**Board of Directors:**

Please see our website for current Board of Directors

**Staff:**

Renee Laprise – Executive Director

**Location:**

115 Richmond Street, 3rd Floor Charlottetown, PE

**Mailing Address:**

PO Box 2726 Charlottetown, PE C1A 8C3

**Telephone and Fax:**

Tel: (902) 892 3131

**Website and Email Address:**

Website: [www.imac.coop](http://www.imac.coop)

Email: [director@imac.coop](mailto:director@imac.coop)

IMAC is principally funded by grants from the Canada Council for the Arts with other funds supporting the Island Media Arts Festival and the Screenwriter's Bootcamp. For more information of these funds and any other historical funding, please contact the executive director.

## **INTRODUCTION**

The Island Media Arts Cooperative – IMAC – is a non-profit organization for media artists on Prince Edward Island and is located in The Guild, in Charlottetown. We strive to provide support for production and post-production resources and opportunities for public presentations of media arts works and to create and foster peer group solidarity and mentorship in the community.

Our members traditionally include both professionals whose careers have gained them national and international recognition and first-time film-makers, videographers and animators all of whom are encouraged and expected to join in sharing information, ideas, equipment and work opportunities.

IMAC's mandate is to provide workshops, skills training and mentoring. IMAC offers a wide range of equipment for rental to members at competitive rates as well as access to a video-editing suite and music mixing suite on our premises.

We accept applications for membership from anyone with an active interest in and a passion for media art as a creative expression.

## **HISTORY**

IMAC began as the Island Music Cooperative incorporated in 1978 and the name changed to the Island Media Arts Cooperative in 1982 reflecting a shift in focus towards film production. The initial emphasis on film production has grown over the years to include videography and animation in every form with a constant objective of providing support and resources to artists to perfect their craft.

The co-op was formed to address Prince Edward Island's need for film production facilities and equipment available at accessible rates to support a network of creative and technical professionals on the Island.

## **MANDATE**

The primary purpose of IMAC is to assist emerging, mid-career and established media artists in their production efforts by providing a pool of production talent, resources, workshops, equipment and post-production facilities as well as constantly looking for opportunities to showcase member's work.

## **MISSION STATEMENT**

To provide an environment in which personal contact promotes an exchange of ideas and learning through the experience of others that members can continue to develop a range of skills and insights while providing opportunities for artists to produce, present and distribute their work.

## **MAIN OBJECTIVES**

1. To provide a space where artists can perfect their craft and exchange ideas.
2. To assist media artists in their independent productions.
3. To encourage the pursuit of excellence in film, video and new media.
4. To serve as an information centre about festivals, publications, conferences, grants, websites and any other sources of information about the media arts.
5. To assist in the dissemination and presentation of works by members.
6. To support and encourage artists at all levels by offering workshops, mentorship, resources and outreach programs.

## **MEMBERSHIP**

Membership is by written application pending approval by a quorum of the board of directors and is open to any resident of Prince Edward Island.

Two levels of membership are available – General Member and Producer Member. Honorary Membership can be granted as well, as in special cases, Lifetime Membership. It is important for all members to be active within IMAC – to attend General Meetings, Annual General Meetings and to assist in, or spearhead, committees, fundraising initiatives and new program initiatives.

Members are considered ‘in good standing’ if their annual dues are paid up and they have no overdue rental invoices or production invoices owing.

### **A) GENERAL MEMBERSHIP**

The only requirements are to fill out the application and to provide a biography and a CV for approval by the board. The fee is \$25.00. This category of membership provides the following:

- IMAC e-newsletters
- IMAC ‘Members Only’ emails from the Executive Director

- Access to the members-only log-in site.
- Access to functions and workshops at member rates.
- The right to participate in committees (with the exception of the production committee).
- One vote at the Annual General Meeting

A General Member may become a Producer Member by completing one media art project through IMAC with the guidance of a Producer Member mentor who has the ability to rent equipment and post-production suites (rental fees can be paid by the General Member to the Producer Member or by the General Member to the Executive Director). Mentors can be sourced by applying to the executive director.

