

Auburn Old Town Gallery
218 Sacramento Street, Auburn, CA 95603
Membership Meeting Minutes
March 15, 2021

Call to Order: This Zoom meeting was called to order by AOTG President Shoshana Bilunos at 7:00 p.m. Absent: Terry Accomando, Laura Bracken, Jessi Brooks, Sandy Delehanty, Sonja Hamilton, Linda Miller, Kirsty Roberts, Keith Smith

Approval of Minutes, Diane Tharp: The AOTG Membership Minutes from January 18, 2021 and February 22, 2021 were approved, the motion made by Meg Black-Smith and seconded by Jane Markham.

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

Treasurer's Report, Stacy Pedri:

Stacy sent out the latest financial reports via email to all the gallery members. The 2020 Profit and Loss Report had an ending balance of negative \$6,002.24. In January, 2021, there was a loss of \$296.50. However, February, 2021 had a profit of \$1,286.07.

The CPA the gallery had been previously using terminated our contract, so the new CPA is Phillips and Starbucks in Auburn. The fee for doing our taxes this year was \$1,000, which included initial set-up fees. This fee was considerably less than the quotes we received from other CPAs. The K-1 forms have been completed and have been mailed out to members.

The Treasurer's Report was approved, the motion made by Patty Pieropan Dong and seconded by Ann Ranlett.

Committee Reports:

Display, Susan Stoll:

There have been lots of moves in the gallery and Susan complimented the artists for coordinating the moves and painting the entire walls with each move. Kaylynn Sanderson and Terry Accomando painted pedestals in preparation for the new ceramic artist. There is one ½ wall space and one ½ 3D space still available. The gallery Wait List of accepted artists has only two artists, a jeweler and a photographer. If current members want to move to a full space they need to contact Susan to get on the Wait List for full spaces.

Publicity, Darlene Riel:

Darlene reported on the status of the Galleria Display. There have been two sales from the display and comments from the public about the display has been very positive. This has been deemed to be good exposure for the gallery. Take down of the display will be on Monday, April 12, 2021.

Darlene is working on a form to simplify making entries in the gallery's Online Shop. It is important to keep adding new items to the store to keep interest up. During discussion regarding the online shop, participants had very positive comments about the store. The

biggest concern was the time involved in entering the necessary information for each item. Darlene hopes the new form will expedite this process.

Membership, Ardith Gray:

Four new artists will be joining the gallery on March 16th: Amy Coneley (Ceramics), Gia McNutt (Abstract Painting), Don Antram (Mixed Media), Mary Lou Anderson (Glass). Jane Wells and Shoshana will help with orientation and initial training. Ann Ranlett and Susan Stoll will also help with training with the POS system. Stacey Lamothe is helping temporarily with scheduling new members for trainings. Initial training includes opening and closing the gallery. Members interested in taking over this scheduling position in the future should contact Stacey or Shoshana. Janis Quinn and Louise Bezark expressed interest in helping with this position. Ardith would welcome any member's help with further training and support for these new members. Our scheduler, Chris Foster, will schedule these new members in mid day slots which are actually uncovered shifts at this time. Also, gallery members who came on at the start of Covid and feel like they could use further training are welcome to join more experienced members during opening and closing shifts. Let Shoshana know if you are interested in additional training. Chris Foster needs to know when all trainings are completed so she can place these new members on the schedule appropriately.

Ardith has had two new artists apply for the next jurying meeting.

Facilities, Jenn Norpchen:

Jenn has ordered dividers to help organize storage in the storage room. Jenn will be moving some items from the storage room to the cabinets in the hallway. Jenn is also going to analyze box sizes to determine which sizes are most useful for the items in the gallery. Her goal is to eliminate box sizes that are not used often.

A new label printer has been purchased. This printer will print one label at a time, eliminating wasting a whole sheet of labels when only one is needed. This label printer will replace the old label program. Directions for how to use the label printer will go out to members once the printer is set up.

Sunshine, Carol Bellamy: Carol is enjoying taking on the Sunshine position and appreciates the help and input from gallery members. Barbara Hoffman is out on medical leave and is doing well. Carol also sent a photo giftbook to Dianne Van de Carr for all her years of service to the gallery.

Events, Stacey Lamothe:

There are still no events planned at this time due to Covid restrictions.

Old Business:

New Computer, Doug Parks:

The new computer has been purchased and Doug is working with the computer company for set up. Sandi Sherwood and Stacy Pedri will be helping with adding the credit card machine to the system. The computer will be set up on Tuesday, March 23rd, and Doug is asking that

members not come in to work in the gallery on that day. During installation, the computer will not be operational for inventory and printing tags.

The new Version 4 POS system will be exactly the same. There will not need to be extra training since it operates the same as the old system. Doug will look into keeping our original computer system for making sales tags and inventory updates, if this is possible. Ideally, down the road a laptop would be desirable for this extra convenience. The gallery members would like to express our gratitude to Doug for taking on this huge project!

Gallery Hours: Starting April 1, 2021, the 6 pm to 9 pm shift on Thursdays will be eliminated.

Thefts:

Unfortunately, there have been a rash of thefts in the gallery in late January to early February. Todd has lost two canes, Ardith, a leather purse, and Jane Markham, a large wood box. They will be submitting their claims to Stacy Pedri. There was a discussion about security. Our video surveillance cameras do not record. The gallery currently has one sign about video surveillance. It was suggested there be more than one sign. Jenn will look into premade signs for this purpose. It is important to greet customers so they know you are aware they are in the gallery. Also, walk around the gallery and be a presence.

Auburn Old Town Association Liaison: Suzanne Hambleton has been our liaison with AOTA, however, she has a conflict with their meeting dates. These meetings are in person meetings, not Zoom. Suzanne needs someone to take over this position. Please let Suzanne know if you are interested or want to know more about this position. In the meantime, Suzanne will pass along the minutes from these meetings.

Adjourn: The meeting was adjourned at 8:15 pm, the motion made by Stacey Lamothe and seconded by Jenn Norpchen.

Minutes submitted by AOTG Secretary, Diane Tharp