

Auburn Old Town Gallery
218 Washington Street, Auburn, CA 95602
Board Meeting Minutes
February 3, 2021

Call to Order: This meeting was called to order at 7:00 pm by AOTG President Shoshana Bilunos. Attending: Shoshana Bilunos, Patty Pieropan Dong, Diane Tharp, Stacy Pedri, Susan Stoll, Ardith Gray, Stacey Lamothe, Darlene Riel, Jenn Norpchen

Vice President's Report: Patty had no report.

Approval of Minutes, Diane Tharp: The January 6, 2021 AOTG Board Meeting Minutes were approved, the motion made by Susan Stoll and seconded by Jenn Norpchen.

Treasurer's Report, Stacy Pedri: Our bookkeeper, Sandi Sherwood, did not have the January Financial Report ready at this time. Stacy will forward it for approval when she receives it. There is currently \$31,000 in the gallery account and \$10,000 in savings, as well as money set aside for new flooring.

The gallery's previous CPA has dropped the gallery from her client list. Sandi and Stacy met with a new CPA from Phillips and Starbuck Accountants on Friday to make this transition. There will be a \$2,000 initial start up fee to do the gallery's taxes, which is quite a bit more than the previous \$950 tax accounting fee.

On January 6 there was a \$13.93 unaccounted Amazon charge on the gallery account. This is being tracked. It is preferable that purchases be made with the gallery Amazon account so Sandi and Stacy can keep track of purchases. Stacy, Shoshi, and Jenn have access to this account.

There is a gallery member having family health hardships who missed the December rent payment. Patty and Shoshi will reach out to this member to see if she needs assistance or needs to take a temporary leave,

Terry Green's stained glass display will stay in the gallery as long as possible at the family's request. The family will be donating the sales to 3 different charities. Terry's display will stay in the gallery until a new 3D artist is juried in. Stacy Pedri will be taking Terry's two shifts in March.

It is time for a new computer before the current one breaks down and all data is lost. Doug Parks and Keith Smith have been researching replacement. A new Dell computer would be about \$1,370 and a new keyboard, monitor, printer, single label printer, and back up laptop would be added to this which would put the expense over \$2,000. Doug will put together a proposal detailing specific costs. At this same time, the POS system would also be updated. Keith Smith will facilitate this. There was a motion by Stacy Lamothe to approve the expenditure for the new computer package and the motion was seconded by Jenn Norpchen. The motion was approved.

Committee Reports:

Membership, Ardith Gray: There will be 4 artists jurying in February, three 2D and one 3D. These artists will send images to Susan Stoll and their applications to Ardith. Their actual artwork will be displayed in the gallery Feb. 16 to 22, and images of artwork will be emailed to members to review prior to voting. There will be a Zoom meeting on Feb. 25 at 7:00 pm to discuss the artists and their artwork prior to voting online. Ardith will email the membership outlining this jurying process. Ardith will also ask for volunteers to join her Membership Committee.

Facilities, Jenn Norpchen:

Jenn's Facilities Committee will include Linda Whiteside and Dana Biello. Jenn installed an EXIT sign in our gallery as required by code. This exit sign was approved by our landlord, Nancy Johnson. Jenn would like to keep the lights in the gallery all the same color so there will be consistency of lighting throughout the gallery.

There was discussion about having boxes for purchased items. Boxes are costly and currently the gallery has many sizes and shapes of boxes. Many businesses do not offer boxes. Jenn will research which sizes are really most useful, if boxes are needed at all, and will present her recommendation to the membership.

Display, Susan Stoll: The new paint purchased for the gallery is not an exact match, but as artists repaint their walls when they move eventually the gallery will be repainted. There will be several artist moves taking place in February. Susan will be working with Darlene Riel on the gallery display at the Galleria

Events, Stacey Lamothe: At this time, Stacey does not have committee members. Stacey is going to ask Dianne Van de Carr which members were on her Events Committee last year. She is looking for someone to do Sunshine and will ask members not on committees if they would take this position. She may send out an email for volunteers for her committee and Sunshine. Patty Pieropan Dong offered to fill in temporarily for Sunshine. During the month of February, customers will be able to select a clay or metal heart with purchase. These hearts were created and donated by Linda Miller and Janis Quinn, along with other artists in the gallery.

Publicity, Darlene Riel: Darlene reported that the gallery website is now secure. Facebook posts about the free clay hearts promotion for February have been boosted so they reach out to more viewers. Darlene is also working with Laura on the Online Shop and hoping to support her with these duties.

The gallery display at the Galleria through PCAC is being coordinated. This has been challenging due to the very short notice and some disorganization on PCAC's part. 17 gallery members will show one piece of art at the Galleria. Darlene and Susan Stoll met with Jennifer, the Galleria representative for this show. There will be windows of empty stores available to display artwork (3 large windows and one corner window). The participating gallery members will need to provide display panels, easels, lighting, extension cords and timers, and the gallery has pedestals for 3D work. Darlene will continue to email the participating artists information and directions for the set up date on Feb. 11. Sales made at the galleria can be invoiced and

paid to the gallery PayPal account so the gallery will take the usual 20% commission. Stacy Pedri offered to help with invoices.

Old Business:

Committees: Diane Tharp shared the current Committee Members list. There are about 10 members currently not serving on a committee. These members can be asked to serve on committees needing members or will be placed on the Extra Shifts list. This list will be given to Chris Foster, our scheduler, when it is finalized.

Adjourn: This meeting was adjourned at 8:50 pm, the motion made by Jenn and seconded by Stacey.

Minutes submitted by AOTG Secretary, Diane Tharp.