## B) PRODUCER MEMBERSHIP

Individuals may apply to become a Producer Member by filling out the application form, providing a biography and a CV and by providing two examples of a media art production that credits them as either director, camera operator/videographer or animator and/or any other criteria that the board may choose to deem as appropriate and indicative of experience. The fee is \$40.00.

This category of membership provides the following:

- IMAC e-newsletters
- IMAC 'Members Only' emails from the Executive Director
- Access to the members-only log-in site.
- Access to functions and workshop at member rates.
- The right to participate in committees (with the exception of the production committee).
- One vote at the Annual General Meeting

Plus:

- Access to equipment and post-production facilities\*.
- The right to apply for production grants.
- The right to hold a position of the board of directors and special committees, including The Production Committee.

\*IMAC reserves the right to require that Producer Members demonstrate their ability to operate equipment and to require that any Producer Member attend any specific workshop or mentored training session before granting access to equipment.

## **MEMBER COMMUNICATION**

We invite feedback and helpful criticism from members regarding policies and activities and are committed to hearing any comment concerning any aspect of the co-op's function. All such input is to be directed to the executive director during posted hours of operation.

Board members may be contacted through the executive director as well. If any members feel, for whatever reason, that their communication with the executive director is not being responded to in a timely fashion or has been inappropriately handled they may write to IMAC, care of 'The Board of Directors'. This will be forwarded unopened to the Board or the president at the earliest possible opportunity.

## **ANNUAL PROGRAMMING**

IMAC's role is to provide structure, education and inspiration for local media artists. To achieve this innovative programming must be planned and executed annually, such as the following:

- New screening initiatives for artist's work.
- Workshops and training sessions in as many Island-wide venues as possible.
- Continuing mentor programs.
- Sourcing production and/or funding partnerships for artists and members.

The responsibility for this programming is a mutual one, shared by all members of the co-op. Our ability to grow, to be relevant and to maintain our funding relies on the input and organizational support of all members with regards to these initiatives.

## **EQUIPMENT AND POST-PRODUCTION SUITE RENTALS**

Rental is for Producer Members 'in good standing' who can demonstrate the appropriate skill in operating the equipment they wish to rent. No rental will be allowed to any member whose annual membership fee is past-due. No rental will be allowed to any member with rental invoices past-due over 30 days unless by special agreement with the executive director and with board approval.

No member may have a rental bill of over two hundred dollars at any given time and all bills must be paid in full within 30 days.

Equipment and post-production suite rentals Rental Agreements must be signed by the renting

Producer Member in person unless an alternative arrangement has been made with the Executive Director and with the approval of a quorum of the board members.

Equipment is available for rental and return during posted office hours only and returns must be made in the presence of the Executive Director or someone delegated by the Executive Director. All Rental Agreements have to be signed by the Producer Member on pick-up and on return.

Third party proxy pick-ups and returns are not encouraged by IMAC.

The Producer Member is solely responsible for any damage to equipment under their Rental Agreement and is forbidden to provide rented equipment to any third party at any time.

Members must never leave equipment unsupervised or in detrimental conditions and the Producer Member is responsible for returning all equipment with batteries re- charged or replaced as required.

No Producer Member may attempt any repair or modification of any equipment or computer or computer program. No new programs of any sort may be installed on electronic equipment nor deleted or altered in any way.

Equipment may only be used within Canada and the continental United States.

Equipment rented over a weekend is billed at a one-day rate. Five weekdays are billed at the rate of four days. Late returns are subject to extra billing.

The rental policy is two-tiered:

#### 1) Independent projects

Equipment rental rates are below industry-standard fees for any member who will retain artistic and copyright control. Priority of scheduling and the right to reserve equipment or suites in advance is given to these independent projects. IMAC activities that require equipment or suites will take precedence, however, at all times.

#### 2) Commercial projects

Work produced with commercial intent may include the following:

- Any project supported by a broadcast or distribution agreement at the time of application.
- Any project produced with the obvious intent to be sold commercially.
- Any project produced where the artist does not retain artistic or copyright control.
- Any project produced for sale to a third party.

The responsibility for the payment of rental fees in a timely fashion lies entirely with the Producer Member at all times.

