

**Auburn Old Town Gallery  
Board Meeting Minutes  
September 9, 2024**

**Call to Order:** Connie called the meeting to order at 6:10 pm

**Roll Call:** Connie, Louise, Lorna, Cathy, Janis, Linda, Suzanne, Kirsty

**Agenda Adjustments:**

None

**Minutes – August Meeting**

August Meeting Minutes are approved as submitted

**Treasurer’s Report:**

MMA: \$10,987.74

LLC Ckg: \$21,729.74

Petty Cash: \$200.00

Total of \$32,917.48

Month to Date -\$1225.34

YTD – \$2673.34

Gallery performed well in August. The only reason we are in a deficit is because of the money we paid the Attorney for legal services.

**President Report: Connie**

No report

**Vice President Report: Louise**

No report

**Secretary Report: Janis Quinn**

Reported that Christina is doing a great job as scheduler. We have the October calendar ready to go on September 15<sup>th</sup>. There are six extra shifts this month, and we have rotated all members for an extra shift with the exception of the 5 artists we just brought in. They will start the rotation for extra shifts as needed beginning next month.

**Membership – Suzanne**

Three artists will jury on 9/16. Sent link out to all members earlier this week so they can access folders and preview work. Suzanne was asked if we have a jeweler applying for membership (question sparked because of Ron Runtenelli leaving the gallery). Suzanne explained that we had a jeweler apply, but in the membership committee’s review of their work it was decided not to move them forward to jurying.

Cathy suggested that the vacated jeweler case could be utilized for a 3D artists. As this is our last application/jurying process scheduled for this year, perhaps this can be considered.

We were reminded that we should ask those members leaving the gallery to please leave forwarding email so we have that information should a customer come in looking for their work.

**Publicity Reports: Lorna Miser**

Working on the ad for the Explore Auburn Publication. Collectively most voted to illustrate front of store for the ad photo. Gini stepped up and worked on the deadline for submission for Lorna today as she has been out of town. Lorna is going to make a few minor changes and submit the ad.

**Special Events: Diane Tharp**

Diane was unable to attend this evening's meeting, but provided the below report.

"The Anniversary Sale was a huge success! Great turnout of customers and supporting artists for the reception! We made about \$3,600 Saturday and I heard over \$1,000 on Sunday. Unfortunately Travis got Covid and was unable to come and play for us. The cake was enjoyed and I would continue having cake for this event. I would suggest keeping this event for the weekend only in the future.

There will be an "Octoberfest" themed Co-Op in Old Town on September 19, 5-9 pm. There is not a lot of special planning for this event. Artists will be asked for volunteers to do demos. If traffic slows down (it usually does) we might decide to close at 8:00. I don't mind staying later and closing at 9:00 if we are busy. We don't do refreshments for the Co-Ops.

In October we can decide if we want to participate in the Old Town Trick or Treat 3:00 - 5:00 pm, handing out candy. Last year members donated candy for this event and I bought some with our events money.

November will bring the Placer Artists Tour, November 8-10 and 15-17. This will be a big event for us! Will be encouraging the artists to attend, do demos, and promote themselves and the gallery. We will have treats and hopefully music on Saturdays and maybe Sundays during this event."

**Display: Cathy McAllister**

A request was made recently by a member artist to remove glass off front of their display case. This request had been presented to the Display Director who was not in favor of its removal. The front was removed regardless – concern is that the front piece may become broken. The artists will be held responsible should an accident occur. It truly is important that members understand they should not move things on their own. The Display team positions things in particular spots for a reason (ie., handicap access).

**Facilities: Linda Whiteside**

Cabinet under the printer is hooked together with a rubber band. Linda will take a look at it on Friday and see what's going on as it's reported the shelf collapsed due to the pegs missing or something. Asked Board if anyone has information regarding the roofer visiting to look at a corner of the roof where there is a leak.

Toner cartridge has been delivered to Gallery and needs to be installed in printer. Linda will take care of that.

