

Auburn Old Town Gallery
218 Sacramento Street, Auburn, CA 95602
Board Meeting Minutes
March 10, 2021

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

Vice President's Report, Patty Pieropan Dong: Patty had no report.

Approval of Minutes, Secretary, Diane Tharp: The February 3, 2021 AOTG Board Meeting Minutes were approved, the motion made by Susan Stoll and seconded by Jenn Norpchen.

Treasurer's Report, Stacy Pedri:

Stacy shared the latest financial reports from our bookkeeper, Sandi Sherwood. The ending balance for 2020 was a loss of -\$6,002.24. January, 2021 had a loss of -\$296.50. February, 2021 had a positive balance of \$1,286.07. As of February 28, 2021 the Total Liabilities and Equity of the gallery is \$29,345.14. The Treasurer's Report was approved, the motion made by Patty Pieropan Dong and seconded by Stacey Lamothe.

There have been thefts in the gallery and members with stolen items should send their reimbursement forms to Sandi, and the reimbursements will be included in the next paycheck.

The new accountant completed the gallery tax forms for \$1,000, which is less than our past fees. The fee in the future should be less, as this year's fee included start up costs. Member tax forms are completed and ready to be picked up. Stacy will get these to Sandi and Sandi will mail them out to members.

Publicity, Darlene Riel:

There have been two sales from the gallery display at the Roseville Galleria. Darlene has been facilitating these with Placer Arts and the Galleria, which has been challenging as far as getting access to the room with the displays. The gallery still gets 20% of these sales and the sales are run through the POS system, as usual. Galleria sales need to go through Darlene. When Darlene was at the Galleria removing a sold item from the display, there was much interest and many questions from Galleria customers viewing our display. We appreciate all the time and efforts Darlene has invested in this display, which is proving to be very successful and worthwhile.

Darlene has been meeting with Laura Bracken regarding the Online Shop. Laura is spending countless hours on this online shop and Darlene is being trained by Laura to help handle the online inventory. Darlene is also helping Laura with the monthly setup of new online items in the gallery. Darlene is interested in designing a form for simplifying the input of information needed for each online entry.

Membership, Ardith Gray: 4 new members will be coming into the gallery on March 16th to complete their paperwork and set up their art displays. Ardith will be facilitating this and would

appreciate help from experienced members. Keith will be training with the POS system and Ann Ranlett will help with training in inventory and price tags and labels. Ardith will be assigning training shifts with experienced members.

The new members are:

Amy Coneley - Ceramics

Gia McNutt - Abstract paintings

Don Antram - Mixed Media

Mary Lou Anderson - Glass

The new members' rent fees will be prorated for March. The plexiglass name tags cost \$58 at Technographics, where we have purchased them in the past. Persimmon Gallery uses another shop in Newcastle where the cost is about \$15. Darlene has sent the link to Ardith so this can be explored as a more affordable source for name tags.

Facilities, Jenn Norpchen:

Jenn has received many suggestions from members of items they would like Jenn to purchase for the gallery. Jenn is concerned about staying within her budget since it is only February and she has spent \$235 so far this year. (Last year \$697 was spent on supplies, but with Covid closures this number is probably low.) There was discussion about the sizes of boxes that would be most beneficial to stock. Jenn will do a walkthrough of the gallery, taking note of which size boxes would be best for the types of items we sell needing boxes.

The storage room has become a problem again. The fire door must be kept free of obstructions. There are some easels belonging to a member that need to be removed. Jenn will contact Dana about reorganizing the storeroom, possibly moving some items to the hall closets.

Events, Stacey Lamothe: There are still no events scheduled at this time. Suzanne Hambleton is no longer able to serve as Old Town Liaison so she has sent out a request to membership for a new volunteer to do this.

Display, Susan Stoll: There have been many moves this month in the gallery. Spaces and walls are all set up and ready for the four new members coming in on March 15. Stacy Pedri has been coordinating with Terry Green's family and might be bringing in more of his stained glass art if there is still display space for it. Stacey will pick up Terry's personal display items and return them to the family.

Old Business:

New Computer and Label Printer: The new computer has been purchased and Doug Parks and Stacy Pedri will be setting these up.

Leaves:

Barbara Hoffman has requested her leave be extended through March which has been approved by the board. Patty will be communicating with Barbara. Barbara will still be

responsible for her shifts and Patty will facilitate Barbara getting back on track with rent payments in April.

Chris Foster has also requested a leave for her hip replacement surgery. She is asking for leave through July, but might be able to come back sooner. This leave has been approved.

Staffing and Gallery Hours: Cathy McAllister will be helping Chris Foster with the staffing schedule. There are 11 shifts open in the April schedule. There was discussion about the value of being open until 9:00 on Thursdays, and it was decided to take this shift off the schedule. Shoshi will contact Chris about this change. With the addition of new members and members coming back after Covid isolations, there is the possibility that the gallery can consider adding Tuesdays to the schedule in a month or so. This can be evaluated once new members are fully trained and all members are back on the schedule.

Masks: Members have inquired about the necessity of wearing masks while working in the gallery. The board members unanimously agree that masks must still be worn in the gallery at all times. This is still required by Placer County.

Gallery Committees: Diane Tharp is finalizing the 2021 Committee Members list. One concern was the Extra Shifts List, which includes members not serving on any other committees in the gallery. There was discussion about how many shifts should be the expectation for each member of this list. It was suggested to look at past minutes to see if there was a decision about this, but the expectation seems to be about one shift per yearly quarter or as needed. Diane will look through old minutes to see if a number of shifts was specified.

Board Meetings Schedule: Board Meetings will now be scheduled on the second Wednesdays at 7:00 pm of each month. This allows more time for the financial reports to be prepared and available for the meetings.

Adjourn: This meeting was adjourned at 8:25 pm, the motion made by Patty and seconded by Stacey.

Minutes submitted by AOTG Secretary, Diane Tharp