Producer Members are required to disclose the nature of the project and the executive director and/or the board of directors retain the right of final determination of the nature of the project and the rental rate to be offered.

## **EDIT SUITES**

Reservations may only be made by Producer Members and are to be made through the executive director. Time extensions must be asked for in writing or email.

No physical modifications to the 16mm equipment in the film editing suite is allowed and no adding of software or hardware without permission is allowed to the computers in the video editing suite.

IMAC does not usually erase files or discard film without prior permission from the Producer Member but we withhold the right to erase any files not covered by the production agreement/Rental Agreement or any that we find to be inappropriate for any reason.

The following rules must be observed:

- No food or drink is permitted.
- All waste paper and scrap must be put in the garbage containers and not left on surfaces.
- Windows may be opened by Producer Members but must be closed if inclement weather sets in, if the temperature is very cold or very warm and all windows must be closed at the end of a session or during any absence from the suite.
- All files must be backed up to disk or your own external hard-drive.
- No pets or unaccompanied minor children are permitted.
- Monitors must be turned off when not in use and at the end of every session.
- Powered speakers must be turned off when not in use and at the end of every session.
- Power down computers and hardware when finished in the order posted in each suite.

Most importantly, at the end of your session, you must inform the Executive Director when you wish to leave. The suites may not be left open and unoccupied without the Executive Director's knowledge.

The Producer Member will be held responsible for any and all costs incurred should damage result as the result of not observing these rules and membership may be revoked by decision of the board of directors as the result of any breach.

## **MEMBER ACCOUNTS**

IMAC will allow members to accumulate a bill up to but not surpassing \$200 per month for equipment and/or suite rentals or materials purchased from IMAC. Payments must be made to the executive director. IMAC reserves the right to withhold further rentals, grant applications and access to the suites to members with bills overdue by 30 days and can choose to deny any further access and/or revoke the membership.

## **INSURANCE**

IMAC insures all equipment for theft, vandalism and fire (both on and off-site and in- transit). The insurance policy contains a \$500.00 deductible which the renting Producer Member agrees to assume in the case of any insurance claim.

Willful or accidental damage is not covered and the renting Producer Member is responsible for the total cost of repair or replacement in such an event.

Equipment rentals and facilities are subject to the previously outlined IMAC objectives, policies and by-laws as expressed and implicit. Producer Members are fully liable for any damage to equipment and facilities whether inflicted by themselves or by non- members or any other third party and for any other legal claims that may result while equipment and facilities are their responsibility.

## **KEYS AND ACCESS**

Producer Members in good standing are entitled to 24-hour access to IMAC facilities.

Members may arrange to borrow a set of keys from the executive director by providing the dates for which they need the keys and by providing the reason for the need, which is subject to the approval of the executive director and the board. Keys are signed out with a Key Agreement and this agreement must be personally signed on pick-up and return by the Producer Member.

Members are not permitted to duplicate keys and assume all responsibility for locking all doors and windows during after use and preventing the entry of all non-members or strangers to IMAC premises and Guild premises in general during and regular office hours.

Lost keys will result in a replacement fee.

## **WORKSHOPS**

IMAC offers members and the general public access to regular programming and workshops for skills training in all aspects of media arts production. One-on-one mentoring/training workshops can be arranged for members by contacting the Executive Director who will endeavour to find the appropriate member or members to conduct such a session.

A member who mentors another is eligible to have their time rewarded back to them under the Work Exchange policy.

Some workshops offered will include free practice time but eligible members must take advantage of this time within one month after the conclusion of the workshop.

## **WORK EXCHANGE**

This program allows members the opportunity to mentor or to volunteer in exchange for equipment or edit suite rentals. The rate – calculated in ‘dollars’ and the exchange will be calculated each year by the board and communicated to the members by the Executive Director.

Members wishing to avail themselves of the program should contact the Executive Director or the head of the Volunteer Committee. Mentoring, working on a committee, contributing time to office management, hosting or participating in a workshop, and volunteering to help out during either the Island Media Film Festival or the Screenwriter’s Bootcamp are examples of how to participate.