**Old Business:****Attorney Update:**

Connie reported she has not heard anything from the attorney at time of this meeting.

General Liability and Directors & Officers Insurance:

Have had same insurance agent for 20 years. Suggestion is to shop around to see if we might find a more reasonable expense than what this agent would be charging us (quoted \$150/month).

Louise offered to do some research on this, will obtain several quotes for a policy.

**New Business:**

**Card Rack:**

We recently received a second card rack and discussion has taken place regarding best way to use it.

Board agreed to try using the extra rack in the back room for Seasonal Events/ Special Occasions/Local Scenes.

**Dog Policy:**

Issue arose with two recent situations where dogs had 'accidents' in the Gallery. Our discussion migrated to the larger issue of a dog being aggressive and possibly biting or harming someone in the gallery. In research, Connie learned that it is very debatable topic and it is unclear if our insurance would cover us if this occurred. There are many variables to the liability our gallery would incur and how insurance would apply.

A list of rules helps us with liability issues.

For record – I am providing our insurance agents comments below:

*Commercial GL policies in general, including yours, make no mention of dogs or dog bites, which is a good thing, because that means they're not excluded.*

*Also, the courts would generally hold the business liable IF the bite occurred on their premises, whether the dog was owned by the owner, an employee, a customer, or even a stray (that's where the "strict" comes in).*

*That said, lack of proper care leading to a dog bite would probably get a business policy non-renewed, and it could be very expensive or impossible to find a replacement, so please use caution.*

*In the insurance business, we have to avoid "scenarios" because it leaves too much room for misinterpretation, so we have to restrict ourselves to citing policy language (as in "there is no exclusion"), so that's the most direct answer I can give.*

Discussed a lot of different options and viewed several signs that could be posted.

'No Dogs Inside with the exception of service dogs'

'He poops it you scoop it'

'Your Dog is Welcome as long as one of you cleans up'

Louise suggested we table this for now – get through our current legal situations and then discuss later. Everyone agreed as we simply are not sure how to proceed at this point.

Cathy suggested we just put a sign up that says No Dogs Allowed Except Service Dogs and move on

This topic has been tabled for now.

**Late closing/safety**

A board member shared concern regarding moving into winter months and member safety for those that have the late shifts. As a reminder to members here late on Friday and Saturday nights – Take a moment earlier in evening to move car to a closer proximity to gallery.

If we needed to ever consider this, a conversation could be had regarding closing earlier during the winter months.

**2025 Officers & Directors:**

We've had some email correspondence among the board with regard to our individual interest in staying in our respective positions in 2025. We have verified those that will include:

Cathy McAllister – Display Director

Lorna Miser – Publicity Director

Linda Whiteside – Facilities

Diane Tharp – Special Events / Would co-chair the position if legal issues are not yet settled

While the rest are unsure, we all agree that we feel an obligation to remain on the board as we are in the midst of dealing with the attorney and our documentation/filing status concerns. We do not want to pass this on to a new board. While we hope to have this work completed by end of year we do not yet have a sense if that will be the case.

Janis reported that she has had a conversation with Christina Salazar (who manages calling of members to take board and committee positions) and that the calls will begin in October. This needs to be announced to membership at the September meeting.

Janis suggested we return to our former method of managing the ballot, and not structure things in quite the same way as last year. In 2024 we followed the bylaws by not only electing Directors to Publicity, Special Events and Display, but to elect three subcommittees under each Director. This was intended to substantiate the elected person to his/her area of responsibility and support their accountability of performing tasks and managing their committee members to complete them.

It's unclear whether this had an effectual impact. More conversation will occur prior to the election in November.

It's Janis' opinion (whose secretarial position requires management of the nominations) that this made the election process more complex, somewhat confusing and difficult. She believes it should be the responsibility of Director's to work with their committees, assign tasks and oversee that the work takes place.

Linda motioned to adjourn the meeting. Cathy seconded

Meeting Adjourned at 7:50 PM

Respectfully Submitted,  
Janis Quinn  
Secretary