

**Auburn Old Town Gallery
Board Meeting Minutes
February 8, 2023**

Call to Order:

(Zoom) Meeting called to order by co-Presidents Sandy Lindblad & Carol Bellamy at 7:02 pm. Those in attendance: Carol Bellamy, Sandy Lindblad, Darlene Riel, Sonja Hamilton, Barbra Paitich, Diane Tharp, Suzanne Hambleton, Linda Miller, Susan Stoll, Janis Quinn, Stacy Pedri

Publicity Chair Darlene introduced Connie McLennan, who has offered to represent our gallery as liaison to Chamber of Commerce. Connie recently attended new member chamber meeting and feels there are benefits to representation. She reviewed possible ways of being involved. Some events have a fee for participation, others do not. She is open to others joining her at meetings as so desired.

Initial business was to decide if we wanted to offer a raffle prize at their next mixer, scheduled on 2/17.

Motion made by Diane / Seconded by Staci

'I motion we reach out to members to see if any artists would be willing to donate cards for the Chamber of Commerce monthly raffle'

All in favor – Aye / None Opposed.

Connie will package the cards nicely with a ribbon and offer as a gift.

Also discussed possibility of hosting a mixer in the future.

Approval of Minutes

Clarification made for 1/11/23 Board Meeting Minutes. It was discussed that Board Meetings could be held either in person or Zoom. Also, Co-President Sandy called January meeting to order.

Motion made by Staci to approve minutes with corrections. Sandy seconded.

All in favor – Aye / None opposed.

Going forward it was agreed all Board meetings would be held via ZOOM.

VP Report – Sonja

Complaint was received that our members need to do better job of acknowledging and interacting with customers when they come into the gallery. Keep conversations among working members to a minimum – too much chitchat going on

Conversation regarding new member's ability to work shifts. Seems there have been many instances where member has left his shift early and as a result has not received closing training. As this member is on probation this is being watched and monitored. VP Sonja will address concerns.

Treasurer Report – Stacy Pedri

Stacy received email from former member Shannon Morgan asking when her initial deposit fee would be returned as she has left the gallery. Clarified that this deposit is non-refundable. Stacy will let her know. Also discussed her return of keys which to date have been unsuccessful. Decided we'd let this go as not sure she actually ever received a key and she has been unresponsive to several email requests.

Staci reported balances of \$21,372.57 (ckg); \$10,971.72 (sav); \$182.44 (petty cash) for a total of \$32,526.73. January sales were \$14,738.68 with a January profit of \$274.67. Sales are apx \$2500 less than January 2022.

Sonja motioned to approve Treasures Report; Barbra Seconded.

All those in favor AYE / Non Opposed

Membership – Suzanne Hambleton

Three new artists coming in: Lorna Miser, Viktor Ivanstov and Trisa Swerdlow. Lorna/Viktor receiving 1st training 2/7/23. Trisa shortly after.

Next jurying scheduled for May and September.

Committee continues to shore up training and fine-tune materials.

Staci would like to offer training on closing on one Tuesday per month.

Conversation moved to include Display comments re: half vs full spaces. More half spaces are being worked into floor plan to help with shift coverage and rent.

Since there is not a 2D artist that can be brought in from our waitlist at this time, it was decided that the Display chairs will email existing members to see if anyone would like to rent a half space on a temporary monthly basis. The deadline for response is 2/14. If no interest, the Membership Committee will offer a special limited edition "Call to 2D Artists" with a limit to 4 applications accepted.

Suggestion received that when jurying, the membership committee prepare a jury sheet with potential artists name for note taking

Display Committee – Susan Stoll

Susan/Linda have notified artists of March moves (many!); New artists locations have been established with Viktor going into a temporary spot until March. Terry Accomando has brought in new pieces, but board is unsure if her plan is to stay in the gallery or request another 3-month leave.

Special Events – Diane Tharp

Diane is still waiting to receive Calendar of Events from Old Town Business Association. She does know the next event is Photography Month 2023, which we participated, in last year but was not successful. Darlene echoed this and also curious if anyone would like to participate. She will send an email out to membership.

Another possible event is Cinco De Mayo, though nothing concrete about that yet.

Diane has been receiving the \$10 donation from members that we agreed to donate last month to cover costs for food expenses at events. Diane complimented Cathy McAllister's ideas and will talk to her more about other thoughts they've shared. She will send a reminder email out to members regarding the \$10 donation.

Facilities Report – Barbra Paitich

Making progress with ordering process. Has placed a black folder next to the staffing folder for members to write down supplies needed. Viktor would like to join the facilities committee, everyone was pleased

Publicity – Darlene Riel

Waiting for responses regarding our interest in the Lincoln City Hall Rotunda Opportunity. Have requested our participation months of November and December as membership suggested.

Continued discussion regarding Website update, particularly re: which platform to build from. Darlene did provide the board with samples of preliminary changes to enhance existing site. Decided a smaller group needs to be formed to discuss, review, plan this project. This team includes Darlene; Susan; Carol; Diane. Will see if Shoshi would like to be on it. Eventually both Gini and Ann will be included.

New Business

AOTG Board email is difficult for some members to access and as a result is not being monitored regularly. This is an issue that is not resolvable at this time. Though we like the idea that this email be used for 'official' board emails, it is not proving to be manageable. After discussion it was decided to place email in dormant status for now and let members know that they should email the Vice President(s) Sonja or Shoshi directly for any concerns/complaints which they will handle in a confidential manner.

This issue can be revisited in 3 months time. The website will be updated to remove the email address and members will be informed.

Members that wish to make changes to their permanent shifts can discuss with other members, and if they agree on change notify scheduler.

Carol shared her idea of a Newsletter sent to members sharing tips, practices, and useful information. Board differed if email should go on membership meeting months or on months we do not meet. Do not want members to think this takes the place of their attending required meetings. Carol will head and figure it out.

Carol also discussed need to review by laws & membership agreement for updating.

Recent situation occurred when member made an error on her calendar and did not open Gallery at 10. Following membership agreement where it is stated if you miss a shift you are fined \$100 - she will be fined for the 2 hours she missed, \$50 will be deducted from her next check.

Sonja shared difficulty in reaching the point where we will soon have 3 members with initials SH. She suggested with assigned a two-digit numeric code to members rather than the use of initials where the file folders materials get mixed between them. No one seemed greatly in favor of having to re-inventory all our merchandise (for those artists that currently use initials) to support this. Thought perhaps inventory could stay same and only folders change. Will revisit at future board meeting

Unfinished Business

Friday/Saturday evening shift changes. After discussion and examining variables Diane motioned that we 'change Friday & Saturday shifts to 10-2; 12-4; 2-6; 5-8 beginning in March. However, we will be open and members will work to 9PM beginning the day after Thanksgiving (November) through December and could ask employees on those shifts to stay until 9 during events.' Susan seconded.

All those in favor AYE/ None opposed.

Linda will make new signs for gallery to reflect hours. Sonja offered to update the chalkboard, which is badly needed. A refresh of lettering.

Adjourn

Sonja motioned to adjourn meeting, Susan seconded.

Vote carried, meeting adjourned at 9:38 pm

Respectfully submitted,
Janis Quinn