

**Auburn Old Town Gallery
Board Meeting Minutes
June 14, 2023**

Call to Order:

(Zoom) Meeting called to order by co-Presidents Sandy Lindblad & Carol Bellamy at 7:08pm.
Those in attendance: Carol Bellamy, Sandy Lindblad, Barbra Paitich, , Susan Stoll, Janis Quinn,
Stacy Pedri, Shoshi Bilunos, Sonja Hamilton, Darlene Riel

Approval of Minutes

Motion made by Susan to approve May minutes, Barbra seconded.
All in favor – Aye / None opposed.

VP Report – Shoshi

Shoshi reported conversation with outgoing artist and feelings around her leaving. This artist was unable to work shifts and the cost of having someone cover all shifts was a hardship. Also unease related to some of the artists work not being juried in, but not all. It is an unfortunate situation but one that the artists need to understand and manage before agreeing to join gallery membership.

Lessons learned and reminders to be shared: When a genre of art is not juried in, the artist should always be encouraged to rejury at a later time. Also reminder that, as stated in the bylaws, an artist can train a family member to work shifts for them as needed.

Board agreed multiple conversations took place with this artist and no follow-up is needed.

Treasurer Report – Stacy Pedri

Stacy reported current balances
Checking - \$21,392.73
Savings - \$10,977.14
End of month profit for May - \$1312.85.
Year to date profit is -\$16.90 .
YTD sales are down \$16,000.

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

Stacy further shared issue with two transactions. One in which a customer paid twice for an item (once by cc on phone and once again when picking up item) Reminder to be given to membership that when a customer pays for an item over phone to package and mark the item PAID. This is a situation that should/could have been easier avoided.

2nd situation – customer paid for item by cc and then artist ran again by cash without canceling out the cash sale! Further complicated by artist closing that day did not report the large cash discrepancy. This will also be covered at the next membership meeting.

These errors are time-consuming and costly to rectify!

Also discussed are continued issues with artists following end of day balancing procedures...

Facilities Report – Barbra Paitich

Feels things with inventory are getting better organized. Barbra shared a new excel spreadsheet she is creating for gallery use in managing inventory and organization of where items are stored/located. This will evolve and be shared at a later date with membership.

Reminder shared from landlord that we need to keep outside area tidier.

Membership – Suzanne Hambleton

Janis reported in Suzanne's absence. Carol Crockett (ceramics) initial training begins June 23rd. David Roseberry (gourd art) is being scheduled for training now. Both artists will be ready to be placed on August schedule.

The next, and last jurying for 2023 will take place in September

Special Events – Diane Tharp

Diane was unable to join meeting, no report given.

Display Committee – Susan Stoll

Susan reported space for the two new artists is being readied now. She, Linda Miller and Cathy McAllister are meeting to continue space planning. Jen Norpchen is now in a full (vs half) space.

Publicity – Darlene Riel

Darlene reported on a number of items. Would really like to have a liaison to the Old Town Gallery Business group; will be sending Sofya a thank you for her help on Publicity Team; At the July membership meeting will share details of our gallery participating in the Lincoln City Hall Rotunda Gallery event. Proposed months are September/October. Will pass a signup sheet for interested artists and will be looking for a volunteer to lead project. Darlene will also be reminding artists to respond to FB posts with comments and likes.

Brief discussion regarding Placer Artists Tour and our participation. We would like to have musicians in the gallery again, and there are grants available for payment.

New Business

Janis shared conversation she recently had with Therese and her being unsure how to schedule for additional shifts. Carol will follow-up with her.

Staci defined how the 45 day resignation period works and requests support in acknowledging actual 'notice calculation dates' as either the 1st or the 15th of the month. This will greatly assist in managing the cutoff dates and proration periods. The board agreed that an artist can submit their resignation at anytime during the month, but the actual date of calculation will roll to whichever is closest to the date of resignation. *ie., letter received on the 5th of month/calculating date starts on the 15th of that month.letter received on the 23rd, calculating date begins on the 1st of next month.*

This will be covered at the July membership meeting.

Resignation: Sadly, Barbra's resignation was accepted by the Board. We do have a question as to who will manage facilities – Janis suggested she contact the artists on her committee to see if they will step up.

July 17th Meeting: The board decided that we WILL have a July membership meeting and will utilize the phone tree to remind everyone. (Past years the July meeting was cancelled).

Member Issues: When received please be sure to forward any email to appropriate board person for follow up. Apparently there have been a few instances when artists did not receive response to their issue – we need to ensure we don't have loopholes in the process.

Co-chairs: Discussion regarding how members of board feel about co-chairing both committee's and board positions. Most feel it is not the most desirable action but at times one that is necessary to fill positions. The Board will continue this discussion at a Board meeting on June 29th. Carol wants to be ready to review and explain board positions in more detail at the July 17th membership meeting.

Chalkboard Sign: Sonja has this in progress. Board has been painted and she will begin lettering. The Board appreciated and approved her idea of lettering as such:
Auburn Old Town Gallery
Est. 1995

Board agreed and approves the words "Fine Art" being removed from signage as it does not accurately reflect our gallery

Unfinished Business

Alarm: Following the May incident when alarm was erroneously activated..... discovered Keith Smith still listed as backup / changed to Carol.

We need to secure a work the artists can use should alarm activate and police department call to determine response. Carol will share the "safe" word with artists.

Chore List: Carol created a new chore list and is posted in gallery by phone

Storage Unit: Date to be determined to clean out storage unit

Election Meeting: As mentioned above, a special meeting will be held on June 29th at Carol's home to begin discussion of elections for next year and our feelings on "shared" positions. Meg Black-Smith will join us for the conversation.

Adjourn

Darlene motioned to adjourn meeting / Carol seconded. All in Favor

The meeting was adjourned at 9:40 PM
Respectfully submitted,
Janis Quinn