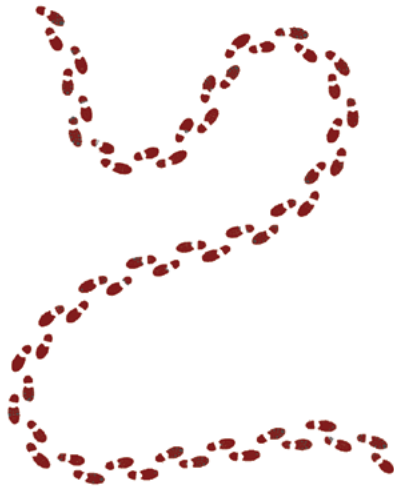


A Guide

To Finding Your Way Around the Arts & Letters Club



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Getting the Most from Your Membership

Whether you are a new member, or one who has been in the Club for a while but would like a refresher, this booklet is intended to help you either get to know the Club, or get to know it all over again.

Rule No. 1 for every member is to get involved! Talk to every stranger, introduce yourself to people at the bar, sit down at any available place and strike up a conversation. The Club is full of wonderfully interesting, lively people who need to know you.

And if you want more information about any of the Club activities or committees, please contact the Chairs listed on page 6 to ask questions, suggest ideas or offer your services.



This book is organized with basic information about such things as opening times, parking and cellphone use on the **left hand pages**.

On the **right hand pages** you will find information about activities that are currently taking place at the Club. Please take advantage of them!

Penelope Cookson
President

A Club Cheat Sheet — Things To Know!

Hours and access

The Club is open all year, except on statutory holidays and over the December holidays. It may also be closed in mid-late August if there is maintenance to be done on the building. Normal hours are Monday to Thursday from 9:00 a.m. to 8:00 p.m., or later if there is an event. Friday hours are from 9:00 a.m. to 11:00 p.m.

You may use the Club whenever it is open, not just to attend an event or activity. The lounge and sometimes the LAMPSroom and the Library are available for quiet conversation, reading and personal work. Drop in for some down time and a beverage between meetings or while shopping downtown.

Members may attend most events without purchasing meals or reservations and can sit in the gallery or at the back of the Great Hall. To open the front door, press the round white buzzer on the stone wall to the left of the front doors, and listen for a click that unlocks the door remotely.

Meal times

Most dinners start at 6:30 p.m., with the bar open an hour before. On Tuesday and Wednesday lunch begins at 12:15 p.m., and on Friday, the buffet opens at noon and continues until about 1:00 p.m. The bar is open at 11:30 a.m.

Reservations: when required and how to book

An “R” next to the programs listed on the right hand pages indicates that you need to book in advance. The calendar page on the back of the monthly LAMPSletter shows these in bold. Otherwise no reservation is needed. If the booking is full, the office will notify you. It is advisable to reserve by 4:00 p.m. the previous business day, and cancel without charge by 9:30 a.m. on the day of the lunch or dinner. There are several ways to make a reservation. You can phone the office (416 597-0223, ext 3), email reservations@artsandlettersclub.ca, or book through the reservations pages on the private website.

If you have special dietary requirements or preferences, ask the office to note these, and the kitchen will honour this in all future meals. Please also note any special requirements your guests may have.

Name Tags

The Club has recently embraced the wearing of name tags, and encourages members to wear them. New members receive them at no cost, and they may be purchased for \$10 by other members. We

can meet many new people at any Club event and name tags ease introductions and the flow of conversation. The custom in the Club is to address another member by his or her first name.

Seating in the Great Hall

Sit anywhere you like! Find an empty spot and join the conversation. If you have guests, you can hold seats by placing business/personal cards on the table settings. An entire table may be reserved for a member and guests through the office.

Paying for meals and drinks

Cash, cheques, debit and credit cards are all acceptable. Often you will pay for your meal and any drinks at the bar. If the event is busy, there may be a table at the door accepting payment. Some special events require payment in advance through the office.

Tipping and the Staff Gratuity Fund

The Club policy is that there is no tipping. Instead, in December members are requested to contribute to a Staff Gratuity Fund, in proportion to the use they have made of the Club during the year.

