

Auburn Old Town Gallery
218 Sacramento Street
Auburn, CA 95603

Board Meeting Minutes
August 16, 2021

Call to Order: This meeting was called to order at Max's Restaurant by President Shoshanna Bilunos at 6:15 pm. Attending: Patty Pieropan Dong, Susan Stoll, Diane Tharp, Darlene Riel, Stacy Pedri, Stacey Lamothe, Ardith Gray, Jenn Norpchen.

Approval of Minutes, Diane Tharp: The June 17, 2021 Board Meeting Minutes and the July 16, 2021 Addendum to the Minutes were approved, the motion made by Stacey Lamothe and seconded by Susan Stoll.

Treasurer's Report, Stacy Pedri:

June was a good month with an ending net income of \$1,660.05. July had a negative ending balance of -\$103.83. The gallery's year to the end of July net income was \$1,619.41. There is \$10,967.05 in the bank and \$25,802.81 in the checking account. The Treasurer's Report was approved, the motion made by Patty Pieropan Dong and seconded by Jenn Norpchen.

Display, Susan Stoll:

Susan shared a used jewelry case with a locking door for sale for \$100 from another artist. This would be very useful in the gallery. The board gave Susan the go ahead to purchase the case if it is still available.

Susan and Linda Miller will be remeasuring and evaluating the space size of all the spaces in the gallery. There will be no more shared spaces.

Terry Green's glass art will remain in the gallery until that space is needed or it is determined time to remove his art.

Future moves in the gallery will be more spaced out with less artists moving at one time.

Membership, Ardith Gray:

MaryLou Anderson will be presenting her glass jewelry for jurying at the next membership meeting.

There was a discussion about handicapped artists jurying into the gallery. These artists will be juried in solely on the basis of their artwork. If accepted and invited to join the gallery, scheduling their work shifts will be addressed at that time.

The next jurying of new artists will occur at the next membership meeting which is scheduled as an in-person meeting on September 20, 2021. This will be a hybrid meeting with a laptop connecting artists to a Zoom link for those unable to attend an in-person meeting.

Publicity, Darlene Riel:

Darlene has created a new tab on the gallery website titled Artist Spotlight. This spotlight will highlight 4 artists with interviews and images of their art. This is a work in progress and will be modified as needed. These interviews will also be shared on Social Media.

Darlene has also streamlined the timeline for members working on press releases. The goal is to get press releases out in a timely manner.

Gini Crepps was able to get a great price for the new gallery brochures, \$150 for 1,000 brochures. The participating artists each contributed \$20 towards the brochures, so they will each be reimbursed \$10. Stacy will check with Sandy as to the best way to do this reimbursement.

Facilities, Jenn Norpchen:

Jenn made 5 trips to the gallery last month to change lights and bring supplies. Jenn needs someone to help her with these duties, especially changing lights.

Stacy Pedri acquired a free water dispenser for the gallery that dispenses hot and cold water. We need to find a source of water bottles for this dispenser. Thanks, Stacy!

There was discussion about the types of wrapping materials and box sizes. Jenn has many requests for different sized boxes, but these are very expensive. It is recommended that artists use brown paper to protect items being wrapped whenever possible and use bags rather than boxes as much as possible.

Events, Stacey Lamothe:

September 16, 2021 is the Old Town Co-op. Stacey has sent out emails and is organizing this. Maria Soto has asked if she can come to the gallery and do a book signing, and it was determined that she would be invited to do this at the Co-op.

There will be a mixer for all gallery members on October 7, from 6-8 pm. The gallery will pay \$150 for two hours of use and will also pay for each member's attendance fee of \$17. Spouses or other guests may attend for a fee of \$20. Gia McNutt will arrange food for this event. Stacy will send out an email with a "save the date" and details about this event and Gia will be asked if she can send out an RSVP survey with payment attached.

Old Business, Shoshanna:

Late Rent Fees: There have been complaints from members about the late fees for late rent payment. All members have been informed about this procedure and need to comply with these rules to make Sandy's job go smoothly.

Shipping Fee Issues: There was discussion about the procedure for adding shipping fees to a purchased item. The artist is contacted to determine if that artist is willing to ship and what the fee would be. There are directions for this in the POS Book. There was a question about how the shipping fee is separated from the artist's sales amount and how reimbursement happens. Shoshi will talk to Keith and Sandy and get more information and clarification about this.

Teknigrafix is the company the gallery is using for plexiglass signs.

Bylaws: Shoshi has asked Diane Tharp and Spacy Pedri to be on a Bylaws Committee. There have been several areas of the Bylaws and Membership Agreement that need updating and amending.

Front door lock: The big combination lock on the front door of the gallery needs to be replaced. Jenn will get this.

Adjourn: The meeting was adjourned at 7:45 pm, the motion by Jenn Norpchen and seconded by Patty Pieropan Dong.

Minutes submitted by AOTG Secretary, Diane Tharp.