

**Auburn Old Town Gallery  
Board Meeting MINUTES  
November 8, 2023**

Call to Order: Co-President Carol Bellamy

As Carol was having Internet difficulty, Suzanne Hambleton called the meeting to order at 7:15pm

Present: Carol, Darlene, Linda, Suzanne, Diane, Stacy, and Janis

Linda motioned to approve the October 11, 2023 board meeting minutes, Diane seconded. All in favor **AYE**. None opposed.

**Vice President Report:** Shoshana

We did not have a VP Report this month

**Treasurer's Report:** Stacy

\$10,984.04 Checking; \$19,822.85 Savings; Petty Cash \$200

Ended October positive \$891.13 with a YTD negative \$1452.17

Janis motioned to approve Treasurer's report, Darlene seconded. All in Favor **AYE**. None opposed

Stacy shared that our bookkeeper, Sandy approached her recently regarding a previous conversation they had where Sandy indicated she may be resigning her bookkeeping position in June. This decision has not been made and she'd prefer we not discuss it. When she is ready to leave she will give us plenty of notice.

**Secretary's Report – Janis**

As the board requested us to do, Janis, Diane and Shoshi met with Therese May to discuss how to handle extra shifts going forward.

Several things were brought to light:

- Therese is very careful when assigning extra shifts, and does so after calling around to artists asking if they can work specific times. Of course that is met with much difficulty in gaining approval.
- Therese has a great excel worksheet where she captures, by month, each artist and how many shifts they are assigned that month. This is a rolling document she builds to each month.

It was strongly advised to Therese that she utilize this document to assign the extra shifts, working from it on an alphabetical basis. This will allow her to schedule extra shifts equitably. We also advised she not contact members prior for their approval. Members all know that they are required to work extra shifts as needed and if scheduled for something that creates a conflict for them to find someone to work their shift. This should not be the burden of the scheduler.

We will determine where in the alphabetical rotation to begin the assignment of extra shifts in 2024, realizing we will not be starting at "A" unless the current rotation warrants it.

We also discussed the mechanics of managing the former board members moving back to two shifts and the incoming board relinquishing one of their shifts, as they are required to work one/shift per month.

Diane, Janis and Shoshi suggest the board members leaving their board position talk with Therese and let her know where they'd like to land their 2<sup>nd</sup> permanent shift, and if that can be accommodated we will do our best to make it work. We will also reach out to the new incoming board members to determine which shift they would like to keep (if they are currently on the permanent designated shift calendar).

We also reiterate the importance of Committee Members keeping track of who on their team are actively carrying out their tasks. Members that do not participate should have more responsibility in working the extra shifts.

While the Secretary will work with the scheduler (Therese) for troubleshooting and any guidance requested, we've agreed Therese should be invited to come to a board meeting perhaps once per quarter to share with board how things are going.

**Committee Reports:**

**Display: Susan Stoll**

Susan was not able to attend meeting so Carol spoke on her behalf – her only comment was regarding the draft ballot that Darlene/Janis provided for board review. Her comment was regarding the number of voted committee members under Display Director. Will discuss under that agenda item.

**Special Events: Diane Tharp**

Placer Artists Tour is organized and ready to go. We have members scheduled to come in all three days as extra staff. Diane sent email out to all those that have signed up to work those days and what tasks are needed. Everything is set.

**Facilities: Linda Whiteside**

Not much to report. Stated that the storage shed looks amazing after cleaning it and thanked Carol and her husband for their huge efforts. A new lock has been placed on unit and is working much better.

**Publicity: Darlene Riel**

Banner should have been hung on Monday, may need help collecting it back after tour is complete.

Anniversary spotlight will be posted following the tour.

Will begin soliciting with members to see if they want to be included in the 2024 brochure.

**Membership: Suzanne Hambleton**

Two new members training, Tim Turney and Karen Dukes. They are on the calendar for December staffing.

To date, one application has been received for January jurying.

