

**Auburn Old Town Gallery**  
**Board Meeting Minutes**  
**12/4/23**

The meeting was called to order at 7:26pm

Board Members Present: Carol, Sandy, Shoshi, Stacy, Suzanne, Janis, Darlene, Linda

Suzanne motioned to approve the November Board Meeting Minutes. Stacey 2<sup>nd</sup>.  
All those in favor AYE: None opposed

**VP Report – Shoshi Bilunos**

There was no report

**Treasurer’s Report – Stacy Pedri**

Stacey was not able to provide financials, as they have not yet been received from our bookkeeper. Once received she will forward them out to the Board.

**Secretary’s Report – Janis Quinn**

There was no report

**Membership – Suzanne Hambleton**

Suzanne reported that we will be jurying in January and to date have one ‘almost completed’ application. There was an inquiry from a potential artist earlier this same day.

She shared a conversation she had with Susan/display who indicated they wish to wait until after the jurying in January to fill what will be two open spots

She also let us know we may have lost one of our artists on the wait list. She recently saw his work in another gallery – we are hopeful this won’t be the case.

Suzanne is looking forward to working with our incoming Membership Committee in 2024.

**Special Events – Diane Tharp**

Diane was not present but did provide a report. Country Christmas is set to occur on the 9<sup>th</sup> and 16<sup>th</sup> from 5 – 9PM. There have been very few signups so far, but she will send another email out requesting help. Gary Bowman will be performing on 12/9 and is volunteering his time. She would like to give him \$50 of the remaining money in our events fund and then purchase some candy. On 12/16 the Auburn Symphony Duo will be performing from 6-8PM.

She learned that we are not able to gain a permit for an outdoor fire, so that idea is discarded.

She also reports the success of our establishing an Events Fund by collecting money from each member. She feels that overall providing food was not successful as much had to be thrown away and instead will keep to providing candy or non-perishable snacks. She also like to invest in some lighting to illuminate the outside when dark to make the entrance more inviting.

### **Display – Susan Stoll**

Susan was not present at meeting but did provide a report. She has notified us of the upcoming scheduled moves and has also provided a list of potential needs/wants for the gallery. This will be considered for purchase as we look at available money at the end of this year

Stacy motioned:

‘I move that we fill our open membership spaces from our wait list as soon as they become vacant. This should be a priority and should be done asap.’

Carol seconded.

In discussion we agreed we need to pull from the wait list and not wait until we have juried again (as the case in January). It will also be beneficial in keeping rents coming and the gallery filled. We agree Display should work with Membership on this effort. And we also thought perhaps we could begin training prior to the exiting artist leaving. While this means training before a new artist art is hung we did not see this as a negative.

All those in favor: AYE; non-opposed

### **Facilities – Linda Whiteside**

Reported that the 5 banker boxes of material have been shredded at a wonderful cost of just \$45. GREAT job Linda!

A self-inking stamp can be purchased for about \$25.00. She will order.

In research she located new gift bags through Amazon at a significant cost savings. Linda had ordered a few for us to look at and they were met very favorably. She can get these through the Prime membership at NO shipping costs and can also order smaller quantities.

### **Publicity – Darlene Riel**

Had great statistics to share with us regarding the Placer Arts Tour. Working from the customer info sheets she tallies 22 returning customers who purchased during the tour and 136 new customers for a total of \$3145.00 in sales.

Discussed idea of creating postcards with the new artwork designed by Sonja and Diane.

Working on the 2024 brochures

Suggesting we look into creating a QR code to collect customer information for the gallery. She will include this in her 2023 report for the new Publicity Director.

### **Old Business**

AOTG Board email. Agreed this will be discussed by incoming Board

Exit Letter. There was no update. Incoming Board will discuss this.

Membership Agreement. The current board agrees that the membership agreement needs to be reviewed and updated in 2024. And that all members need to sign a membership agreement. The new board can decide if it is the new agreement created in 2024 or the current agreement.

Upcoming Election:

Discussed results of election and which positions remain open. GOOD news is that we have a wonderful candidate for the Publicity Director – Tresa Swerdlow.

Janis and Darlene want to go right out with the next ballot and Board agreed not to wait.

In addition to this elected position, we have one other – the Social Media Marketing Committee Lead, and a candidate, Kathy Triolo.

We will include all the open non-elected positions as well.

Janis also reported she's been working with Therese on the 2024 permanent designated shift calendar. Therese did a fabulous job contacting all the outgoing and incoming Board Members and helping them with their requests for a PD shift.

Suzanne motioned to adjourn the meeting, Janis seconded.

All those in favor, AYE; none opposed

The meeting adjourned at 8:55 PM

**\*\* As an addendum\*\***

Following the meeting an email was received from Stacy Pedri

As of Jan 1, 2024 the change in board positions for VP and Treasurer will include them being signers on our bank accounts and any other accounts applicable.

They will need minutes to list who is taking the board positions and then it will be printed on our letterhead to take to the bank.

So if everyone can respond with a yes or no vote for this we would appreciate it.

The Board met this favorably.

The existing Vice President, Shoshana Bilunos and Treasurer, Stacy Pedri will be removed as bank signers and the incoming VP LOUISE BEZARK and Treasurer KIRSTY ROBERTS are approved to sign and will be added on the Auburn Old Town Gallery bank accounts.

Respectfully Submitted,

Janis Quinn  
Secretary