Parking

Members and guests enjoy a reduced parking rate at the Chelsea Hotel, access off Gerrard Street. Bring your ticket and stamp it at the bar. The rate is \$9.05 for as long as you want to stay. Note: members with taller vehicles may have difficulty accessing this lot. The Minto Plaza parking a few doors west on Elm Street is an alternative, at their regular “pay and display” rates.

Guests

You are welcome to bring guests to most Club events, or to the Club during opening hours. The same guest may be invited with reasonable frequency — as a rule of thumb, up to six times per year. For security reasons, we do not allow strangers in the Club; therefore, when placing a reservation, please include your guest’s name in your reservation.

There is a Guest Book in the front hall that guests are asked to sign.

Members normally pay for their guests; occasionally your guests are there to enjoy a particular talk or concert and wish to pay. They will be registered and can pay under your name.

Children may come as guests, but members are asked to use normal discretion when bringing young children to the Club.

Bringing food or drink into the Club

If service is available, Club policy states that food or drink from outside the premises is not permitted. When the bar and kitchen are not open members may bring in coffee and snack purchased outside the Club.

Membership Fees

Fees are billed annually on your anniversary date (for most members this is April 1) and are due 30 days after that date. You may pay in full or in instalments by cheque, cash, debit or credit card or by e-transfer.

Use of cellphones in the Club

Please do not use your cellphone to make calls in the Great Hall or the lounge or in any meeting or activity and, of course, keep the ringer on mute. Mobile phones may be used discreetly to text or check email throughout the building, but please restrict your calls to the Basement Lobby. There is a telephone at the bar for local calls, as well as a payphone on the lower level.

Cellphones may be used with discretion for photography. Videos of performances or lectures may be made only with prior permission from the artist or speaker.

Club Communications and Information

E-bulletins of upcoming events are issued weekly as a handy reminder of what's coming up next. If we have your email, you are on the list. If you do not wish to receive these, please let the office know that you prefer to opt out.

The *LAMPSletter* is the Club newsletter, published 11 times a year. It includes information about new members, current members' activities, upcoming events, and articles of interest to those in the arts. Each issue also provides a calendar of events for the coming month. An email with a link to the current *LAMPSletter* is sent to you each month, unless you prefer to have it mailed. Hard copies may also be picked up at the Club. All current and past editions are available on the Club's website through the private members' website.

If you wish to contribute news of your arts-related activities or awards, email your material to the editor at lampsletter@artsandlettersclub.ca. You will find the submission deadline on the Calendar on the back page of the current *LAMPSletter*. It is not usually possible to accept photographs or images of artwork.

Club Website

The address is www.artsandlettersclub.ca. The home page and many of the other pages are available to the public; however, there is also a private site accessible by members only.

There is a link to a private members' site from the home page, and also from the navigation bar. The private site provides access to a members' directory, the calendar and reservations pages for booking and to other information for members only.

You must register the first time you use the members' private site, by entering your member number, found on your A&L Card, first name and last name and a password created by you. There are help screens if you need them, or ask the office for assistance.

Facebook Group

You are invited to join the Club's private Facebook group. Here you can be in contact with a group of other members to exchange information and thoughts about things going on at the Club.

Leaving material for another member

You can leave/pickup material for other members in the alphabetical mail box to the right of the entrance to the Great Hall.

Club and member announcements

In the lobby to the right of the entrance to the Great Hall you will find the Club's current Scrapbook with archival information about events at the Club. Minutes of Board meetings and other information of interest to members is posted on the wall above the Scrapbook

The bulletin board to the right of the the elevator in the lower lobby is for information about outside shows, concerts, plays, etc. posted by members. You may also leave flyers and notices for pickup. A "buy/sell/exchange" notice board for members' postings is located to the left of the elevator, closer to the main basement hallway.

If you wish a membership application, or information to pass along to friends, you can pick this up from the shelf to the left of the elevator in the lounge.

Contacting another member

The private members section of the website, accessible via your login, provides a directory with a search by name. Members who list their telephone numbers and email addresses may be contacted on Club matters. The directory is strictly confidential, and is not to be used for solicitation.

