

**Auburn Old Town Gallery  
Board Meeting Minutes  
January 11, 2023**

**Call to Order:**

(Zoom) Meeting called to order by co-President Carol Bellamy at 7:25 pm. Those in attendance: Carol Bellamy, Darlene Riel, Sonja Hamilton, Barbra Paitich, Diane Tharp, Suzanne Hambleton, Shoshi Bilunos, Linda Miller, Sandi Lindblad, Susan Stoll, Janis Quinn, Stacy Pedri

**Approval of Minutes**

Susan motioned to approve December 2022 Board Minutes, Staci seconded. Vote passed

**Introductions**

Each new board member introduced themselves to group

**VP Report - Shoshi**

Reminded board that Shannon would be leaving gallery at the end of month.

Terry A. is on a 3 month leave of absence. She will connect with Terry at end of March for an update. Her work will stay in gallery but she will not be working shifts. Shoshi has informed scheduler. Board reiterated importance of staying in contact with her and her requirement to provide a 45 day notice should she decide to leave gallery. Also reminder that she is obligated to pay her rent during her leave. Shoshi will ensure Terry is aware of all points. At some point during meeting there was concern regarding her low inventory – Janis let board know that Terry’s kiln is broken and she has no way to fire her work, a great concern to Terry and her ability to produce.

Stacy was contacted by Lana with concern regarding a sale on 12/23. Confusion over whether it was her piece or Linda’s and who received happy call vs. who receives credit. Something that needs to be resolved between the two. Disagreement noted.

**Treasurer Report - Stacy Pedri**

Reported \$10,970.33 in one account, \$22,948.09 in LLC checking and \$182.44 in petty cash for a total of **\$34,100.86**. Year-end profit of \$1832.88. Sales lower compared to last year, but net profit between 2021 and 2022 is \$213.18. Not bad!

Sonja motioned to approve report, Darlene seconded. Vote to approve passed.

**Display Committee - Susan Stoll**

Susan/Linda meeting to discuss upcoming moves and also working to encourage a few former members to consider coming back to gallery. Linda is busy painting hearts, her 5<sup>th</sup> year!

This year they plan to utilize skills of their committee and striving to work with membership on building wait list. Linda reminded team when jurying to not judge artist on saleability, but on talent as it is up to the artist to manage/build their sales for success. Brief discussion on what wall spaces are available at this time

### **Publicity – Darlene Riel**

She is 'all about' delegation this year and has provided report on who is doing what on her team. Discussion continues around rebuild of website; backups for backups; researching if paying for Facebook boosts would be worthwhile; and lengthy discussion regarding utilizing GMAIL gallery accounts for all gallery related emails vs. personal emails. This can easily be accomplished by her adding those authorized for specific email accounts as delegates, which can be monitored and changed as people move in and out of respective roles. There is a learning curve to all of this but she strongly feels there are many benefits to managing emails this way and board concurred. Darlene provided budget report with notation that prices have increased.

### **Facilities Report – Barbra Paitich**

New to the job, Barbra will be meeting with Jenn to get started. Staci helped her today with some immediate ordering needs. Staci stressed importance of researching different options in ordering supplies thru Amazon vs Uline. Great savings to be had by initiating save and subscribe thru Amazon and deliveries are set up to automatically occur thus decreasing potential for running out of supplies.

Shoshi asked team to always remember the supply closet needs to be kept clean of debris to allow access and avoid Fire Marshall violations. She asked that artists be required when bringing in art for feature wall to take home packaging material vs. storing in closet.

### **Special Events – Diane Tharp**

Obtaining calendar of events from Auburn Old Town Business associates now. Discussed importance that all gallery artists fulfill obligation to participate in an event and how to make that happen. Reviewed suggestion by artist Cathy McAllister to ask all members to donate XX money annually to be used to purchase platters of food vs. asking them to bring food, which doesn't always go successfully. Team seemed to like that idea and will figure out how to manage the payment etc.,

VP Shoshi offered to manage keeping track of attendance at meetings and participation in events, both of which are requirements of gallery membership

It was suggested that the members that do not participate be responsible for covering extra shifts and/or those are the ones that donate \$\$ for food at events. We had a motion to approve this but then rescinded by Sonja as this is not documented in any agreement so not eligible for a vote.

It was decided to discuss this at the membership meeting on January 16<sup>th</sup>.

Discussion ensued regarding our updated membership agreement (which is on website and Staci sent to board during meeting) and possible out of date by-laws be reviewed for updating needs. There was question as to whether we even need by laws given our filing status.

We will not be participating in the downtown February 15<sup>th</sup> Sips & Sweets, which we haven't participated in since 2019 as we do our own heart giveaway.

### **Membership – Suzanne Hambleton**

Thanks to everyone reaching out to artist friends, and for publicities efforts we have 9 applicants to jury on January 16<sup>th</sup>. An email link with bio, resume, photos has been sent to all gallery members with the request they research them and be prepared with questions on 1/16<sup>th</sup>. Membership will support jurying 3x this year. January/May/September. The effort is for quality artists to join gallery and to build our wait list so we are prepared to offer space when one becomes available.

Ballot for voting will be sent to membership the morning of January 17<sup>th</sup> with instructions for voting and deadline

### **Unfinished Business**

Shoshi spoke with Gini regarding thoughts on rebuild of website. Gini/Ann to get together to review, brainstorm for a more engaging and attractive site. We will also need a bid from her for this work

### **New Business**

Agreed and confirmed that Board Meeting format will be ZOOM calls and Membership Meeting format will be IN-PERSON.

Discussion regarding Friday & Saturday evening shifts and need to stay open until 9, as well as opening on Tuesdays. Various ideas were discussed.

Treasurer Stacy will run a 12-month report and we will revisit after reviewing current numbers. This will be brought up at membership meeting

Discussed Chris Foster leaving gallery due to illness. Gallery would like to do something in her honor/name but Susan reminded team that Chris is adamant nothing is done. Concluded to reach out to her husband at a later date to revisit the idea. Susan will reach out to Chris to find out what Chris would like our gallery members to be told regarding her departure and illness.

### **Adjourn**

Stacy motioned to adjourn meeting, Shoshi seconded. Vote carried, meeting adjourned at 9:45 pm

Respectfully submitted,  
Janis Quinn