

**Auburn Old Town Gallery  
Board Meeting Minutes  
January 10, 2024**

Meeting was called to Order at 7:02 PM

Roll Call: Present – Connie, Louise, Kirsty, Janis, Cathy, Trisa, Linda, Diane  
Guests: Shoshana, Sonja, Stacy, Darlene

Connie asked if there were any corrections or edits to the December Board Meeting Minutes. As no one had changes the minutes stand as approved.

Agenda adjustments: Louise asked we add discussion re: steps when locking up gallery Diane shared information regarding changes to beautification project to Old Town Auburn.

**President remarks: Connie**

Welcome to the board. She is pleased to work with anew board and the new energy this brings. Connie asked that if she makes a mistake or misses something to please not hesitate to step in. Carol’s advice was to rely on by-laws as guidance. Universal hope was that meetings not be overly long. If there are controversial or complex issues she hopes to provide information prior to meeting for individual research. This will help keep the meetings moving in a professional and concise manner.

**Vice President – Louise**

Excited to be part of the board and serve in this capacity. She stresses and hopes we bring our best selves and are forthright and work with integrity - her hope is to send message of working with our membership in a kinder, gentler manner.

**Treasurer: Kirsty Roberts**

MM balance \$10,986.79  
LLC Checking \$25,537.76  
Petty Cash \$200  
Balance \$36,724.55  
Year end profit \$2837.19

Linda motioned to approve Treasurers Report. Janis seconded.  
All in favor AYE - None opposed.

Connie asked if we couldn't have spent some money prior to year-end to reduce our profit. Because we don't know until the very end of the year what that profit will be it's a very difficult balancing issue.

Doug has expense needs to correct issues with monitor. Will discuss under Facilities

**Secretary Report: Janis Quinn**

Reported that scheduling is going well. Therese worked with former board members in adding them back to the schedule for the 2<sup>nd</sup> shift and is managing assigning extra shifts well.

Sonja is on task with taking roll at the January 15<sup>th</sup> Membership Meeting.

**Publicity Director: Trisa Swerdlow**

Trisa has had conversation with Darlene regarding website and our long-term goal of updating the website. Trisa has had conversation with a student who has the skills to update site. They are in very early stages of conversation and a proposed bid for this work.

Is awaiting budget information from Darlene. Darlene shared that she is waiting for the numbers from our bookkeeper and then she will get numbers right to Trisa.

Also working on posting schedules for this year, will reduce number of times a post is made. Will still post information on our artists but will rotate in interesting topics about our area and things going on to obtain interest in visiting Auburn. She is also looking for members to join her team, as they are very slim right now.

**Membership – Suzanne Hambleton**

Janis provided report for Suzanne. Outlined jurying dates and we are ready to go on January 15<sup>th</sup>. Email with dropbox link was sent to entire membership with the request they PLEASE review prior to the meeting. Also notes, in 2023 we had 7 artists leave the gallery and 9 join.

**Display: Cathy McAllister**

Lots of moves have been made. Schedule defined for moves throughout the year. Today Carol Crockett moved into a full space so rent needs to be adjusted. All new glass and fixtures that we ordered for gallery were received. Cathy hopes this is a good year for visual changes and has ideas that are "out of the box!" Christmas Tree was moved and cards were relocated. Connie complemented her on how good that desk area looks. Little changes made a big difference.

**Facilities: Linda Whiteside**

Stickers that we use on bags are very expensive, .50 cents each. Trying to come up with a different idea. Looking at gold foil in a smaller size with just the website name for gallery. Price is very reasonable. Has decided stickers look much nicer than the stamp we were previously talking about.

Linda completed research and sourced a bag that is considerably less expensive than what we currently use. The new bag cost is a fraction of what we have been spending. The color will be black. Board agreed to move forward.

Regarding security monitor that needs to be replaced. Louise has offered one that she has for gallery.

**Special Events: Diane Tharp**

As in 2023, will be asking members for their \$10 donation towards music and refreshments at events. Food is limited to candy or tiny snacks – we learned when we do more so much of it ends up being taken home by the artists or thrown out.

Provided print out of all the events for this year. The Business Association hasn't yet published their calendar but she is watching for it. Many of the same events will be offered again in 2024. She feels some were worthwhile to participate in but not all. I.e., Cinco de Mayo.