And More!

Reciprocal Clubs: We have reciprocal arrangements with a number of Clubs in Canada, the US and in the U.K. As a member of the Arts & Letters Club you may visit these private clubs, some of which offer accommodation. See our website for complete information.

The Archives has a vast store of historical information about the Club and its members, some of it on display around the building. You are welcome to explore items of Club history by contacting the Archivists. The Archives welcomes current newspaper and magazine articles about members, advertisements for art openings, book launches, performances by members, preferably illustrated, as well as photos of Club events for the Club's files and scrapbooks.

The Art Collection: The Club has an extensive collection of works by member artists, with new additions each year through a purchase fund. Some of the collection is on display in the Boardroom and elsewhere in the building. The collection is managed by the Curatorial Circle, under the oversight of the Curator.

The Library: Here is a quiet space on the second floor where members can read, work on their own or meet in small groups. The Library collection holds books by or about members, and welcomes donations of new books.

Members Books for Sale: The display cases outside the office houses some of the members' books that may be purchased through the office. A complete list can be found on the website.

Book Exchange: You can find a nook with a book shelf at the bottom of the stairs to the Basement Lobby. Bring a book you enjoyed; take a book!

The Great Adventure: The Club's official history book, *The Great Adventure*, by former President, Margaret McBurney, marked the Club's centenary in 2008. It is an intriguing look back at how the Club developed and the interesting characters who were part of that process. Copies are for sale in the office.

What's On and How Can I Participate?

Each year the Club offers about 450 activities encompassing the creative and performing arts, so the calendar is very full and there are many opportunities for members to explore and participate. These are organized through the volunteer efforts of members, with support from a small group of staff. You can take part by attending, but you might also wish to get more involved as a volunteer. You will contribute to, and receive in return, ten-fold, the wonderful benefits of membership!

Complete details of upcoming activities are published in the *LAMPsLetter*, circulated via e-bulletins, and are available on the Club's website: www.artsandlettersclub.ca. Suggestions and inquiries regarding activities can be directed to the appropriate contact listed on page 6.

Those requiring reservations are noted below with an “R”.

Ad Lib: This weekly Friday night “happening” in the Studio is open to members and guests. The programming is eclectic—from making art to playreadings to improv to live music to dada poetry...

Adventures in Creativity: one afternoon every other week, a program of exercises in drawing and painting led by a member who is also a former teacher at OCAD.

Architecture Salon: meets every second month for relaxed, informal discussions on architecture, planning, interior design and related topics. Club architects are a formidable presence in Ontario's architectural heritage conservation, so count on topics about important buildings and their cultural value.

Art Exhibitions: Juried shows of members' work, most often group shows, change every three or four weeks. Openings are held on a Monday Club Night, with a public opening, usually on a Sunday afternoon. Artist members are encouraged to enter the juried group shows and to apply for a solo exhibition at the annual call for entry.

To purchase a work of art, take the label beside the work to the bar to pay, and pick it up when the exhibition closes. You may also pay for it through the office.

Art of Conversation: a monthly conversation built around intriguing topics aimed at improving speaking and listening skills and opening up new knowledge.

R Club Nights: Dinner every Monday, followed by a speaker on a broad selection of topics or a musical or stage performance. A highlight of the week!

R Explorations Series: Once a month or more on Thursday Nights. Come and explore an intriguing facet of the creative or performing arts, with a talk or performance following dinner.

The Film Crew meets monthly to talk about all things film, from favourite movies, genres, directors and even film production. If you are involved in, or interested in, filmmaking this is the group for you.



R Film Nights: Monthly screenings of significant films, ranging from classics to recent releases and discussion following dinner. Eclectic and always entertaining.

R Literary Table: Every Tuesday, following lunch, a speaker on an interesting literary subject. It may be a writer talking about a current book, or a lecture on a significant cultural topic.

R Music Wednesdays: Concerts by some of the city's brightest musical talents—both members and guest artists, emerging and well established—are featured. Musical offerings are usually classical, with forays into contemporary, jazz and classical world music. The quality of these concerts is exceptional. Lunch or dinner precedes the concert.

