

Auburn Old Town Gallery
Board Meeting
September 13, 2023

Call to Order: Carol called the meeting to order at 7:02 PM

Present: Carol, Suzanne, Diane, Linda, Susan, Darlene, Shoshi, Sandi, Janis

Shoshi motioned to approve the August 2023, board meeting minutes, Linda
Seconded.

All in favor AYE

Vice President Report: Will discuss later in meeting

Treasurer's Report: Stacy sent report via email as she was unable to attend meeting. In brief discussion it was noted the gallery is currently \$1100 dollars in the red. Several members spoke up to report that sales have been up this week, which feels good.

Carol will talk to Stacy in a few days to discuss how to handle the report and should it be sent to membership prior to the 9/18/23 meeting. She also asked Darlene if she would be comfortable sharing Treasurer's report at 9/18/23 Membership Meeting. She graciously said she would do this.

Darlene motioned to approve the Treasurer's report, Shoshi seconded.
All in favor AYE

Committee Reports:

Display: Susan Stoll

Moves are planned and happening. Excited at number of potential artists jurying next week and hope we can fill spots and not have to move to discussion of increasing rent. Don will assist Susan in cleaning out storage building in October.

Special Events: Diane Tharp

Anniversary reception will happen this Friday. Musician is booked and will play full evening. He has offered to play at no cost to Gallery. Will begin playing at 5:30. Lots of artists have offered to help and several artists doing demos. Refreshments will be served. Will use the money collected from each artists for food purchase.

Chamber of Commerce:

Co-op. October 19, 2023 Noon – 1ish

The format of this mixer is for the Gallery to introduce ourselves to chamber members and introduce them to our gallery with a little tour. Several artists could be providing a demo and guests will be encouraged to ask questions. We will have light refreshments. Agreed to have a greeter at door to let customers coming in know we are having a private event but they are welcome to come in. Diane will make call to see if any restaurants might want to donate food for the event.

Brief discussion whether or not we should provide refreshments for Classic Christmas. We decided it was not necessary.

Facilities: Linda Whiteside

Feeling better organized, cleaning storage room and cabinets. Finding things in closet we didn't know we had. Will coordinate with Susan to move things in closet rarely used to storage. Researching different source for less expensive bags. Shoshi worked on a few stains on carpet she recently noticed, is looking for carpet cleaner. Linda will look for something. Filters have been replaced.

Publicity: Darlene Riel

Discussed upcoming tour and preparation for event. Lots of detail discussed, including expenses and how to cover everything.

Membership: Suzanne Hambleton

Jurying 8 artists at the Monday 9/18/23 Membership Meeting which include several painters, mixed media, woodworking, photographer, and an existing artists wishing to add items. Please review the work that was provided via email/drop box.

Suzanne will send note to membership suggesting they come early and review work prior to meeting. Suzanne will talk to Christina about the phone tree and also sharing the message.

Suzanne will also provide a printout with all the artists' names and medium at the meeting for note taking.

New Business:

Alarm sounded on August 26th. Was a result of artist going in and out during what she thought was the 'safe' period. Alarm was reset. Reminder at membership meeting that if you go back in to gallery after activating alarm you need to deactivate alarm and then reset when leaving.

Therese notified Carol of artists that have not worked an extra shift this year and questioned if any of those artists are exempt from extra shifts. Agreed no one should be 'exempt' but if artists are doing a lot of committee work they should not be first to take extra shifts. Suggest Therese email the members that have not worked extra shifts this year they could very well be called on. This needs to be better nailed down in 2024. Also need to decide if we want to create an 'extra shift' list for 2024 and rely on those individuals to work whatever is deemed fair. Carol will communicate with Therese.

Instructions for Installing ink ribbon on POS maker was emailed to membership by Doug.

Disposal of Trash: Announce at membership meeting that we cannot put our garbage in gray bins behind the building, as we do not pay for disposal service. Trash can either be taken home for disposal or put outside in the bin on the street.

Communication: Remind membership to read emails sent from gallery.

Review of Board Member Roles:

Darlene presented how she interprets our bylaws and how positions should fall into the categories assigned. She is going to move forward on managing publicity following the structure of the document she created. Darlene will format a document that identifies her 3 subcommittees and their responsibilities. Publicity, Display, Special Events will follow suit as these areas each have committee members that are ELECTED by membership vote via ballot.

We agreed that a brief discussion would occur at the September Membership Meeting advising members to consider where they want to direct their service next year. Members will be encouraged to consider running for an office on the board and also to think about what committees they would like to participate on. The members should be ready to take a phone call from the nominating committee to review positions and raise their hand for a position on ballot.

Voting will occur in November by online ballot. We agreed to structure one ballot to handle votes for President, Vice President, Treasurer, Secretary, Display Director, Membership Director, Facility Director, Publicity Director and Special Events Director. Further, following the bylaws, the categories of Display, Publicity and Special Events will have three member's names that agreed to participate on those committees to be elected by membership vote.

A second document will be created for the purpose of members to use to sign up for participation on committees

Jurying: Suzanne advised she is modifying deadline for applications submitted in 2024. Suzanne will be sure to share dates with Ann for website updates.

Unfinished Business:

Meg had submitted an email to Carol regarding the VP position for next year. It was unclear what the issue is – Carol will follow-up with Meg for clarification.

Issue with Sofya Kobayashi:

A lengthy discussion occurred with everyone having the opportunity to voice his or her concerns and comments with regard to how the situation with Sofya was managed. We all agreed this was a stressful situation and certainly some things could have been handled differently. What we agreed our take away's are with this:

1. A brief update needs to be given at the September 18th membership meeting. The board asked Carol to please present on our behalf.
2. Carol felt we could have had more board meetings rather than email communications to discuss the many issues that arose
3. There was a definite lack of communication during this process, and confusion about utilizing the board email or personal emails. The board

- agreed the board email needs to be resurrected and used in situations like this. This item will be placed on the October board meeting agenda for follow-up discussion.
4. A form letter will be created for use when a member submits a resignation. This letter must clearly communicate to the member leaving ALL the responsibilities that they are responsible during the 45- day notice period. All shifts that fall into that 45-day period must be recorded. This item will be placed on the October board meeting agenda for follow-up discussion. Suzanne offered to draft a letter and send to Board for input.
 5. Carol agreed to contact Todd for his professional opinion with regard to Sofya's threats of legal action and how we might better prepare for the possibility of her taking it to arbitration or small claims court.

Linda Whiteside motioned to adjourn the meeting; Carol seconded.
All those in favor AYE

The meeting adjourned at 10:02 PM

Respectfully Submitted,
Janis Quinn, Secretary