

Auburn Old Town Gallery Board Meeting Minutes March 11, 2024

Meeting was called to Order at 6:05 PM

Roll Call: Present – Connie, Louise, Kirsty, Linda, Cathy, Suzanne, Diane, Janis

Agenda Adjustments – no

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

President remarks: Connie

A few member surveys have begun trickling in. Looking forward to collecting the thoughts of our members. She will be sending a reminder out to members soon as well as remind them at the membership meeting this month.

Vice President – Louise

Has been researching safe in backroom, which is unused. Quite cumbersome to operate and is much larger than needed. Louise suggests the idea of auctioning the safe at the next membership meeting. Estimates value as \$199 (current price at Costco). Feels very fair to begin starting bid at half that amount and take silent bids. Louise will organize this at the membership meeting in March.

Treasurer: Kirsty Roberts

Account balances:

MM balance \$10,987.19

LLC Checking \$23,966.20

Petty Cash \$200

Balance \$35,153.39

Month end profit \$ 388.27

Janis motioned to approve Treasurers Report. Linda seconded.

All in favor AYE - None opposed.

Prior to the meeting Kirsty had emailed the board some thoughts around better organizing some of the Treasurer duties for efficiency. She and bookkeeper Sandy will share the responsibility of managing weekly deposits and ensuring change is in the cash bag. She is also preparing a procedural manual for the Treasurer duties that will contain extra forms, procedures and all information related to Gallery finances.

Kirsty also suggests we eliminate the task of charging a member exiting the gallery any 'pro-ration' fees that are currently collected for rent outside of their last months rent. In reality, this results in very few dollars and is cumbersome to manage. The collection of this fee is not stated in the membership agreement and can be easily discontinued without the need for vote. Kirsty also pointed out the Administration Fee of \$150 that we collect from a new member would more than absorb this extra fee. The Board was in complete agreement.

Secretary Report: Janis Quinn

Reported that scheduling is going well.

Publicity Director – no report given as our director has stepped down and position has yet to be filled. This will be discussed further in Old Business.

Connie was unable to solicit a report from anyone on the Publicity committee. Connie is trying to better understand the distribution of the gallery brochures and reached out to Amy Conley for that information.

Eric Chun, FamFest Organizer

Very involved in community and is on multiple boards. He spoke of event on June 9th called FamFest. Hosting at Preserve Park, behind City Hall. FamFest Stands for Food, Art and Music. Close to 12-15 art tents last year. Food buffet, Music and Silent Auction. Beneficiaries of event include. Placer High, Auburn Arts commission and Dewitt theater restoration. Hours are 2-6pm.

Diane felt if interested this would be best managed by individual artists participating at event as opposed to the gallery as a whole. We could promote the gallery by way of the artists participating "representing the AOTG"

Diane will make presentation at March Membership meeting.

Special Events: Diane Tharp

April event – Photography Month.

Photographers in gallery opted out of holding a reception at the gallery, but are discussing some customer incentives which Diane will follow up on.

Next Event is May 16th 5-8pm. Gold Rush Anniversary celebration of 75 year gold discovery. There will be Food trucks, live music. We will put a table outside and possibly some demonstrations.

Diane will also follow up on the \$10 donation from members that cover the cost of food at events.

Membership – Suzanne Hambleton

Following last month's board meeting Suzanne invited any member that is interested in jurying in March with a new genre to please submit application. Linda is the only artist that has responded to this invitation.

Next jurying date is May 20th. To date one application has been received, but no supporting documents included.

Has talked to the jeweler on the wait list. She's very interested in joining. Just need to ensure we have a mentor in line to assist.

Display: Cathy McAllister

We have 3 spaces, (½ space and 2 full spaces) available. Linda/Lana are both now in full spaces. Tim Turney will be in line for a full space and shooting for end of March.

Had provided photo of new stools for gallery to replace the large heavy ones. Cost is just under \$200 for two. We could purchase chair without any fabric and put what fabric we want, suggestions is faux leather, or fabric with scotch-guard.