Painting Studios: working with a model in the third-floor Studio, usually three different sessions weekly. Days vary, so please check the LAMPSletter for dates and times. There is a small fee to pay the model. Easels, drawing boards, chairs, and wooden horses are available. No toxic solvents, please. Club artists may also book the Studio for their own studio work.

Playreadings are open to all members and take place monthly. These are sometimes of work by Club members, and you are encouraged to submit scripts.

Pleasant Hour: \$2.00 off drinks from 4:30 p.m. to 6:30 p.m. every Wednesday.

Plein Air painting: outings during the late spring and summer take place in parks and green spaces around the city.

Photography: “The HotShots” explore both art photography and the use of computer imaging to improve or change photos. Subjects are as specific as “portraits” or as vague as “angles,” and members bring their images, for a lively discussion. In the Spring, during Toronto’s Contact Festival, the HotShots hold a month-long exhibition of works of photography at the Club.

R Saturday Speakers Series: Difficult to get to the Club during the week? Come for dinner at this monthly Saturday night series for good company and a speaker talking about some significant aspect of the arts that you might like to know about!

Stage Productions: You can participate as actors, directors, in set design, painting and construction, costuming, sound and lighting, props and any other aspect of “theatre.” Regular “Stage” activities include the annual *Spring Revue*, Club Nights featuring short plays or talks by theatre people, an annual Christmas show, and other occasional presentations of plays or readings.

TGIF Lunch: buffet lunch every Friday in the Great Hall. This is a social occasion with no program—just meet and chat. TGIF is always well-attended and great fun!

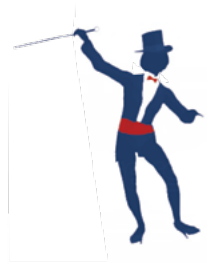
R Wine Tastings (also beer tastings, whisky nosings . . .) are scheduled occasionally to explore these drinks and what they offer, sometimes as an evening with food pairings.

The Writers Circle is a monthly meeting for Club writers to explore various aspects of creative writing with readings and critiques of the work of others in the circle. It explores any genre or form—fiction or non-fiction, poetry or prose, and also the technical side, such as preparing a manuscript for publication, finding a publisher or self-publishing.

Start Your Own Activity!

Members are very much encouraged to start their own arts-related groups. Would you enjoy a debating society? madrigal singing? a book club? poetry group? tango group? or?

Find a few other members who would like to join you and decide when you would like to meet. Check in with the Activities Committee to make sure the Club supports the idea, then with office for available meeting times, book your space and place an announcement in the *LAMPSletter*.



Annual Club Traditions

The Annual Meeting is held in June each year, to review the activities and financial results of the year and to present some activities planning for next year. Singers perform the Constitution, as set to music by an early member, Healey Willan. After the meeting, you will enjoy The Cleeve Horne Legacy — a free drink for each member attending, and two for the President!

R This is followed by the President's annual dinner.

The Big Classy: The Club's annual one-day public sale of small works of art, books and music by members is held on a Sunday in November in conjunction with our annual *Small Works* art exhibition. Aimed at both art-lovers and gift-givers.

R The Boar's Head: An Elizabethan feast in December, with a costumed procession, a jester, singing, entertainment and an exceptional dinner. A grand tradition of the Club!



R Burns Night: In late January, a traditional Scottish celebration with toasts, music, pipes and haggis, of course.

R LAMPWeek: As an antidote to winter, each of the LAMPS—Literature, Architecture, Music, Painting and Stage—hosts a special event over a week in late February.

R New Year's Eve Party: celebrate the turnover of the year with a fabulous menu created by our Chef de Cuisine, and champagne at midnight, of course! Piano music as a background to lively conversation and fun — our lovely hall takes on an extra sparkle and we all dress with a bit more glamour to add to the magic.

R Spring Revue: an annual event since 1930, this satirical revue runs in late April/early May. It is written, produced and performed by Club members and friends. This is one of our biggest social events of the year, with dinner before the performance.

