

**Auburn Old Town Gallery
218 Washington Street
Auburn, CA 95603
Membership Meeting Minutes
September 19, 2022**

Call to Order: This meeting was called to order by AOTG President, Shoshana Bilunos at 7:06 pm.

Approval of Minutes, Diane Tharp: The May 16, 2022 AOTG Membership Meeting Minute were approved as corrected, the motion made by Stacey Lamothe and seconded by Linda Whiteside.

Vice President's Report, Patty Pieropan Dong: Patty was out of town and there was no report. Shosi introduced our new member present, Therese May, who has been a weaver for 25 years. Therese has hand woven scarves, wall hangings, table linens and more. Welcome, Therese!

Treasurer's Report, Stacy Pedri:

There is \$10,968.15 in the gallery savings account and \$14,440.57 in the checking account. With petty cash the total is \$25,591.12. The year to date total for the gallery is negative -\$4,775.37. There have been some large expenses and this year's sales are down about \$10,000 from last year's sales at this time. This negative balance should be made up by the end of the year.

Stacy encouraged members to pay their rent automatically. Reminders go out by email on the 12th of the month. Members should get an email confirmation when their rent is received.

Do not put large bills under the cash drawer or in the safe during the day. There has been confusion for the closing staff not balancing the drawer for these reasons. Be sure to always check under the drawer in case this still happens. When removing cash from the drawer at closing, always start with the largest denomination first, then going to smaller bills. The drawer needs the smaller bills for change. For example, if \$27 needs to go into the safe at the end of the day, take a \$20, \$5, and two \$1's. (Not another mixture of smaller bills.)

Our P.G.&E bill was \$700 this month, up from the \$400+ bill the month before. The air conditioner will be reprogrammed to automatically adjust the temperature during closed hours.

The Treasurer's Report was approved, the motion made by Jane Markham and seconded by Doug Parks.

Display, Susan Stoll:

Susan gave thanks to everyone who is touching up their display pedestals. The gallery is looking great!

Space changes are scheduled approximately once a year. Artists may be in Suite B for up to two years due to the layout of the gallery. Artists who have moves scheduled between now and the end of the year have been notified.

Prior to bringing in any display apparatus, make sure to get it approved by the Display Committee. The committee works hard to keep a cohesive, professional look throughout the gallery. Do not change the configuration of pedestals in your display areas without approval

from the committee. There are many factors that are considered when setting up the areas, such as future moves, ADA guidelines, and flow within the gallery.

There is a new policy for moving spaces. Beginning in January, all major space changes will be scheduled to take place on Tuesdays or before or after gallery hours. This will alleviate the need to be on the POS creating labels during business hours and is more welcoming to customers. This change does not apply to wall freshen ups and replacement pieces brought into the gallery.

There is presently one full pedestal space, one half pedestal space, and one half wall space to be filled in the gallery.

Linda Miller was thanked for her amazing job on the Featured Wall. October's feature will be Artistic Inspiration and art needs to be at the gallery by Thursday, October 29th. Linda will be installing the display on the 30th. If you want to include a poem or brief description of your inspiration, include that on a small card.

Membership Committee, Jane Wells:

The new Membership Committee is coming together and specific assignments are being determined. Suzanne Hambleton and Janis Quinn are leading the group and process the applications and artwork images. The committee has assigned mentors who work individually with new members and training is more extensive. There has been concern that midday shifts should be reserved for new members and members who have limitations and have difficulty opening and closing. Any member who is working midday shifts and would be willing to switch to opening or closing should contact Chris Foster.

Publicity, Darlene Riel:

- **KVIE Auction** - Doug Parks took lead on this and will represent our participating artists. His taping will air at 2 pm Saturday October 1st. There are already bids on AOTG artists' works! Congratulations to Sandy Delehanty for having her painting on the cover of September's KVIE Programming Guide as well as a page inside announcing the 2022 Art Auction. Congratulations also to Louise Bezark for winning the Juror's Award with one of her gourds.
- **Auburn Symphony & Artist Collaborations** - Three of our artists (Gia McNutt, Diane Tharp and Gini Crepps) have been selected to display and/or be featured on the Symphony's brochures. Darlene would like to place a sign at each artist's display in the gallery to note their collaboration. The Auburn Symphony asked to have brochures in the gallery advertising their events and Susan Stoll will find a place in the gallery to set up their display.
- **Auburn Wine, Ale and Food Festival**, Saturday October 8, 2022. The cost is \$250 to participate and have food or beverage served in the gallery. Darlene could not find online registration which was concerning. Also, since the Publicity 2022 budget balance is about \$260 for the remainder of the year and the timeline was so short, it was decided to decline participation in this event this year, but express interest in participating in future years.
- **Placer Arts Studio Tour** -The gallery is participating in the Placer Artists Studio Tour coming up in November for two weekends, November 11 - 13 and 18 - 20. Donations in

