

**Auburn Old Town Gallery**  
**218 Washington St, Auburn, CA 95603**  
**Board Meeting Minutes**  
**February 10, 2025**

Call to Order: This Zoom meeting was called to order by Vice President, Louise McGowan Bezark, at 6:00 pm. This Zoom meeting was only allowed 45 minutes, so not all items on the agenda were able to be addressed.

Roll Call:

Attending: Louise Bezark, Stacey Lamothe, Diane Tharp, Kirsty Roberts, Lorna Miser, Livia Kerr, Linda Whiteside.

Absent: Janis Quinn, Gia McNutt

Approval of Minutes: The January 13, 2025 Board Meeting Minutes were approved.

Treasurer's Report:

Kirsty reported that gallery financial totals were currently \$32,337.35. There is \$10,988.20 in the Money Market account, \$21,149 in checking and the remainder is petty cash. Our income was slightly down in January from last year, -\$314.37.

The gallery needs to start actively looking for a new bookkeeper! Currently, our bookkeeper generally works 30 hours a month for \$500, serving a gallery with approximately 50 members. This amount could be negotiable. Ideally, this new bookkeeper needs to be local because of necessary visits to the gallery. Gallery members will be asked to start inquiring about possible candidates and send their suggestions to the OTG board email. Other advertising will likely be necessary and Lorna suggested Indeed and Craig's List. A short summary of the POS system requirements will be helpful, and Doug Parks and Ann Ranlett will be asked about creating this.

Secretary's Report: Diane was filling in as secretary and had no report.

Vice President's Report: Louise had no report.

**Committee Reports:**

Membership: Gia wasn't able to attend. Louise reported on the members' interest in being more informed about the new members coming into the gallery. Stacey commented on the effectiveness and thoroughness of the new jurying system, and the committee is working on the best communication process possible for introducing new members and their artwork. 14 gallery members were involved in this jurying process.

8 artists were reviewed and the following artists were juried in:

Barbara Steffen, glass artist starting in February.

Gay Jegers, abstract mixed media starting in February.

Carol Toomey, ceramic artist starting in February.  
Marsha Toms, glass artist on waiting list.  
Michael Maloney, photographer on waiting list.  
Suzanne Hambleton was accepted for her new photography work.  
Linda Miller was accepted for her mosaics.  
Donna Blessi was not accepted.

Display: Stacey reported that moves are scheduled and happening regularly. All is going well.

Publicity: Lorna reported that Photography Month is scheduled in April and she has signed up for our participation in this county-wide event. Darlene Riel is helping Lorna with her past experience in advertising and promotions for this event. This is a wonderful event for showcasing our gallery photographers!

Liv shared that Explore Auburn on Instagram is a relatively new account and many of the major Auburn organizations and associations are sharing on this page. It would be beneficial for the gallery to get involved in these postings.

Facilities: Linda reported all was going well.

Events: Due to time constraints of this meeting, there was not an Events report.

### **Old Business:**

POS Training: Addressed in Treasurer's Report.

Bookkeeper Recruiting: Addressed in Treasurer's Report.

Completion of Operating Agreement, Membership Agreement, and LLC Disclosures: Janis is our lead on this and she is still waiting for response from the attorney. Janis is out of town and will inform the board as soon as she hears back from the attorney.

BOI Filing: Not discussed due to lack of time.

Damage Reports Update: Not discussed due to lack of time.

### **New Business:**

Gallery Open on Easter: It was decided that the gallery will be open on Easter. There has been much information indicating that Old Town has a lot of traffic and business on holidays. Members working shifts on Easter who find this a hardship can trade their shifts with other members who expressed willingness to work on Easter.

2025 Calendar Pre-Planning Based on Data: Kirsty and Louise will look into past sale totals on holidays for future reference and 2025 calendar planning.

Adjourn: The meeting was adjourned at 6:34 PM. Louise reported that she was able to pay for the upgraded Zoom platform so we will not have the same time constraint for the next meeting.

Minutes submitted by Diane Tharp, substituting for Secretary, Janis Quinn.