

**Auburn Old Town Gallery
Membership Meeting
November 20, 2023**

Co President Sandy called the meeting to order 6:27 PM

Louise motioned to approve the September minutes. Stacey seconded. All in favor AYE; No one opposed.

Vice President

There was not a VP report this meeting

Stacy Pedri

Money Market Balance \$10984.04; Checking Balance 19,822.85; Petty Cash Balance \$200 = 31,006.89

We ended September 2023 with a negative \$663.35
October 2023 showed a profit of \$891.13
YTD 2023 is a negative \$1452.17

Louise posed the suggestion that we pay our rent by check rather than credit card to save Gallery credit card fees. Stacy feels that will take more time of our bookkeepers time and therefore cost us more. She deferred the idea to Sandy

Janis motioned to approve Treasurer's report. Stacey Lamothe seconded. All in favor AYE; no one opposed

There was a reminder to members that should we decide to leave the gallery our Membership Agreement requires a 45-day notice period.

Publicity – Darlene

Reported on the tour and how awesome it was. The Gallery was very full with activity and customers. Encourage people to always come in to the gallery during the tour because it creates a perfect opportunity to represent your work and is reflected in sales.

Publicity keeps moving along – all the teams are very busy.

Email just went out from Publicity inviting artists to participate in our AOTG brochure. If interested, please send email to AOTG Press email with picture by December 15th. Preference is vertical images because they show the image to a better advantage.

Special Events – Darlene spoke on behalf of Diane Tharp

Diane sends her thanks to those that participated on the tour.

Classic Christmas – December 9th and 16th from 5 – 9PM

Our space in front of gallery will be open.

An idea is to have a fire pit outside our space, Diane will need to check into that. Doug has offered use of his propane fire pit (eliminates smoke and need for wood)

On the 16th we will have the Auburn Symphony in the Gallery.

We will not have food or refreshments this year but may consider candy. Diane suggests if we have any money left in our refreshment balance we offer it to the musicians. Would like artists to do demonstrations. A sign-up sheet will go out after Thanksgiving.

Darlene made a point to mention that these brochures are distributed out in the art world; they are not confined to the gallery and therefore give our gallery wide exposure.

Display – Susan Stoll

Always planning next moves. Again reminded to gain approval prior to moving pedestals around or bringing in display pieces. Display will do their best to accommodate requests.

Facilities – Linda Whiteside

No new news to report. Hope that we get very busy post Thanksgiving. Please be sure to let Linda know when we need bags or tissue. Right now supplies are adequate but hope that changes quickly.

This year we will utilize our bags for gift-wrapping. There is a minimal supply of boxes and ribbon.

Membership – Suzanne Hambleton

Introduced new member Tim Turney, Woodworker.

Reminder that we will be jurying in January with a December 29th deadline for application. Be sure to send your artists friends to our website if interested

Meg – Auburn Old Town Business Association

Went to a recent meeting to become acquainted. Included information about a \$500,000 grant for use in Old Town. How money will be spent is still not known but must be spent by end of 2024. One topic for use is lighting upgrades. They also support a small business bingo event, which sounds fun.

Provided a demonstration of the correct way to use the jeweler's easels. Asks us to lease be careful as they are expensive. She illustrated how to fold the easels when the necklace has been removed.

Stacey reminded us that she and Meg also have a supply of different length chains in their drawers.

Happy Text Calls

Will work with Darlene Becker to decide how to make a notation on the rosters going forward if you wish to receive your happy calls by text

ADT Alarm

Carol spent a long time trying to clear a function on the security system that was displaying an odd code. She managed this with a representative from company and they were able to clear the error.

Asks that if we notice an odd code on the display to notify the President.

Shipping Policy at AOTG

Reminder that if a customer asks if an item can be shipped to contact the artist to see if they can accommodate the request.

Do not run up a sale until this is worked out between the customer and artist.

Planters

Our landlord has offered to put a planter/soil on the sidewalk outside our door. A review of space limits few available areas but something that could work. Our responsibility would be to purchase the plants and maintain them. Gini suggests we table this for now. Going into winter lessens urgency for a decision.

Gini suggests we try to come up with a solution for artists that have products that do not each have their own barcode. Suggestion is to create a sheet that would have those items on them. In the end we decided that these artists could place a card with their barcode on it and position it by the register.

Doug – suggesting we schedule a middle shift on Tuesday's through the Holiday Season. Stacy will volunteer for a mid Tuesday shift. An email will be sent asking artists to volunteer as the calendar is already out.

Susan suggests we close earlier on Christmas Eve and NYE. No one sees the need to stay open late. Carol will place a sign in the window.

Election – Carol Bellamy

Thanked Meg for spearheading the nomination and telephone tree committees and the work they have put into the nomination process

Thanked Darlene and Janis for work on the ballot this year. A well thought out process that created a visual of how the gallery is organized.

We do have some positions that are not filled and we must feel the critical ones. If these position are not filled thru this election process we will need to hold another election in 60 days.

Janis/Darlene answered questions from the members regarding the election. The ballot was created to follow the outlined structure in our bylaws. We also consolidated all positions, elected and non-elected into one document. This creates a visual of how tasks/responsibilities fall under a Board of Director. Effort this year was also made to be much more specific on the myriad of tasks that are required to keep the gallery functioning, and which member has taken on those specific responsibilities.

They advised the members that the election ballot will be sent ONLINE on Tuesday, November 21st and members will have 7 days to cast their votes.

Announcements

Therese thanked Janis for mentoring her with the scheduling process. We are hopeful that more members step up to release their 12-4 shift if there is not a compelling reason for them to keep it, as this would allow us the opportunity to fill the middle shift with those members in need. It would also allow new members to work the middle shift and not immediately be on their own for opening and closing shifts.

Sadly a resignation letter from Mary Cargile was received. She will be leaving the gallery at the end of the year.

Carol Bellamy is also leaving the gallery at the end of the year. She is excited to move on and the opportunity to create some new outdoor sculptures.

Stacey Lamothe motioned to adjourn the meeting. Mary Lou seconded. All those in favor AYE; None opposed

Meeting adjourned at 7:30 PM

Respectfully Submitted,
Janis Quinn
Secretary