Cathy will send photos of a few different stool options for purchase.

Will be presented at March Membership Meeting as it was concluded we should involve the membership in this discussion prior to any action.

Reminder will be made at membership meeting that chairs cannot sit in front of fire hydrants. Goal is to clean up the area around counters and not have members sit in a cluster.

Would like to see some mosaic artists and ceramists come in. Cathy has been around to other galleries to view work and see if there are artists we would like to invite in for jurying.

Facilities: Linda Whiteside

Spoke with Tim Turney who is taking responsibility that lighting is set correctly in gallery. Linda wondering about the use of the new laptop for adding inventory to POS. Is thinking if the ribbons were moved the laptop could stay out on counter for easier accessibility. Ribbons are used quite infrequently as we are using bags more over boxes. She's going to rework the area and see how it looks/works.

Doug is going to work on programming the thermostat tomorrow.

Old Business

Day/Time of future board meeting

Monday @ 6pm is working well.

Outside hanging sign.

Sign is up and well.

Former discussion about use of sandwich board – unfortunately sign cannot be located.

Publicity Director

We have not been able to find someone to step up to this position and are required in by-laws to conduct another election for this position.

Louise shared that Gini Crepps expressed interest in holding the position in an interim level. The board discussed and decided that at the March Membership meeting Connie will present that the Publicity Director position is open and will go to revote. Louise will follow up with Gini to validate her intent and if agreeable this will be presented at March Membership meeting. The ballot will follow with two voting options. One to provide a "write-in" nomination for Publicity Director and the second to provide a vote for Gini as the "Interim" Publicity Director.

Resignation Protocols

Due to a recent situation where a departing member communicated they were not coming in to work their shift, a discussion ensued about shift requirements. All shifts that fall within the 45-day notice period must be worked. **It is the member's responsibility** to find someone to work their shift if they do not plan to come in. If not the \$100 fine will be levied.

Suggestion was made and discussed that we work on a more graceful exist strategy. It is important to ensure this information is communicated to key members so they can carry out their tasks appropriately. I.e., Scheduling, Display, Publicity, Membership and others all need to know who is leaving and when. Although the exiting member may not want the information communicated broadly, there are many that must have this information.

Louise and Connie will craft some procedures and present to the board.

Revision of By-Laws, Membership Resignation Letter and Membership Agreement.

Janis and Diane provided a draft of proposed changes to President Connie several weeks ago. She in turn had some additional edits and then provided the document to the Board for review prior to the meeting.

The Board agreed on a few additional wording changes and the document will be cleaned up and redistributed. Most importantly we want to ensure to manage the wording around Member Disputes (specifically regarding arbitration to settle disputes, the disputing members responsibility to incur all expenses and the timeframe for this to occur) very clearly and obtain both a board officer and the new members initials/signatures to create a binding contract.

Suzanne will incorporate the arbitration language into the document a new member signs so we have record on file of the specific agreement

Once completed, the new membership agreement will be sent to members for review and comments at the May Membership Meeting where we will motion and vote for approval.

If approved, we will coordinate the process of securing all existing members signatures to secure the terms of agreement. This may occur via the docusign app or similar process.

New Business

Brief discussion around the understanding of an Associate Member and what their duties currently are and what they might be. Ie., adding a person to our roster with applicable Associate Member heading – this individual could be called upon to perform miscellaneous duties within the gallery.

This item was tabled.

Bylaw Revisions

We've known for some time that our existing By Laws need updating to fit our gallery environment. Connie has done some research and doesn't feel this is too daunting of a task; we just need people to volunteer to do the work. Linda offered to assist with discussions regarding the bylaws. Cathy will also ask member Todd (as he is a practicing lawyer) if he could provide assistance. Discuss at March membership meeting.

Connie motioned to adjourn the meeting. Cathy seconded. All in favor AYE

The meeting adjourned at 8:45 PM

Respectfully Submitted,

Janis Quinn, Secretary