

**Auburn Old Town Gallery
Board Meeting MINUTES
October 11, 2023**

Call to Order: President Sandy Lindblad called the meeting to order at 7:12pm

Present: Sonja, Linda, Suzanne, Diane, Stacy, Sandy, Susan, Shoshana, Darlene

Linda motioned to approve the September 13, 2023, board meeting minutes, Stacey Seconded.

All in favor AYE

Vice President Report: Shoshana

No report this evening

Treasurer's Report: Stacy

Reported that we ended September with a negative \$1282.23. Our YTD negative is \$2467.68

Checking account balance is \$10,982.64

Savings account balance is \$19,043.20

Including petty cash out total is

\$30,225.84

This year September has improved over last September. Discussed this year compared to last few months of last year and feel we are going to be ok.

Our bookkeeper prefers we do deposits weekly and this is something Stacey is not able to do. During Stacey's temporary absence, Sandy managed the deposits, which increased our cost to her as our bookkeeper. Will continue with this the remainder of this year and look at next year to see how we will proceed.

Stacey asked we make note of conversation she recently had with Sandy re: she is considering retirement in June of 2024. She advises we discuss this at the beginning of our next business year. Stacey was asked to please see if Sandy knows someone that she would recommend should she step down.

Janis motioned to approve the Treasurer's report, Darlene seconded.

All in favor AYE

Committee Reports:

Display: Susan Stoll

Karen Dukes set up display today. Linda will meet with Susan on the 21st to plan next artist's moves. She asks that we remember to encourage artists to let her know if there are any conflicts with their space. Looking at the possibility of adding wall shelves, will discuss with board if it comes about

Special Events: Diane Tharp

Chamber of Commerce:

October 19, 2023 Noon – 1ish. Connie will act as our spokesperson and is asking for bullets of what we'd like her to address. Please send ideas to Diane and she will share with Connie. Ann and Therese will be there to provide demos. Other members have offered to be there as well. Diane will send an email out to membership asking for participation. Diane will order some pizza, cookies, a few finger foods and iced tea/water. Stacey and Diane offered to make homemade cookies.

Lorna and Diane will pass out candy at the Halloween Event. Several other members mentioned they would bring in candy as well. Diane will send an email.

Placer Arts Tour – November 10th – 12th and 17th – 19th.. Diane is working on details. An email will also be sent soon.

Facilities: Linda Whiteside

Connie contacted her recently with an idea to discuss incorporating a brief bio in each artist's display area. Linda shared a photo of what this looks like, which is quite attractive. Should the gallery decide we wish to follow her lead we would want to ensure all bio's and plexiframe are consistent and formatted in the same manner. Perhaps the person managing the bio book could manage this. Template could be available to create consistency and simplicity.

Discussion: – have it replace the bio binder. Add a QR code to artists website. Nothing can happen unless we have someone that agrees to be in charge of the bio's. Darlene suggests the bio person takes responsibility for bio binder and bio wall.

This could be addressed at the next membership meeting.

Publicity: Darlene Riel

Sent email for donations/pictures for Placer Artists Tour

Banner is ready and she will be dropping it off.

Best of the Best – voted once again. Can begin sharing that information end of month.

Signed up and is testing new survey platform for future voting. Has great tools we can utilize going forward. Darlene had emailed the link for this app to the board earlier today for us to test it out. At this point it seems quite favorable.

Membership: Suzanne Hambleton

Reported we are training two new members. Karen Dukes and Tim Turney. Both should be ready for the December calendar. We have a robust waiting list with 5 and will be jurying again in January 2024.

She has identified 13 members that are not currently in the Bio book. Did not receive a great response when she reached out to them.

New Business:

Duties of Extra Shifts:

This is a topic that requires much consideration as we move into the next year. While we currently have our maximum number of artists, there will still be some months where extra shifts will be needed.

We had a lengthy conversation with lots of considerations.

Discussed. Darlene referred us back to the membership agreement, which clearly states members are responsible for working extra shifts as needed. The ongoing issue is this is something that has never been monitored or controlled. This is the basis of how/why Darlene has suggested the committee heads and coordinators be structured differently, and that we add an 'extra shift' committee for next year. We all agree members need to be held accountable and take ownership of their individual areas of responsibility, but how to manage the number of hours a member contributes to the gallery is time-consuming.

Shoshi suggested and the board agreed to take this offline to discuss. Shoshi, Janis and Diane will bring Therese May, our current scheduler into a conversation and report back to the Board.

Nominating phone calls/phone tree

Agreed to reduce the Extra Shift signup ballot to 4.

Information regarding ballot and soliciting potentials has been shared with the Telephone Tree Committee and calls will begin. Brief discussion about how we move forward if we do not have anyone stepping up to position. Our bylaws state if a position is not filled we hold a new election every 60 days. Shoshi has offered to stay on as VP if necessary until that position is filled. We basically just need to let this evolve.

Suggestion made that an email go to membership from the board alerting members that the phone calls will begin promptly and encourage members to fulfill their OBLIGATION to participate in gallery committees etc.,. Sandy will send the email.

Draft Letter for Artists Leaving Gallery

Sent the original letter and responses back to Suzanne. She will review all the suggested edits and we will discuss at a future meeting. The original point of changing the notice dates was to make an artist exiting the gallery a cleaner break with the notice date and how the artist originally paid the fees. Another objective to the letter is to document the things the artist must do, ie. turn in keys etc.,

This is a work in progress.

Conversation continued and agreed we should have each artist sign a new membership agreement. This would ensure we have signed documentation and that each member agrees to the existing terms.

This is a task for January 2024. Consider utilizing electronic signatures. Signed documents could be scanned and stored in the cloud. Great ideas, and Darlene is a master at understanding the technical side of things. She may offer to lead this effort!

Issue with Sofya Kobayashi:

We have not heard anything further from Sofya. Suggested that if we ever modify the Membership Agreement we should consider adding language that supports the length of time a member has to arbitrate a situation as well as **their responsibility** to initiate the arbitration and incur expense.

Darlene learned today that Placer Count Small Claims Court is currently running 70 days behind schedule. **If** Sofya has filed, and **if** this goes to court we would be notified 15 days prior to a court date.

KVIE

Sonia reported: Several members participated and sold items. Great event, exciting to watch. Thanks to Doug Parks for organizing this for us.

Shoshi motioned to adjourn the meeting; Susan seconded.
All those in favor AYE

The meeting adjourned at 9:07 PM

Respectfully Submitted,
Janis Quinn, Secretary