R Theatre Trips: The Club organizes trips to Stratford, the Shaw Festival or local theatres as interest permits. Occasionally we also receive member ticket discounts to local productions.

The Committees that Keep Things Running

Contact information for all of these is on page 6.

“LAMPS” is an acronym that describes much of our programming: Literature, Architecture, Music, Painting and Stage. But Painting has broadened to include the entire field of the visual arts, and the Club’s artistic interests now encompass other wider creative and performing art forms such as film, photography, dance, etc.

The **LAMPS Committees** are responsible for a good portion of the Club’s activities, but there are a number of other interest groups that program monthly activities. A list of contacts for these are listed on page 6. You can offer suggestions, or volunteer to help.

The Activities Committee is aimed at ensuring that programming is of interest to members and that presentations and other events occurring at the Club are coordinated to avoid date clashes and overload.

The Communications Committee is the Club’s coordinating committee for communications with members and with the world at large, in both print and electronic forms.

The Finance Committee oversees the Club’s budget, income and expenditures, so that we remain financially sound.

The Membership Committee accepts and vets applications for membership in the Club, and makes recommendations re the acceptance of new members to the Board.

The New Members Committee: Sometimes new members need a bit of help in becoming integrated into the life of the Club. This Committee is aimed at improving their experience as they become comfortable in their new Club.

The Property Committee looks after the building and its contents, and oversees service and staff.

The **Young Members Committee** encourages younger members to participate in bringing more programming that is of special interest to them. It also works to invite students and youth aged 19 and over to pursue membership in the Club, and has recently developed an attractive fee schedule aimed at drawing in more members from a younger age group.

Contact Information

Activities Committee: Michelle Hogan Walker, michelle.belle@sympatico.ca

Ad Lib: Damon Lum, damon_lum@hotmail.com

Adventures in Creativity: John Inglis, john@inglisquest.com

Architecture Committee: Mark Osbaldeston, mark.osbaldeston@outlook.com
or Tamara Anson-Cartwright, tamaraac@sympatico.ca.

Archivist: Scott James or Victor Russell, archives @artsandletterclub.ca

Art Committee: Felicity Somerset, felicity.somerset@rogers.com

Art Curator: Barbara Mitchell, fineartsbarbara@hotmail.com

Art of Conversation: Carol Vine, carolvine@bell.net

Communications Committee: Michelle Hogan Walker,
michelle.belle@sympatico.ca

Explorations Series: Michelle Hogan Walker, michelle.belle@sympatico.ca

Film Crew: Josh Welsh, josh.welsh@hotmail.com

Film Nights: Richard Bachmann, janeandrichard@mac.com

Finance Committee: Carol Anderson, andersca@sympatico.ca

HotShots Photography Group: Gord Fulton, fultongord@gmail.com

LAMPSletter Editor: Sally Holton, lampsletter@artsandlettersclub.ca

Librarian: Bill Denton, wtd@pobox.com

Literary Committee: Mary Frances Coady, mf.coady@utoronto.ca
or Karen Teeple, karenlteeple@gmail.com

Membership Committee: Elaine Stirling, esheppard7@gmail.com

Music Committee: Tim McGee, t.mcgee@utoronto.ca

New Members Committee: Carol Vine, carolvine@bell.net

Painting Studio – Monday: Sandy McClelland, sandy.mccsox@gmail.com

Painting Studio – Wednesday: Martha West Gayford, mwestgayford@ca.inter.net

Painting Studio – Friday: Wendy Boyd, wendyab@pathcom.com

Playreading: Thomas Gough, tewgough@icloud.com

President: Penelope Cookson, penn@rogers.com

Property Committee: Ian McGillivray, mcgarch@rogers.com

Saturday Speakers: Michelle Hogan Walker, michelle.belle@sympatico.ca

Stage Committee: Josh Welsh, josh.welsh@hotmail.com

Writers Group: Martin Jones, martin800@live.com

Young Members Committee: Josh Welsh, josh.welsh@hotmail.com or
Gabe Latner, glatner@gmail.com

