

Auburn Old Town Gallery
218 Washington Street, Auburn, CA 95603
Special Board Meeting Minutes
March 15, 2022

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

This special board meeting was scheduled to deal with staffing and scheduling issues. With more members leaving, and the current membership already low, there are approximately 20 shifts not filled on the monthly calendar. Members are stepping up to fill the spaces in April and two new members are coming in but that will not solve the continuing problem.

Current Staffing:

There was discussion about members currently working less shifts than required by the gallery's Membership Agreement.

- Board Members are only required to work one 4 hour shift a month, however several board members still work two shifts each month. There is no other compensation for members serving on the board at this time.
- Laura Bracken has been relieved of shifts due to the huge amount of time spent setting up and maintaining the Online Shop. Laura is the only gallery member not working any shifts. The Online Shop is deemed very valuable even if sales are not large. In 7 days the Online Shop received 573 visits, so the shop is reaching many people who may end up coming into the gallery at a future time. A concern is that Laura is the only member knowledgeable about operating the online shop and this is not a good practice. An Online Shop Committee was discussed, as well as adding the Online Shop Chair as a board position. It was suggested that Laura be invited to the April board meeting to be part of the discussion of how best to proceed with the Online Shop responsibilities.
- Lana Federico and Linda Whiteside have become independent members sharing a full space (essentially two half spaces side by side) yet are only working 3 shifts a month when they actually should be working two shifts each. Shoshi will send a letter to Lana and Linda stating their responsibility to start working two shifts each and have them follow up with Patty with any concerns.

Scheduling: Different possible changes to staffing and calendars were discussed. Many members are uncomfortable working opening and closing shifts. The 6-9 pm closing shift is very difficult to fill. It was decided the best solution for the time is to close on Tuesdays, which frees 12 shifts a month. Tuesdays are generally low sales days so the impact to the gallery will be less on that day. The motion to close on Tuesdays starting in April was made by Jenn Norpchen and seconded by Stacey Lamothe. This closure will be indefinite until there is

adequate staff to reopen on Tuesdays. The hours will be changed on the website, social media and the posting on the gallery door.

Training: Since there are so many members reluctant to work the closing shift, Stacy Pedri offered to be available for training specifically for closing the gallery.

Carpet Installation: The carpet installation planning is coming together. Jenn will continue to send out updates to members. The gallery will close on Sunday, March 27th at noon and reopen on March 31st.

Other:

Shipping Skews: Shoshi will meet with Keith to review the gallery's shipping policies and how it works in the POS system.

Phone: There was a request to have a phone with a functioning answering service. It was decided that the message be changed advising callers to call during business hours and not leave a voice message.

Ribbons: 8 boxes of ribbons for wrapping packages were delivered and are the wrong color. Burgundy is the correct color. Jenn will look into returning and reordering the correct color.

Co-ops: Old Town has scheduled the Co-Op Events for May 19th and September 15th this year.

Adjourn: The meeting was adjourned at 8:45 pm, the motion made by Stacey Lamothe and seconded by Patty Pieropan Dong.

Minutes submitted by AOTG Secretary Diane Tharp.