

Auburn Old Town Gallery
Board Meeting
August 9, 2023

Call to Order: Sandy Lindblad called the meeting to order at 7:06pm

Present: Diane Tharp, Susan Stoll, Shoshi Bilunos, Linda Whiteside, Stacy Pedri, Sandy Lindblad, Janis Quinn, Suzanne Hambleton

Sandy motioned to approved July Board minutes, Susan seconded.
All in favor. None opposed.

Vice President Report-
Joanne Johnson recently passed away (former Gallery member). Will ask Barbara Hoffman to send card to family.

Treasurer's Report – Stacy Pedri
\$10,979.89 savings
\$20,508.77 checking
200.00 petty cash
\$31,688.88 TOTAL

Compared to last year January to present sales are down \$13,088.73

Sandy motioned to approve Treasurer's Report. Shoshi seconded.
All in favor AYE. None opposed.

Committee Reports:

Special Events – Diane Tharp

Anniversary Reception – Friday, September 15th. Will have music, demos, food.
Timeframe 5pm-8pm
Sandy suggested an additional 10% discount but since already offering 20% majority felt that was ample

Octoberfest – September 21. Table outside, demo's etc., More information will be forthcoming.

Membership – Suzanne Hambleton

Currently five applications for September jurying. Two woodworkers, photographer and painter. Painter has several mediums, Suzanne working with her to select one, waiting to hear back from her. Another submitted an application but at this point nothing else. Potential jeweler from previous jurying may resubmit.

Remind membership of the importance of building a wait list and also jurying on the salability of what is being shown. Also reinforce requirements that artists present

work where the main component is handcrafted, not purchased – example presented in regards to jewelers and beaded work.

Overall we must strive for consistent guidelines among members.

At this point there was conversation regarding having space to bring in another jeweler. This sparked the conversation of a past situation where the jewelers did not want the gallery to bring in more jewelry artists. The jewelers in gallery at that time had a conversation with the board asking them to limit this type work. We all agreed this is not something we can manage consistently and fairly among our membership. As a courtesy we suggested Susan advise existing jewelers that we are considering bringing in more jewelers, as we believe we have space for them. Susan S. Linda M and Cathy M will look closely at the gallery space to see if we can accommodate another jewelry display.

Display – Susan Stoll

New member David Roseberry's work is in the gallery now and training is scheduled.

Reminder to members that when a new artist is setting up they need to direct any questions about space, etc., to a member on the display committee.

Members affected by moves in October/November have been notified.

Publicity – Darlene Riel

Newsletter for this month is delayed. Will be out ASAP

Facilities – Linda Whiteside

Have ordered minimal supplies of needed things. Have heard that a possible UPS strike may happen so preparing for any potential problems with deliveries.

Questioned the amount spent on facilities last year, Stacy thought about \$1400 was spent. Linda is being careful to not overspend but wants to be sure we are well stocked for the holiday season.

Researching how to spend less money on bags.

Shoshi asked Linda to please check supply closet for clear access to fire exit.

Also, please remind members to pick up their work after the feature wall has been changed!

New Business

Parking lot: Landlord sent letter outlining use of parking lot. *Clarification that artists working a shift may park in the lot.* Landlord goal is to eliminate public shopping in the downtown area to not use the lot. It is restricted to the stores in our strip. Landlord suggests we might make up parking cards while working to distinguish that we are using space as tenant parking. Suggestion that we make up cards and distribute to staff was modified and agreed we would have several

'parking passes' prepared and in the gallery for artists to place on their dashboard. Diane Tharp will manage this task for us.

September Sales Advertising Reception: Check with Ann, Darlene and Doug to see who is going to modify the POS system for the 20% discount during sale week. Stacy will send an email for clarification on who will manage.

Election: Follow bylaws for ballot voting. Per our bylaws only certain committees require a vote for committee members, not all committees. These include Display, Publicity & Special Events.

Discussion regarding having the President/Vice President run on one 'ticket.' In discussion it was described that this would allow the President to have their backup person to fill in as needed for them. We agreed that what is being proposed is actually already in place as this is a duty of the Vice President so what was being proposed is a moot point.

Identifying Staff Working: Idea was that we could have a sign set out that identifies who is working. Board agreed that it would be a better to have nametags that we pin on while working.

Suzanne reported that a woman came in Monday advertising Auburn Wine Festival event on October 7th and suggested we participate. Cost is \$250. It was agreed we had participated in this event previously but we didn't find it to be successful. No interest to participate this year

Unfinished Business

Date to clean storage unit. Susan is talking to Don Antram and looking to October for a date.

Lease expires in November – just watching to see if Landlord increases rent.

Discussed situation with artist whose last day in the gallery was June 10, 2023: Member disputed her responsibility in being fined \$100 for the missed shift on June 10th. Board agrees that we should follow bylaws and nothing else. Membership agreement – clearly spells out if legal issue should arise he/she agrees to follow guidelines of arbitration not file claim.

The board felt this artist should be reminded of membership agreement including her 45-day notice, permanent shift schedule and if shift is missed there is a fine of \$100.

Susan offered to draft a letter to be reviewed by board. Stacy will provide membership agreement key points. Once wording is agreed upon (ASAP) this will be sent via board email and followed with Certified mail.

Shoshi made a motion that we follow membership agreement and not refund the \$100 that former member feels she is due. Stacey seconded.

All in favor – majority. One opposed.

A suggestion was made that going forward we have a form letter for those leaving gallery that is signed by either the President or Treasurer and the member exiting. This should outline and include all outstanding responsibilities during the 45 day time frame (shifts, rent)

Suzanne will work on creating the letter but does not want to be responsible for it. This should fall to President and Treasurer

Reminder: As the board discussed and agreed upon in June Board meeting - if notice is given between 1st and 15th the effective date of notice is the 15th. If notice given 15th – 31st the effective date is the 1st of the following month.

This needs to be covered with the membership in next membership meeting.

Shoshi motioned to adjourn. Janis seconded.

All in favor AYE!

Meeting adjourned 8:50pm

Respectfully Submitted,
Janis Quinn
Secretary