Diane suggests we use our efforts and time wisely and participate in things that have brought business in. Those events she strongly advocates include:

Old Town Christmas – 2 evenings

Placer Artists Tour – 6 days

Anniversary Reception – 2<sup>nd</sup> Monday to Sunday in September

New Artists Reception

There is a taste of chocolate event in February, which we have not participated in and instead concentrated in our Heart Giveaway. The Chocolate event has some nuances she needs to learn more about before any commitment.

In conversation around our Heart Giveaway, it was agreed we should continue offering a heart to any customer that makes a purchase, regardless of amount spent. Should we run out of hearts we will remove signage and discontinue offering.

New artists reception – January 28<sup>th</sup> 2 – 5 PM. Photographer is lined up, appetizers, very fun event

## **Old Business**

### AOTG Board email. Darlene

Darlene offered brief history of how separate email accounts originated (ie., Board, Membership, Display, Publicity) with an explanation of why it was decided that conversations that fall into these categories come from the assigned email account.

She keeps the accounts clean, assigns passwords etc., There are nuances with passwords that triggers Google, but there is a work around where people can be assigned as delegates and this mitigates some of the issues that come about with Google.

Incoming and outgoing emails to members should come from the Board email, but conversations among the board members can come from our own email accounts. Last year the AOTG board email was removed from our website – if we elect to activate it again the membership will need to be instructed.

It was decided to utilize the AOTG Board email and Louise offered to check it daily and route any specific email to the appropriate Board Member. Currently, Connie, Janis and Louise have board access to this account.

Google Drive – Darlene has offered to make sure our pertinent documents are stored correctly in the cloud.

### Exit Letter & Membership Agreement

Last year the Board agreed we should look closely at the Membership Agreement to ensure it clearly covers how to resolve disputes, and the responsibilities to the disputer and the Board. We also discussed a possible update to how we might manage the exit notice period (ie., if notice come in on after the 1<sup>st</sup> of the month, the 45-day period begins on the 15<sup>th</sup>. If notice is received after the 15<sup>th</sup> the 45-day period begins on the 1<sup>st</sup>).

We also had discussed initiating an Exit letter that would be given to the artist leaving gallery.

This work was forwarded to the 2024 Board to resolve.

Janis, Shoshi and Diane agreed to form a committee and look at these documents and provided suggested edits to the Board by the March 2024 meeting.

Once completed and in place, all members of the gallery will be required to sign the new Membership Agreement. Darlene offered her assistance in scanning the signed documents electronically to the cloud.

## **New Business**

### Format of future board meetings.

Discussed and will try holding Board meetings the 2nd Monday of the month at 4PM Next meeting February 12<sup>th</sup>.

In person meetings – suggesting quarterly in person meetings. Ideas are Rocklin Library on Granite Drive. Cathy also offered her home but nothing was agreed upon at this time.

### Bio Plaques

Connie would prefer to wait a few months before moving forward on these right now. The 2023 board liked the idea but tabled it to this year.

Trisa suggested we have a QR code that a customer can scan and be taken to our website. Lots of ideas suggested.

Janis confirmed from election that this responsibility falls under Connie and Mary Lou Anderson

### Music

Tabled until next meeting

### Lock Up Reminder

Suggests a reminder at the Membership Meeting about spinning dials on combination lock when locking up the gallery. Also to remind about hallway lock and ensuring cash cabinet is locked during day and keys put in folder. We have been finding keys left in the cabinet overnight.

### Idea for Membership Meeting

Each meeting highlight one section as a refresher to membership

### Brief discussion regarding training new members

Check back with trainees 3 months later.

### Jurying

Cathy had several questions regarding how it is decided which artists comes into gallery once voted in or on the wait list. We all agree it has to do with several factors – what space is available, how Display can accommodate new artists and what work is perhaps too similar to current work to bring in at that time. Cathy is meeting with Suzanne Hambleton, Membership Director, soon and these questions can be addressed.

Louise motioned to adjourn the meeting. Trisa seconded. All in favor AYE  
The meeting adjourned at 9:03 PM  
Respectfully Submitted,  
Janis Quinn, Secretary