

**Auburn Old Town Gallery
Membership Meeting MINUTES
January 20, 2025**

Call to Order: VP Louise called the meeting to order at **6:31 pm**

Sign In: Sonja managed the sign-ins

Agenda Adjustments: None

November Meeting Minutes - Meeting Minutes are approved as submitted

Treasurer's Report:

MMA: \$10,988.01

LLC Ckg: \$23,440.48

Petty Cash: \$200.00

Total of \$34,703.50

Net Income December - \$4466.80

YTD Negative - \$2376.73

Doug questioned how our sales compared to last year. Ann promptly looked it up and reported

12/31/23 sales totaled \$37,468

12/31/24 sales totaled \$42,043

President Report:

As we do not have a President in Office there was no report

Secretary Report: Janis Quinn

Committee Signup Sheet:

All but one member has signed up on a committee! The current list has been posted in several places, including the website in the member section; The staff binder, above the phone with the membership roster and in the autobiography binder.

Master Documents:

Communicated that a 'master forms' folder has been placed on the desktop and the Gallery forms are slowly being added here. This will be a useful go-to location should you not be able to locate a supply of forms. Just access and print!

Taxes:

K-1 Statements are targeted to be issued by our CPA by March 15th. Included will be your K-1 Statement and Disclosure document. This information, as well as ANY questions should be directed to your tax preparer, NOT to the Gallery's CPA. Our CPA will not advise or answer questions for you unless you are her client. It is not legal for her to do so.

Email:

Please take care in following our E-mail rules. When sending an email please do not piggy-back on another person's email as the original email only gets lost in the mix. Also, please always BLIND CC when sending an email to all members so that the reply will only go back to the sender. Much appreciated for

your efforts here. Also a request was made when sending email to please enter AOTG in the subject line so that the recipient can identify the email as a gallery email.

Vice President Report: Louise

None

Special Events: Diane Tharp

Donation from members:

Auburn Old Town Business Association is working on the 2025 calendar. When available Diane will distribute. Old Town is increasing number of co-ops this year and we will hopefully participate in them. Diane will ensure we have the space in front of the gallery for our use

Heart Giveaway through February. Please help by putting ribbons and stickers on them. Any purchase qualifies for a free heart. Caution that next year it is likely we will implement a minimum purchase amount to qualify for a free heart.

April will be photography month with the option for a reception if the artists are interested in one. The photographers will be showcased on the feature wall.

Diane will share the other events in which we will participate as the dates get closer.

Publicity Reports: Lorna Miser

Lorna announced she joined Meg at the AOTBA meeting last week. Encourages us to get to know our fellow neighbors in Old Town. She's excited to participate

In Kimber's absence, Lorna shared exciting news. Kimber, who is the head of social media is very knowledgeable and wants to share that knowledge with us and help us increase not only the Gallery's visibility but our own as well.

She is asking each member to please complete one assignment (to start)

Instagram: When you post something, tag the gallery @oldtowngallery. Kimber will pick it up and spread it out to a very large audience.

Kimber is willing to offer an Instagram training class to our members on ZOOM. A show off hands indicated there is much interest in this offer.

Kimber would greatly appreciate if we would all get in the habit of taking photos of our own work as well as others when we are working and send them to her. She will then use these in social media posts as well as share them with Gini who can use it in the Newsletters.

Lorna clarified how to tag the gallery.

Meg reported on the Auburn Old Town Business Association meeting.

Discussed upcoming lighting going into Old Town. Website/Marketing Plans are in the works....reviewed plans to increase visibility.

Christmas update/wrap up. Old Town made \$3000 in profit despite poor weather on one of the weekends. Talked about having Country Christmas on a weekday vs. weekend. Co-op discussion of making some changes going forward. Co-ops run 5-9pm. Will be bringing in more interactive activity. Boutique hotel coming to Old Town?

Vacant businesses – gentleman on City Council is working on an ordinance sometime February – March which would allow the City to impose fines on buildings that are in great need of repair.

USPO still closed, county has been contacted to see if it could possibly be reopened.

There were comments made that Old Town was extremely busy on January 1, 2025 and that we should consider being open on that day.

Linda motioned that we open on January 1, 2025, New Years Day. Stacey seconded the motion.

Discussion followed with thoughts about how best to staff that day. There are options to consider: Should it be part of our normal shift scheduling; volunteers; extra shift assignments. Those details can be worked out as the date approaches.

The vote was called:

All in favor - AYE

Any opposed - One

The motion carried.

Display: Stacey Lamonthe

Complemented Susan and Linda for the miracles they make.

