

Auburn Old Town Gallery  
218 Sacramento Street, Auburn, CA 95603  
Membership Meeting Minutes  
September 21, 2020

Call to Order: This Zoom membership meeting was called to order by President, Shoshana Bilunos at 7:09 pm.

Approval of Minutes, Diane Tharp: The January 20, 2020 AOTG Membership Meeting minutes were approved as corrected, the motion made by Jane Markham and seconded by Stacy Pedri.

Treasurer's Report, Stacy Pedri: Stacy Pedri is serving as liaison to the gallery bookkeeper, Sandi Sherwood. Stacy clarified that she is the Treasurer and Sandi is the Bookkeeper. Stacy emailed the August financial statements from Sandi to all the gallery members. The gallery is very behind in sales so far this year, and sales need to be increased before the end of the year. Sandi has transitioned the bookkeeping from Quicken to Quickbooks, which allows her to send artists' invoices directly and also allows members to pay their rents online. Stacy also looked into direct deposits of artists' sales checks, however this would involve fees for each artist so she is not pursuing this. Stacy reminded members to send their W-9 forms to her as soon as possible.

Daily closing sheets have been matching the cash with a few discrepancies. Stacy reminded members to count the cash bag at opening and closing. There should be \$100 in the bag. The cash in this bag is only for making change for the register. If the register is short, don't use this cash to balance the register. Leave the register as is, and write Stacy a note about the discrepancy if the register is not totaling \$150.

The Treasurer's Report was approved, the motion made by Sandy Delehanty and seconded by Linda Whiteside.

Online Store Update, Laura Bracken: The gallery members expressed their appreciation to Laura for her efforts in creating the awesome gallery online store, [www.aotgshop.com](http://www.aotgshop.com). Laura reminded everyone that it has been a team effort. There is a new "SOLD" category listing sold items. One of a kind items will have the price removed, however multiple items will still list the price as they are still available. The system is working well, and Laura plans on launching new items on the first of every month, so artists need to keep sending them in. This keeps the site growing with new and fresh artwork each month. Laura shared that the sales in the first month were more than the startup investment made, so this is very positive. There was discussion of ideas for promoting the online shop including:

- A sign on the counter, "Ask us about our new online shop"
- A note about the online shop on receipts
- A small note or flyer to hand to customers with info about the online shop
- Info on business card, perhaps with a sticker (return address label type sticker)
- Posters on doors and windows
- Advertising the online shop on the chalkboard on the door.

Laura's team will explore these and other ways of promoting the online shop.

Display. Linda Miller:

The October Featured Art theme is "Chairs". Please have your chair themed art at the gallery by September 29. Linda will hang the new featured art on Wednesday, September 30th. Linda is hoping to phase out of her position as Display Chair, but would stay on for a year to train the new Display Chairperson. Linda also enjoys doing the Featured Wall each month and would be willing to continue to do this. She will send out an email to members about the Display Chair position. Louise McGowan-Bezark and Sandy Lindblad expressed interest in helping with display.

There are 2 half wall spaces empty and one 3D space to fill. There may be some space reassignments in October, but there will be no changes in November and December. Because of the gallery's closure due to COVID, Linda added 3 months to everyone's rotation. The featured wall theme for November and December will be "Holiday Gifts", with no price limits this year.

Facilities. Shoshi: Since Paul Van de Carr left the gallery, Shoshi has been filling in for supply ordering. Jen Norpchen will take over ordering supplies, and Meg Black-Smith will order jeweler's supplies. Paul had put together a binder with the order history and sources for ordering supplies. Uline's shipping was very expensive, so he was ordering from Amazon. Clearbags in El Dorado was suggested, and Doug Parks said he could pick up orders there as he lives close by. There was also a suggestion of creating a google list link for keeping track of needed supplies.

The phone answering system was discussed as there is no way to access messages. Shoshi has already tried to address this problem and will try again this week.

Nominations Committee and Nominations: As usual, all board and committee chair positions will be open for nominations. Meg Black-Smith will enlist the phone tree to help with contacting members to collect nominations. There are 5 members on the Phone Tree and each member calls 9 members. Meg will meet with Shoshi to determine a nomination deadline and election date. There will be an online nomination and election process determined.

25th Anniversary of the Gallery. Dianne Van de Carr: The gallery anniversary sale will be held Friday through Sunday, September 25 - 27. All artwork will be 25% off. The gallery collects the usual 20% and each artist contributes an additional 5%. Keith Smith will try to set up the POS system to accommodate this split contribution. Dianne had a 4' x 8' banner for the 25th Anniversary made and this can hopefully be displayed. Board members are volunteering to help with the staffing during this sale weekend.

Staffing and Scheduling:

Chris Foster has been working on the daunting task of scheduling for the gallery. More artists have opted to return to the work schedule so she is adding these members to the schedule. Each month the schedule differs so it is important that members carefully check to

see when they are scheduled to work. If the gallery returns to the pre-COVID schedule there would be 14 shifts not covered, due to the reduced workforce.

Financials show that the gallery needs to be back to a full schedule. Starting November 1st, all members will be placed on the schedule. Members can be put back on their original designated shifts. If a member is unable to work, that member must pay another member to work that shift. It was suggested that members who have not been working, but have returned to working shifts, might help fill in extra shifts in a spirit of equity. The board will address the issue of scheduling days and hours for the month of November, in light of the lack of adequate members to staff a full weekly schedule.

There needs to be compiled lists of members not able to work and members willing to work extra shifts for pay. Members sharing spaces need to work 3 shifts each month. Some board members are also volunteering to work more than their one required shift a month.

Jurying of Prospective New Artists, Ardith Gray: Livia Kerr, an acrylic and oil painter, and Cathy McAllister, repurposed painted wood items, were presented for jurying. Their artwork and info was sent online and available to view at the gallery. Their artwork was discussed and Susan Stoll will send out an online survey for voting shortly after the meeting.

Sunshine, Dianne Van de Carr: Dianne shared that Sonja Hamilton had a knee replacement, Connie Rodriguez is on leave and undergoing treatment for a chronic condition, Bill Butler had heart surgery, and sympathy cards went out to Susan Stoll, Doug Parks, Sylviane Giacoletto for the loss of their loved ones. Other cards went out to members suffering illness or surgeries. Dorene Kidd, Paul Van de Carr, Matt Konar, and Lori Humphrey have left the gallery.

Adjourn: The meeting was adjourned at 9:03 pm, the motion made by Linda Whiteside and seconded by Sonja Hamilton.

Minutes submitted by AOTG Secretary, Diane Tharp.