

**Auburn Old Town Gallery
Board Meeting Minutes
March 8, 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, Darlene Riel, Sonja Hamilton, Barbra Paitich, Linda Miller, Susan Stoll, Janis Quinn, Stacy Pedri, Shoshi Bilunos

Approval of Minutes

Motion made by Linda to approve February 8th 2023 minutes, Shosh seconded.
All in favor – Aye / None opposed.

VP Report – Shoshi

Shoshi informed the board that there had been a conversation with an anonymous member regarding a new member artist recently hung piece. Was concerned there may be a copyright infringement. Suzanne addressed the concern with new member and she easily acknowledged the concern and replaced the piece. Issue resolved.

Co-Vice President Sonja had nothing to discuss

Treasurer Report – Stacy Pedri

Stacy reported current balances
Checking - \$21,677.03
Savings - \$10972.99
Petty Cash - \$182.44
Combined total \$32,832.46
End of month profit for February \$321.30. Year to date profit \$595.97. Compared to this time last year sales have declined \$5852.34

Linda motioned to approve Treasures Report; Darlene Seconded.
All those in favor AYE / Non Opposed

Treasurer also reported our K-1 reports should be available next week. She will collect from CPA when ready to pick up and place in artists file folders.

Display Committee – Susan Stoll

Susan/Linda have created a document that explains how space sizes are configured. The hope is this helps member artists have a better understanding of how they manage our half and full size spaces.

Have identified a new option for print bins, much less expensive and better quality. Will share this information with artists.

There was some discussion regarding chairs and co-chairs and training committee members to move to a chair position.

Special Events – Diane Tharp

Diane was out of town and not able to attend meeting. No report given.

Facilities Report – Barbra Paitich

Making progress with ordering process. Had been questions about a few items during the month but that's been resolved. Discussion with expenses of supplies and how we can mitigate some of the costs. Purchase dollar store paintbrushes for painting pedestals, then throw away. Do NOT use jewelry boxes for anything other than jewelry. Always ask customer if they'd like a bag before producing one, many do not. Stacy will review costs of supplies at the 3/20 membership meeting to help inform members of the outrageous expenses related to supplies. Again discussed idea of charging customers for boxes but was met with resounding no.

Shoshi suggested Barbra have someone else on her committee to assist her. Will ask for volunteers at 3/20/23 meeting.

Publicity – Darlene Riel

Concern over MailChimp parameters for 'free service' changing. Darlene is spending countless hours researching new system to handle our subscribers. This is the system we use for sending monthly Feature Wall themes and gallery updates to our customers. Many variables were discussed. Board suggested she selects whatever program she finds that should work for us. A plus is that our POS system has all our current contacts and is stable, which means she will be able to pull from that system to upload subscribers into the new platform.

Connie's involvement with the Chamber last month was very successful and something to continue. Will ask for any volunteers that want to join her in future chamber mixers at 3/20/23 business meeting.

Our Old Town Auburn Business liaison has conflicts with the association's meeting schedule. The backup liaison cannot take on the role long term. Darlene will solicit Membership for a replacement.

Membership – Suzanne Hambleton

Janis reported that we had response to our "special" advertising looking for 2D artists. We have two artists (photographer and pastel painter) jurying on 3/20/23. Suzanne has received all required paperwork and photos and will be sending out via dropbox on 3/13. We also have an existing member jurying in a new genre.

New member Trisa Swerdlow would like to jury her greeting cards. Will see if we can accommodate this this time around, if not she will wait until May.

Voting will occur online starting Tuesday, 3/21 and end Friday noon 3/24. Artists will be notified by 3/27/23.

Training of new artists, Trisa, Viktor and Lorna has gone well. They will all be on the April staffing calendar.

New Business

Request has been informally made by Terry Accomando to extend her leave, which expires at the end of March. Shoshi will have a conversation with Terry to communicate extension until end of April. It's the hope by then she will have a more concrete idea of her future plans, which at this point seem unclear. The board will evaluate this on a month-to-month basis but is not in favor of a continued extension without more information. Further understood is that Terry will have to forfeit her current 'permanent shift' and if she comes back to the gallery will be placed on the schedule where needed.

Reviewed issue of all these snowstorms and the impact it had on artists getting to the gallery. Thought we may want to create a backup 'weather plan' which could further be used as a 'fire/smoke plan' but decided to deal with it as things occur. Suggestions were to make use of the telephone tree to stay in communication. Recognized that some members simply cannot get to the gallery in severe snowstorms and may not be able to find a replacement.

Question arose over the use of a sandwich board on the sidewalk. The gallery utilized this in the past and the City mandated its removal, as it is a liability issue.

Question regarding a member ringing up a sale on a Tuesday while they are there working when the gallery is closed. It was agreed we are not opening on a Tuesday, but if someone is at the door desperate to make a purchase the artist can, if they elect, open and ring the sale. HOWEVER!! That artist MUST go through the end of day closure process and if CASH was involved they MUST count the cash and place anything over the \$150 into the envelope and to the safe. Stacy is graciously offering her help in any situation.

Once again the thought of charging for boxes was mentioned and met with a no.

Calendar and scheduling shifts were reviewed as upcoming April is challenging for our scheduler. The way the weeks/days fall we have trouble getting the new members into a shift. We discussed and agreed that in these situations the board members that spend LOTS of hours working on things both inside and from home are given the month off. Thus the scheduler can put someone that needs to work their required 2/shifts per month in their slot for that month. Also agreed any member that does not get slotted for 2 shifts will be the first to be placed on the calendar in months where extra shifts are needed.

Unfinished Business

Website: Committee met and prioritized issues and suggestions for website improvement. It is truly felt the platform we currently may not allow the navigation and changes that are wanted. Next step is for the committee to meet with our current Webmaster, Ann Ranlett in May.

New Member Probation:

Issue with current new member has continued, even though 1st VP had a conversation about this last month. Shoshi will take lead on further conversation – drawing connection that probation is drawing to a near close and commitments must be met in order to stay a member at AOTG. This involves working shifts, participating in meetings and assisting on a committee and events.

Newsletter topic was tabled until a later time. This is something Carol is considering offering starting in July. It is a member newsletter, not a public newsletter.

Briefly discussed the importance of monitoring member's involvement on committees. Felt it is up to the committee chairs to monitor this and inform the Board if a person is not participating.

Confirmed that Shoshi had previously offered and will be in charge of monitoring/recordkeeping members attending the membership meetings.

We also need to ensure that every member is on a committee. Unsure who will monitor this

Adjourn

Sonja motioned to adjourn meeting, Susan seconded.

Vote carried, meeting adjourned at 9:20PM

Respectfully submitted,
Janis Quinn