

## **Auburn Old Town Gallery**

Board Meeting MINUTES

Monday, November 10, 6:00 p.m.

**Call to Order:** Gia called the meeting to order at 6:01pm

**Roll Call** – Janis

Those present: Gia, Stacey, Kirsty, Diane, Linda, Lorna, Janis

Absent: Louise, Liv

**Approval of Minutes** from October meeting

Kirsty motioned to approve the minutes from the October Board Meeting; Gia seconded.

All those in favor AYE. None opposed

**Treasurer's Report** – Kirsty

Money Market \$10,989.02

LLC Checking \$12,641.79

Petty Cash \$200

Total \$23,830.81

Balance is down from January 2025 by \$9,000. Projecting we could be down at end of year by \$6000 from 12/31/2024.

Account Balances: Discussed how to recover from going more negative each month. We either need to increase our artists rent or take in more artists, which would be an incredible task as with our current footprint we do not have enough space for more artists. Agree we need to do all we can keep a full house but as artists can come and go this is really out of our control.

Another option is to raise our artists commission amount which would still keep us competitive with what other galleries are charging. Agreed we need to make our membership aware of our financial situation, and this will be presented at the November Membership Meeting. After extensive conversation about this we all believe that the most agreeable, and less painful option would be to increase the amount we pay in commission. Our current Membership Agreement documents our commission as 20%, which means to change this requires a Proposed Amendment. To comply with the procedures outlined in our Operating Agreement, we will:

At the November 17, 2025 Membership Meeting

1. Notify Membership of the Board's recommendation to increase our sales commission to AOTG from 20% to 25% effective January 1, 2026. We will also describe to Membership that, if passed, this change requires an update to our current Membership Agreement as it documents the 20%. If the vote passes the language in the MA will read as it does in our Operating Agreement, which is a statement that artist's pay AOTG a commission on all sales

2. Membership will then have 30 days following the meeting to email questions/concerns to the Board Secretary, Janis Quinn. Janis will share those questions with Membership via email
3. 30 days following the meeting an online ballot will be sent to Membership for vote on this proposed amendment.
4. The vote passes if a quorum (66%) of membership has cast votes in favor of the change.

Direct Deposit: Glenn, (AOTG Bookkeeper) suggested we implement direct deposit, which will reduce many man hours of board volunteers in activities such as in-person check-signing and mailing of commission checks. It will also reduce the time it takes for owner/members to receive their commissions and be deposited directly into their bank accounts versus requiring them to deposit their checks, once received in the mail. While it is only a slight cost-savings, it is an efficiency improvement, and more in-line with the way most modern businesses operate. If we were to go direct deposit everyone would have to accept this process, we cannot have some artists receiving direct deposit and some receiving a check. If we go to direct deposit our artists would receive their receipt of sales by email.

This change could be handled by a motion, with a second, made from the floor during the meeting – allowing it to then go to discussion. Following a question/answer period the Vice President could call for the vote by a show of hands. If a majority approves the motion the process can be put into place.

Otherwise, we could present the idea as a board recommendation and add it to the online ballot which will be sent on December 17, 2025.

**Secretary report** – Janis

No report

**Vice President’s Report** – Louise

No report

**Committee Reports**

- **Membership** –Gia

New artist (woodworker) will be joining us in January. Both Suzanne Himmler and Kimber Chin will be leaving end of December. Next jurying will be in February, 2026. Will be looking for a fine jeweler that works in gold or silver. Jewelry must be hand fabricated, and a fiber artist. The dates for jurying in 2026 have been set and follow below:

- February 5th (Thursday). Submission deadline January 22
- May 7th (Thursday). Submission deadline April 23
- August 13th (Thursday). Submission deadline July 30
- October 22nd (Thursday). Submission deadline October 8

- **Display** – Stacey

Barbie and Karen Dukes will be alternating the Feature Wall going forward. Susan and Linda have offered for any board member that wishes to do a walk through with them to better understand the space of the gallery. Kirsty would like to do this. January – March moves will be announced soon.

- **Special Events** – Diane/Liv

Disappointment with the low attendance over the weekend on the Placer Arts Tour. Diane heard from Carrie who was there all day that Saturday was slow with lower sales than hoped for with the exception of Jewelry. Diane asked Kirsty to please run a report for the weekend to compare sales to a normal weekend. Can be compared to previous years. The tour continues thru the next weekend, with demos scheduled.

Country Christmas December 13<sup>th</sup> and 20<sup>th</sup>, 5-9pm. Diane will schedule musicians as that helps with the ambiance of the evening. Cookie/candies will be available.

There is disappointment that the members that participate in the events seem to be the same ones each time. Any ideas we have to encourage all members to attend would be appreciated.

- **Publicity** – Lorna

Turned down an offer for an ad in the LOP golf score card due to high expense. Several emails to AOTG press recently regarding contacting PG&E for an electrical checkup related to our energy expenses. Kimber is leaving which is hard as she is a wonderful publicity person.

- **Facilities** – Linda

Focus has been on getting storage closet cleaned out. Darian working on moving things to our storage facility. This is an ongoing challenge as members seem to just put things down without considering space. Linda will check with membership at the November meeting to see if anyone is using the coffee maker, as if not it is something it could be moved out.

## Old Business

- **Shifts/Scheduling** – This has been discussed in previous meetings and the topic has been tabled.
- **Nominations** – Janis shared that the Nomination Committee has completed their calls to Membership and the result is that most every artist has now signed up to participate on a committee. Janis will follow-up with those that have not.
- Through the work of the Nomination Committee, and board members we do have a proposed Slate of Officers for 2026. This will be presented at the November Membership Meeting with an online ballot sent the following date for vote. Janis will manage the process.

President – none

Co-Vice Presidents; Louise Bezek and Janet Becker

Treasurer: Kirsty Roberts

Co-Secretary; Janis Quinn and Diane Tharp

Display; Stacey Lamonthe

Membership; Gia McNutt and Marsha Toms

Publicity: Michelle Magnus Brown

Facilities; Linda Whiteside

Events; Livia Kerr

We talked about the benefits of being on the board and agree we need to discuss these benefits with Membership throughout the year, not just when election time nears. We acknowledge that a lot of members do a lot of good work, but being on the board is something all members should consider – it cannot be left to the same members to continue to do year after year. Being on the board enhances our understanding of the business of the gallery and creates a healthy ownership of the business.

Lorna spoke of creative options that could help members feel more comfortable in stepping up, ie., 'sharing' a position with someone else.

**Compensation** - This has been discussed in previous meetings and the topic has been tabled.

- **Ada compliance -CASp inspection** – no report
- **Insurance** – Kirsty needs to send her signature over to our agent in order to receive a quote. Dave Barr, our Hartford insurance agent. This will prompt any next action
- **Placer Tour** – previously discussed
- **POS for New Member/Owners** – discussion re: if like initials. Problem with numbers/letters. Doug and Glenn are researching this in detail.

## **New Business**

- **Flyers for non-gallery sponsored events** – Earlier this week Louise reminded artists that we are not to be putting flyers etc, on the sales counter. Members are encouraged to put this type of material in their display space

**Adjournment**

Lorna motioned, Kirsty seconded.

All in favor AYE

Meeting adjourned at 7:52 pm

Respectfully Submitted,  
Janis Quinn, Secretary