

**Auburn Old Town Gallery  
Board Meeting MINUTES  
June 9, 2025**

**Call to Order:** Louise called meeting to order at 6 PM

**Roll Call:** Louise, Kirsty, Linda, Janis, Stacey, Lorna, Diane, Livia, and Guest Jenn Norpchen

**Absent:** Gia McNutt

**Agenda Adjustments:** None

**Approval of April Minutes** – (Note: We did not hold a board meeting in May).

Motion: Janis motioned that we approve the APRIL Meeting Minutes. Stacey seconded.

All in favor AYE

**Treasurer's Report:**

MMA: \$10,988.56

LLC Ckg: \$15,713.90

Petty Cash: \$200.00

Total of \$26,902.46

Glen is fully trained and capable of managing our books. Kirsty has a few outstanding items to clear up with Sandi. Glen is supportive of managing direct deposit of our commission checks utilizing the Quickbooks application. Though there are additional fees for check issuance, Glen believes it will be cost effective. Louise asked Kirsty to please have Glen collect some numbers for us to show cost of check issuance vs. a direct deposit.

We discussed that the breakdown of sales that accompany our commission checks could be emailed to the artist or filed in their folders.

Glen has shown interest in learning the POS system. Not as a technical troubleshooter, but in his capacity as bookkeeper and resolving any sales issues. He would need remote access, which Kirsty believes he currently has.

Kirsty offered a special thank you to Stacey who takes the time to ensure change is in the register during her shifts.

**President Report:**

No report

**Vice President Report: Louise**

**Secretary Report: Janis Quinn**

Janis shared that we will have 8 extra shifts in the month of July.

During discussion of whether or not we would hold the Board or Business meetings in July we all agreed not to. Janis will be sure this is noted on the July calendar.

**Membership – Gia McNutt**

No report

**Display: Stacey Lamonthe**

Moves happen this week, all questions have been answered.

**Special Events: Livia Kerr/Diane Tharp**

Art Walk was held June 6<sup>th</sup> from 5pm-8pm. Diane was disappointed with the minimal visitors to Old Town as most spent their time in Downtown Area. Unfortunately the shuttle service fell through! Talking about how this can be improved. Many ideas are being shared.

Next Art Walk is August 1<sup>st</sup>.

Co-Op is July 17<sup>th</sup> 7 – 9pm. This event doesn't take any extra work and is always a lot of fun.

**Publicity Reports: Lorna Miser**

Doug is managing the Gallery's participation in the KVIE auction with 7 artists participating. Lorna shared Kimber's disappointment in not qualifying for entry, due to the fact that 'wearable art' is not an acknowledged category. We agree we need to better understand the criteria for participation and avoid an artist going through the process of applying only to then learn their medium does not qualify. In many cases the artist would be able to submit something that could meet the criteria.

**Facilities: Linda Whiteside**

No report

**Old Business:****2025 Election – Janis**

Janis suggested we all start seriously thinking and talking about a proposed slate of officers for 2026, as the time for nominations and voting will be here before we know it. We briefly shared if we felt we might be interested in remaining on the Board next year. Many mixed feelings.

**Legal Update – Janis**

Have received all but one artists signed Membership & Operating Agreements. These are all filed in a binder and we agree they also need to be scanned so that we have an electronic copy. Discussed whose responsibility this should be in the long term. Janis agreed to talk about the task with the Membership Team and also with Darlene who could be interested in assisting getting the initial scan accomplished.

Janis shared that our Attorney, Therese Tuttle has been paid in full and the project is complete. Janis has written a summary of the project so that the history is documented and filed in the President's binder. This would hopefully help us to keep our documents legally compliant going forward and provide some guidance to a future Board thinking of making changes. Therese Tuttle had agreed to review this document at no charge to AOTG, but the promise to do so hasn't materialized.

**Director & Officer Insurance – Janis**

We had more conversation about purchasing D&O insurance for our Board of Directors. We know this has been strongly suggested by our attorney, but the Board has mixed feelings (as did Membership when the topic was raised late 2024). We discussed instances where this would be needed, naming several scenarios that seemed viable. We agreed ADA Compliance issues were of a great concern. Livia Kerr, who works for an ADA Attorney has some great insight and contacts that could help us understand the need. She will report back

## **Roster**

Carol Addyman-Black is creating a roster separate from the one we currently use which will contain the Artists and their mailing addresses (previously removed from the roster). There are times when it would be very useful to have access to this information. Once completed, the roster will be filed in the Member section of our website

## **New Business:**

Art Class proposal – Jenn

Jenn joined the meeting to talk with the Board about an idea to expand activities at AOTG to include workshops. She shared that the other galleries, many galleries actually, all have workshops in their business and they are very successful. She realizes there are many issues to work through but wanted to start the conversation and determine interest. We all agreed it s a wonderful idea and we should start working through the questions and see if it is possible, realizing this would increase revenue for AOTG and bring more customers into the Gallery.

Diane Tharp has been working with Jenn on this idea and she feels after conversation with many of our artists that there are many members that would be interested in holding classes.

At this point they are looking for input. Instructors would plan, prepare everything and pay a fee for use of the building. Waiver would need to be signed (liability). Consider what the fee should be? Consider any liabilities. Flooring (mats), Class sizes, Use of bathroom w/o violating our lease agreement. Evaluate the potential income gained vs. what we loose by eliminating artist's space. Discussed classes held after hours vs. during business hours and the impact to surrounding artists spaces. Classes inside and/or outside, timeframes. One idea is to consider holding the classes offsite in a vacant space close to our Gallery.

Jenn offered to do some drawings and create a feasibility study to take all these considerations into account.

Stacey motioned to adjourn, Janis seconded.

All those in favor, AYE! None opposed

Meeting adjourned at 7:25 pm

Respectfully Submitted,

Janis Quinn, Secretary