place for a daily drawing. Darlene is working with Gia McNutt and Ragged Glory Company to hang a banner over Maple Street. The costs for the banner are more than anticipated at \$207, but the dates on the banner can be changed each year for about \$50 so it will be reusable.

- **Laura Bracken Resignation** - We are very sorry to see Laura go. Laura has contributed so much to the gallery and the Publicity Committee. She will be leaving the gallery mid October. Since Laura managed the social media aspect (Facebook and Instagram) of Publicity she has organized the team each week on what/who to post. We will need someone to take over this responsibility. Laura has also managed the online shop/gallery which served a great purpose during the COVID shut downs. Since very few sales are generated by this site and the amount of management, the online shop/gallery will be shut down when Laura leaves.
- **Gmail Accounts**- Darlene set up gmail accounts for Committees and Board to eliminate members using their private emails for gallery business. These new emails are available to our membership and are posted to our Members Page on our website as reference.

Events, Stacey Lamothe:

The Co-op/ Oktoberfest event in Old Town was very successful! Many artists attended to help and do demos. There was over \$1,400 in sales that day!

The Placer Artists Studios Tour is coming up in November. The tour goes for two weekends, totalling 6 days, November 11, 12, 13 and 18, 19, 20. Six artists have donated art for a raffle each day of the tour and artists are welcomed to come and help out, do demos, talk about their artwork, etc.

Old Business:

CD Protocol: When playing CD's in the gallery, please leave the CD case on top of the player so it does not get misplaced. When done, put the CD in the case and back into the CD box.

Email Hijacking: There is a huge problem when members wanting to ask for shift coverage or other unrelated business add this on to a gallery email. The thread of responses gets very confusing for the members trying to follow the original email. Please start a new email for your concern by going to the website and copying and pasting the members list from there. This way you will have an updated members list and not disrupt another email thread.

Nomination Committee:

Meg Black-Smith usually coordinates the Nomination Committee but she will be out of town during this time frame. Christina Salazar will be helping with this and coordinating the Phone Tree to make calls to all members asking for nominations. Meg will send out job descriptions of each position and the current board will be reviewing these to make sure they are accurate.

Shoshi spoke about the difficulty recruiting members to serve on the board. The current board has served for several years, and some board members are willing to serve another year with the intent of training another member to take over. Board members only have to work one shift and meetings can be conducted via Zoom for convenience. The board might need to look

at ways to rotate members through board positions. The idea of having Co-Chairs for board positions was also suggested. Every member has a responsibility to support the gallery and take on larger jobs from time to time.

Gallery Artist Bio Book: Linda Whiteside invited new artists to send her an artist bio and images for the Bio Book. Members were reminded to look through this book to familiarize themselves with the other artists in the gallery. It was also suggested that during free time artists walk around the gallery and study what artists have in their displays. All this will help us be more knowledgeable about our artists and the artwork displayed.

Tuesday Closures: There was a concern about being closed on Tuesdays during the upcoming holiday season. It was suggested that the gallery close earlier than 9:00 pm which might free members to work earlier shifts. Stacy will investigate sales made during evening hours to help in determining the value of staying open until 9:00 pm.

New Business:

Jurying of New Members: There was discussion about each of the prospective artists jurying at this meeting:

Susan Goodmundsen, pastels

Connie McClennan, oils

Victor Ivantsov. Wood carving

Sofya Kobayashi, jewelry with seed beads and natural stones

Following the discussion ballots were passed out for voting. Results will be emailed to members shortly.

Adjourn: The meeting was adjourned at 8:27 pm, the motion made by Sonja Hamilton and seconded by Meg Black-Smith.

Minutes submitted by AOTG Secretary, Diane Tharp