

Auburn Old Town Gallery
218 Washington Street, Auburn, CA 95602
Board Meeting Minutes
May 11, 2022

Call to Order: This meeting was called to order by President Shoshi Bilunos at 6:37 pm.
Attending: Shoshi Bilunos, Patty Pieropan Dong, Diane Tharp, Stacy Pedri, Susan Stoll, Stacey Lamothe, Jenn Norpchen. Absent: Darlene Riel

Approval of Minutes, Diane Tharp: The April 20, 2022 Board Meeting Minutes were approved, the motion made by Jenn Norpchen and seconded by Stacy Pedri.

Treasurer's Report, Stacy Pedri:

The April financial report ended with a balance of \$1,221,01. The gallery's year to date balance is - \$2,369.32. This negative balance will be gradually reduced with sales each month. There are \$10,967.78 and \$17,331.53 in the gallery accounts. The checks for May's sales will be mailed a little later than usual in June since both Sandy and Stacy will be out of town the first part of the month. Checks will be mailed on June 10th. This date still falls within the deadline of the 15th for mailing out checks.

Committee Reports:

Publicity, Darlene Riel: Darlene emailed her report as she is going to be in Greece until June 19th. Darlene has completed all the anniversary spotlights for May and June. The social media team and Ann Ranlett have this information along with the information about the Co-Op event. Google Business has been updated to reflect that the gallery is no longer open on Tuesdays. Ann Ranlett has agreed to send out the MailChimp email blast for June and Sofya should send Ann the images that she receives for the Feature Works wall. Shoshi will take down the vinyl letters on the front door stating the gallery hours. No hours will be posted on the door.

Membership, Shoshi Bilunos:

Ardith Gray has resigned from the Chairperson position for Membership. At this time Shoshi will be representing the committee until a representative is selected by the committee. Shoshi has been trained in the process of training new members in the POS system and will be training other membership committee members in this process in the future. Membership now has its own email address and Suzanne Hambleton is monitoring this address. Jurying of 5 potential artists will take place at the membership meeting on May 16th. Jane Welles will be arranging for the set up of artists work to view at the gallery and for arranging artist pickup of their work after jurying. Artists applications and art images have been emailed to the membership for review also. Janis Quinn is composing an acceptance/ nonacceptance letter to go out to these artists which will be used in the future. Kirsty Roberts will be mentoring the next group of artists coming into the gallery. Therese May, a new weaver artist, will be moving into a half space and Jane Welles will be mentoring her. Janis Quinn is mentoring Barbra Paitich.

Display, Susan Stoll:

Don Antram will remove the extra pedestals in the gallery and move them in the storage unit. Therese May, a new weaver artist, will be moving into a half space.

Facilities, Jenn Norpchen:

The board applauded Jenn's hard work facilitating the installation of the new carpeting. There is a concern about the carpet seam at the top of the entrance ramp. The company allows a year for adjustments or repairs of the carpeting. There was a suggestion of placing a long runner that would extend from the doorway to the top of the ramp.

The counters may still need to be repositioned or shortened to accommodate the 36" required passage space. Jenn will look into having the counter cut by a few inches at one end. Jenn will order a new rug for the sales area.

Jenn is also exploring changing out some of the current lighting fixtures to something providing more light and more lasting life of light bulbs. The current small lights (MR16's) have only about a 3 foot spread. Jenn is working with a company in Sacramento and will try out two different lights. These new LED lights cost between \$13 and \$17 each but will last 25,000 hours. These lights also have a 6 foot spread so less lights would be needed. The current light tracks cannot be moved so the lighting needs to work in these tracks. Shoshi also knows someone with expertise with LED lighting and will see about getting advice about this.

Events, Stacy Lamothe:

Everything is prepared for the gallery set-up for the April 19th Co-Op. There will be extra staff and artists to demonstrate during the Co-Op hours of 5:00 to 9:00 pm. Refreshments will be available and the Collaboration Featured Art will be showcased.

Old Business:

Revision of Membership Agreement: The proposal to amend the Membership Agreement to eliminate Shared Space completely and allow only Full and Half Spaces was presented for vote to the membership and was approved by the majority of votes. This amendment will take effect June 1, 2022.

Scheduling:

There was discussion about the problems with scheduling and the need to place new members in middle shifts so they can get support and more training. There are experienced members capable of opening and closing currently working middle shifts. There seems to be difficulty getting members to work opening and closing shifts. Shoshi will share the designated schedule with the board to review and this will be discussed again at a future meeting.

Member Appeals: Upon review of the Bylaws and Membership Agreement, the only appeal process is for a member being involuntarily dismissed from gallery membership. In this case that member can appeal to the membership for a final decision. This is the only appeal process outlined in these documents.

Responsibilities of Working Members: Members working shifts need to remember that customers come first. Laptops, phones, etc. need to be put aside when customers are in the gallery. Likewise, art being processed or worked on during a shift needs also to be put away when the gallery gets busy.

New Business:

Membership Meetings: There was discussion about keeping membership meetings as short as possible. Discussions can often consume a lot of time. The board decided to appoint a Timekeeper at these meetings, giving each speaker a 3 minute limit.

Name Tags: Members are encouraged to wear a name tag while working shifts. This identifies the member as the working artist and looks more professional. Shoshi will look into providing gallery name tags for each artist.

Jewelry Chain Exchange: Stacey Lamothe offers customers the option of longer chains for necklaces. There is an additional charge for a longer chain. It was decided that Stacey will put a POS skew on the longer chains that can be rung up separately from the necklace purchase. The shorter chain will need to be collected and saved for Stacey. Stacey will also check with the other jewelers about his procedure.

May 16th Membership Meeting: This membership meeting will be held at the gallery. There will not be a Zoom link. Patty will instruct the Phone Tree to call each member reminding them of this meeting at 6:30 pm. There will be the jurying of 5 artists at this meeting. Members will be asked to appoint another member to deliver their proxy vote if they cannot attend this meeting.

The board complimented Shoshi for all her work and dedication to the gallery. Shoshi has been the driving force for many positive changes and renovations in the gallery. The gallery is much improved thanks to her efforts and vision.

Adjourn: The meeting was adjourned at 8:06 pm, the motion made by Susan Stoll and seconded by Stacey Lamothe.

Minutes submitted by AOTG Secretary, Diane Tharp.