**New Business:****Tree Removal – Carol**

Carol will go to Gallery tomorrow afternoon to check on progress of work. She wants to ensure the work on the street/sidewalk will not have a negative impact on the tour, which begins Friday. If the front door is not available, there's the option of using the fire exit side door – signage would have to be put into place.

**Lease – Carol**

Our landlord has informed us she will be raising our rent \$75/month this next year. Question: Do we want to sign lease for two years or longer? Discussion led us to agree we should go with the two years. As we have always signed for a two-year period there was no vote required. Carol will follow-up with Nancy

**Miscellaneous:**

Barbara Hoffman suggested we get an ink stamp with our logo for use on our paper bags. Linda will check prices based on our current logo. Remembering new logo has recently been designed by Sonja and Diane and determined we need to wait to discuss which logo we would want to move forward with.

We have 5 cartons of papers to be shredded. This is material that came from storage shed. Linda is looking at options for having this shredded. Will communicate with Stacy when we have an estimate.

**Elections: Darlene and Janis**

An email with the sample survey had been distributed to the board prior to the meeting for their review and input. Board members seemed comfortable with the format and our discussion centered on confirming open positions and the structure of reporting.

It was decided an email would go out to the members with a 'sample' ballot in the next few days. This will allow members to see how things are shaping up; will get them familiar with the ballot so voting day is easy and to **encourage** them to sign up for spots in the OPEN positions.

They will be invited to contact a board member or a current Board Director if questions regarding their area of interest and subsequent responsibilities in tasks of that item. Members will also be encouraged to sign up for multiple committees, particularly those that have very limited work.

Also noted is that our current bylaws do not specifically name a Board Member to be responsible for the overall nomination process. Question arises as to who is responsible? Darlene/Janis felt the nomination committee should report to the Board of Directors as a whole. It is felt that someone needs to 'own' this process.

The bylaws state that the Secretary supervises and controls the ballot, but that feels very different from directing the overall nomination process and nomination committee.

**Old Business: Revised member exit letter – Suzanne**

Has not had an opportunity to revise exit letter – will target doing so by December Board meeting

**Membership Agreement** – had previously discussed updating membership agreement to include information re:

- Notice dates and how 45 day notice is calculated
- Disputes settled by arbitration and includes information on whose expense and time period required to be notified
- Membership agreements – suggested they be signed electronically and that they be stored in the cloud

**Miscellaneous:**

Suggestion was made that the Secretary includes the names of members that attend the membership meetings. This way it is documented for reference.

Suzanne – had a great suggestion to develop a Q/A for members only section of website. This could contain questions like ‘If leaving the gallery how/when and to whom do I provide notice’. The Board liked the idea and agreed it could be something the incoming board looks at next year.

Carol spoke with Sonja – doing fairly well with recovery. Would like an email to go to membership updating everyone on her progress. Diane Tharp will take care of it.

Sunshine – Carol will remind members at the membership meeting to let Sunshine Coordinator, Barbara Hoffman, anytime a member could benefit from a card

It came to light that our President’s are not checking the AOTG email account. This news created concern to the Board. Going unchecked means there could be things coming in that no one is aware of or responding to which sits unfavorably with the Board.

**ADDENDUM:**

*In follow-up to the meeting the Secretary reviewed and located the documented discussion regarding the AOTG Board email. Please see below:*

*Auburn Old Town Gallery  
Board Meeting Minutes  
February 8, 2023*

**New Business**

*AOTG Board email is difficult for some members to access and as a result is not being monitored regularly. This is an issue that is not resolvable at this time. Though we like the idea that this email be used for ‘official’ board emails, it is not proving to be manageable. After discussion it was decided to place email in dormant status for now and let members know that they should email the Vice President(s) Sonja or Shoshi directly for any concerns/complaints which they will handle in a confidential manner.*

*This issue can be revisited in 3 months time. The website will be updated to remove the email address and members will be informed.*

Our error is that we did not readdress this topic in a future meeting as stated.

Stacy motioned to adjourn the meeting; Suzanne seconded.  
All those in favor AYE

The meeting adjourned at 9:12 PM

Respectfully Submitted,  
Janis Quinn, Secretary