

**Auburn Old Town Gallery
Board Meeting Minutes
April 12, 2023**

Call to Order:

(Zoom) Meeting called to order by co-Presidents Sandy Lindblad & Carol Bellamy at 7:05 pm. Those in attendance: Carol Bellamy, Sandy Lindblad, Barbra Paitich, , Susan Stoll, Janis Quinn, Stacy Pedri, Shoshi Bilunos, Diane Tharp, Suzanne Hambleton

Approval of Minutes

Motion made by Suzanne to approve March 8th 2023 minutes, Stacy seconded.
All in favor – Aye / None opposed.

VP Report – Shoshi

Shoshi reported recent situation where Laura Bracken was helping Darlene Riel with merchandise while Darlene was on vacation. As a piece of Darlene’s work sold there was confusion how to contact Laura as she is no longer a member of the gallery. In discussion Susan offered to maintain a ‘departing’ contact info list (with former artist approval). It was felt this should fall under the membership committee and Suzanne agreed to eventually incorporate this into her committee. The information will reside in a file folder and will also be helpful when customers inquire about former gallery members.

Treasurer Report – Stacy Pedri

Stacy reported current balances
Checking - \$19,070.75
Savings - \$10,974.38
Combined total w/ petty cash \$30,227.57
End of month income for March - \$2341.82. Two non-recurring expenses this month included \$1000 to CPA and \$800 to pay taxes.
Year to date profit is -\$1745.84. Compared to 3/22 we are down \$3443.00
YTD down \$11,941.

Suzanne motioned to approve Treasures Report; Carol seconded.
All those in favor AYE / Non Opposed

Treasurer also reported recent discussion with our CPA regarding changing our filing status from a LLC to a NP. Jennifer Starbucks (CPA) suggests it as an option, which is doable, but a big task. She suggests we hire an attorney to assist in the process.

This conversation stemmed from a recent conversation with former member Laura Bracken and information contained in K-1 report.
Decided this topic will be tabled for now.

Doug Parks has donated a laptop to be used as a backup in gallery. Initial thought was to provide the laptop to members coming in to add inventory to gallery and thus eliminating using the register. Great idea, but licensing fee is \$635, which we cannot spend right now. Decision was to accept the laptop and use to create labels until future time.

Publicity – Darlene Riel

Darlene, who is traveling in Japan, provided report prior to the meeting. The board reviewed and did not have any questions.

Facilities Report – Barbra Paitich

Barbra mentioned as small needs arise she has been purchasing items and bringing them in. Asked if she could be reimbursed for things should this become a larger item expense. Stacy assured her to keep receipts and turn them in for reimbursement.

Barbara is always searching for less expensive ways to keep items supplied. There was discussion regarding the bags and if certain colors are more costly than others. We were reminded that we originally went to the burgundy bags as a way to “brand” the gallery. It was felt we could continue to do this with the sticker if we can find a lower priced bag. Also talked about having bags preprinted with gallery logo and the possibility of switching to brown or white bags in the future. Barbra will examine all angles but for now we are well supplied.

Special Events – Diane Tharp

Diane reviewed details of the upcoming Cinco de Mayo Event and a recent email to committee soliciting their support. It seems there’s been a good response. Patty will do activity outside. Diane also reviewed other Old Town events including June 15th and A Town Classic; August 1st – National Night Out. Reviewed use of popup and Board felt unless we need to have it to not use as it seems to block people from coming inside.

Also discussed our annual Anniversary Sale and dates to offer our 20% discount. Janis confirmed from last year’s minutes the sale begins the 2nd Monday of September thru Sunday each year.

Display Committee – Susan Stoll

Susan and committee are working on the next round of moves. The moves are not set in stone yet and the affected artists will be notified as the details get worked out. She verified that we currently have one ½ 2D space and may be able to create a ½ 3D space. She shared that Jen will likely move to Terry Accomando’s space when she vacates early May.

Membership – Suzanne Hambleton

There was discussion regarding categorization or genre of art. This has come up in multiple conversations lately and Suzanne is seeking clarity as it affects the jurying process. The Board felt the better word is categorization and Suzanne will ensure the website reflects this. There was lots of talk about when an artist is allowed to put their work on mugs, coasters, etc., without jurying the new items. It was felt that this has been, and should be, allowed.

Suzanne will form a small committee to review this topic to establish clearer guidelines. She will report back to the Board.

New member Kathy Triolo has hung her work in the gallery and her training has begun.

We currently have four potential artists jurying in May. They include a potter; ceramist; jeweler and watercolor artist.

New Business

Scheduling:

Our scheduler, Theresa, reached out to the board for assistance as she did not have any shifts available to schedule our new members in May. This prompted the conversation to re-open on Tuesdays and staff the day with a 10-2 and 2-6 member. A long discussion ensued over this with valid points being made.

- Board wants consistency in days open and is uncomfortable with re-opening now and eventually (due to loss of members or other unforeseen circumstances) having to close again.
- Some felt it's very easy to just open on those Tuesday's that we need to use to fill shifts.
- It was discussed there should be a list of available members to work extra shifts to meet their obligation of picking up extra responsibilities
- Is the issue that there are not enough shifts or unavailability of permanent shifts
- Carol offered to speak to Therese and review prior schedules to see if those members that previously had a Tuesday shift would like to have that back

Janis motioned

"that we reopen the Gallery on Tuesdays and operate with two shifts, 10-2 and 2-6PM"

Sandy seconded.

All those in favor AYE. A few opposed but the vote carried.

Brief discussion followed with the request that we consider releasing the schedule earlier than the 15th of the month.

Definition of co-chair:

Topic tabled for now

Alarm:

Recently the alarm was erroneously activated and the police sent to check gallery. Carol is going to review the protocol and review with membership. There should be a way to deactivate the alarm so the police don't get signaled – she'll let us know.

Shoshana offered to continue to act as first contact, with Carol as second contact.

Unfinished Business

Terry's last day will be May 3rd. Barbara Hoffman is sending a card from the gallery – Carol invited others to reach out to Terry as they desire. Stacy reported that Terry did receive her due credit of \$35.00.

New member Ron Runtenelli is doing well. Attended March membership meeting and recently did a closeout on his shift.

Again the subject of having a Sandwich Board was discussed. It is felt that Old Town will not allow these as it creates an obstacle on the sidewalk. The Board felt it was likely reasonable to

use them during events. Agreed that someone would check with the Old Town Business Association to see if that would be acceptable.

Discussed earmarking a parking spot out front as a 'loading zone.' Someone mentioned there is a spot for this purpose on the side of the building where the USPO is located. That should fulfill our need and no further discussion is needed.

It was confirmed that the Board meetings would continue to be via ZOOM.

Adjourn

The meeting was adjourned at 8:53 PM

Respectfully submitted,
Janis Quinn

I didn't capture who motioned and seconded for the meeting to be adjourned?!