Lana will be replenishing supplies to ensure there is paint, rollers etc., She put a box in closet for donations of newspapers and sheets for drop cloths. Large roll of plastic can be used to cover things around you before painting. Thank you to Sierra for painting all the pedestals recently; they look fabulous!

Susan reminded everyone we are NOT to clean paintbrushes in the bathroom. Take them home and wash. Suggested use the little 'lollipop' brushes. Lana will ensure we have all the supplies we need. Lana has a spray bottle in the closet for use if you've used a regular paintbrush, spray some water in there and wrap it up in a plastic bag. Keeps a very long time.

Keep business card inventory up!

Facilities: Linda Whiteside

Reminders: Periodically check back room to see if anything has been left there for you. When using bags or selling cards, think about using the white bags as they are less costly. Use stickers at a minimum, please for gifts only if you can.

Membership – Gia McNutt

6 new artists jurying tomorrow and 2 existing members with new medium. We are implementing the redesigned process with a 9 member panel and not at a membership meeting.

Have good representation of medium 'experts' on the panel.

Also reported that Stacey Pedri's last day is February 13th, we thank her for her many years of service.

Old Business:

Operating(formerly called ByLaws) & Membership Agreements:

The current documents have been edited by the Board, with changes made based on attorney recommendations. These documents are currently with our attorney for review and comment. Once they've been flushed out they will be distributed to full membership for questions/comments and eventually presented for a vote to incorporate for use.

BOI (Beneficial Ownership Information)

This government required filing has again been postponed. It has been confirmed and re-confirmed that when the filing does occur we are only required to submit information on our President, Vice President, Secretary and Treasurer. NOT every member of the Gallery.

Janis will ensure that the drier's licenses she collected will be destroyed.

Directors & Officers Insurance

This item had been tabled at our November Membership Meeting. We are awaiting a conversation with our attorney's and their recommendation before proceeding.

President Nomination!

We continue to operate without a President in office. This situation needs to be solved and we will continue to solicit interest and holding votes every 60 days until the position has been filled.

New Business:

Jurying January 21, 2025

Reported above

Annual Events Contribution Proposed Change

Diane summarized how our \$10 contribution was used last year for our special events, and expressed while there was enough to cover food, the amount we are able to offer our musicians is very small. A slight increase could help us contribute a bit more to their wonderful generosity of playing for us

Board Motion:

Janis motioned: I motion that we increase the member donation amount from \$10 to \$15 to cover the expenses for special events thru 2025. Louise seconded.

Discussion: None

Diane called the vote. All those in favor AYE. Any opposed NO

Please pay Diane via Venmo or by placing a check in her folder promptly. Thank you.

Loss Policy

Janis explained to the membership that we have had a series of Theft/Broken Art claims over the last few weeks. This was discussed at the Board Meeting on January 13th and the Board agreed we should follow the guidelines in our Membership Agreement and reimburse the affected members with a 50% reimbursement of their item with a cap of \$100.

To provide more information, Janis explained \$1 every month paid to rent does go into a specific line item on our P&L that is described as 'self-insurance.' There is currently a balance of \$582.

Membership Meetings: Louise

Wanted to present the idea that we consider reducing the number of membership meetings we hold each year. We currently meeting every other month beginning in January, but typically cancel the July meeting, thus meeting 5 times per year. We could consider once per quarter if interest.

A casual show of hands indicated 13 present members thought we could reduce to 4 times per year. There was no real interest in making changes to our schedule at this time, so we agreed to table it.

Sonja Hamilton, who oversees the signups at membership meetings, reported that we have FOUR members that did not attend any meetings last year.

Members know when they join the gallery they are required to attend at least 50% of meetings. It was briefly discussed that perhaps members that do not attend meetings could participate by increasing their number of extra shifts.

This idea will be considered and discussed with our attorney's to see how best it could be incorporated.

Cash Count Form Update - Doug

Our cash count form does not match up to the cash counter in Artisian, which can make it confusing to the person completing the data entry when balancing. Doug has generously updated the form to 2 different scenarios and will distribute to membership to obtain feedback.

Announcements:

Ann Ranlett has one of her pieces (large original tortoise) in a show in Arizona at the Phoenix Zoo

Sandy has solo show at KVIE. Can view it online or type in Sandy's website and appreciate her work. Has 24 painting in show, has already sold 11. She was invited because she enters the KVIE auction every year.

Doug is already talking about the KVIE auction in September. Will start soliciting for entrants in May

Crocker Art Gallery – Louise provided information about art donations for their auction. Big Name Small Art (BNSA)

Louise has solo exhibition currently at The Artery. Ends January 27th

Gia motioned that we adjourn the meeting. Meg seconded
Meeting adjourned at 7:39PM

Respectfully Submitted,
Janis Quinn, Secretary