

The ArtTalk Project

Rev. 3/31/25

Purpose: To establish a framework for regular or frequent meetings where members can display their work to a small group, receive detailed feedback, discuss intentions and plans, and offer ideas to others. The meetings are designed to be informal, relaxed, unhurried, and constructive.

Process:

- A member volunteers to chair a session or set of sessions.
- The chairperson polls interested parties to determine the day, time, location, and gets commitments to ensure there will be sufficient participation to make the session worthwhile. How many members are sufficient and how long the session will be are at the discretion of the chairperson.
- The chairperson collects contact info and sends out reminders and scheduling communication to keep parties updated.
- The chairperson arranges to book the venue. Possible venues could include a library conference room, the depot gallery, or a member's home.

On the day...

- To prepare for the session, the chairperson welcomes participants as they arrive and organizes seating and setup of works to display.
- Based on the volume of participation and number of works, the chairperson determines time-frame for discussions.
- The chairperson may choose to outline a few ground rules and sample points of discussion.
- The chairperson gets a volunteer to start off, and determines transition from one speaker to another.
- During discussions, the chairperson moderates, helps keep the flow of conversation relevant and productive, and ensures that the overall time-frame is appropriately controlled.
- At the end of the session, the chairperson has participants fill out a simple questionnaire to collect feedback that will help with future planning and improvements to the process.
- During the session, the chairperson or another member should take pictures of proceedings for social media and archiving.