

Auburn Old Town Gallery
Owner Meeting Minutes
Monday, January 19, 2026

Call to Order: The meeting was called to order at 6:30 pm by Vice Co-Presidents Louise McGowan Bezark and Janet Becker. There was a quorum present.

Roll Call: Janet Becker was introduced as new Co-Vice President and she presided over the meeting. Members were asked to sign in on the meeting Roll Sheet.

Approval of Minutes from November 2025 Owner Meeting: The minutes were approved, the motion made by Gia Shukair and seconded by Janis Quinn.

Treasurer's Report, Kirsty Roberts:

Kirsty reported that December sales were outstanding and improved our end of year bottom line!

Balances:

MM \$10,989.21 (Checking)

LLC \$30,331.47 (Savings)

Petty Cash \$200

It was previously voted by Membership that we would go to direct deposit of our commission checks. Since we are upgrading our current POS system, it has been decided to wait until this upgrade occurs before implementing direct deposits.

Secretary's Report: Janis reported that there are no extra shifts to be scheduled for February.

Committee Reports:

Membership, Gia:

Gia introduced new members, Denny Grossman and Cathy McCallister, a returning member.

The next jurying will take place February 5th. January 22nd is the deadline for applications. The gallery is in need of another fine jeweler and members are encouraged to invite jewelers to apply.

Gia currently has 5 applicants and contact Gia if you would like to be a juror, especially jewelers.

If you don't have an artist sign for your display, contact Gia.

Display: Linda Miller reported for Stacey.

The ceramic hearts giveaway in February is soon approaching. Currently hearts are being displayed in the empty jewelry case but are not to be given away until February 1st. In February a heart may be selected by the customer for any purchase. The case will be left open for this selection or the hearts will be displayed by the Featured Art Wall. Sometimes customers ask for a second heart and they can buy a card or some other small item for another heart.

Special Events, Livia:

Livia sent out an email to the membership about the beginning events plan for 2026, which will be similar to the events in 2025. She will send out updates as events come up. Each member is asked to donate \$15 towards events costs which include light refreshments and music, depending upon the event. Liv can accept cash, check or Zelle, but cash is easiest.

Publicity, Michelle:

Michelle's focus will be on updating our current branding. She has created some refreshed logos and the board is reviewing the samples she submitted. These will later be brought to the membership.

Michelle will also be working with Ann to update our website to be 'cell-phone responsive' so users will be able to view our site via a cell phone and have it be attractive and more interactive than it currently is. She would also like to link our Newsletter to our website. These changes don't need to occur at once and can be staged in. The Board supports Michelle in all these endeavors.

The current hurdle right now is social media. Michelle is waiting for login credentials so she can get in and make posts. Ann will help her with this. Carol Clark has been very helpful with Social Media postings. Michelle needs at least 2 more members to help make postings. Please contact Michelle if you can help with this.

Michelle will also have an annual calendar that has one graphic per month that relates to a holiday or something that would be of interest.

Be sure to send images for publicity for the Featured Wall to aotgpress@gmail.com at least a week before the wall goes up.

Gini has been asked to send the Newsletter to all members as well as customers in our system. Our newsletter will come as news@auburnoldtowngallery.com. Make this a contact in your email so it doesn't go to spam or junk. If you don't see the newsletter, contact Louise who will send it to you. The Newsletter consists of information about our Featured wall and special events.

Facilities, Linda Whiteside:

As usual, the closet needs tidying. Please do your part to keep it organized and take home belongings. Don't leave your boxes or art packaging. Take them home and bring them back when it's time to take art home.

When packages arrive, please open them and restock and let Linda know. Do the same for supplies that come to Doug Parks.

Remember that nothing can be in front of the back door of the supply closet. That has to be kept free of blockage for fire safety.

Old Business:

ADA - CASp Inspection Team:

This informal inspection has been completed and the report received. We need a committee to go through the report and earmark priorities, cost, and a timeline for implementation. Let Liv or Louise know if you would help with this committee.

New Business

Artisan/ Certek:

Doug reported on the plans to update our POS system to Artisan 4. Our current system is very outdated. All information and inventories will be imported into the new system. The gallery will need to close for a day when the new system is installed. Members will need to be trained in using the new system and training will be done prior to the installation. Usage guides will be posted by the register to help while members are learning to use the new system. The cost of this new POS system is about \$3,000, but this system can interface into Quickbooks and save money on bookkeeping. Janis made a motion that the members approve the expense of \$3,000 for the Artisan 4 update and Meg seconded the motion. The motion was approved by the membership.

Adopted Commission Change:

Doug will update the new 23% commission in our current POS after Glenn closes the monthly books on January 31st. The new commission will go into effect on February 1st.

KVIE Auction:

Doug reviewed the KVIE Auction process where the artists are presented together in the auction as a gallery. The gallery and the individual artists are all highlighted in a block of time, usually half an hour. This time frame could be increased if more artists joined in. Doug will forward the information for applying which starts in April. In the past, Doug has been the spokesperson but might need to find an alternate this year if he is out of town. The Auction is the first weekend in October.

Misc:

Meg asked if customers want to contact her, please give them her business card with her contact information. Meg reminded members that jewelry display items go under Christina's display and should be placed in the correct display item boxes. Unfold the cardboard displays carefully to avoid damage.

When selling a gift item, don't forget to include the artist's business card.

Judy asked to be called when a nightlight sells so she can replace them. If there are extra nightlights, use these to fill any empty sockets in her nightlight display. There is tape covering the sensor on the nightlight. This can be removed for proper function.

Louise wanted to compliment the board for all the work completed in these last 3 years and thank the members for stepping up to fill committees. She reminded members the role of President is still open and she has a beautiful organized travel case ready for the new President!

Adjourn: The meeting was adjourned at 7:36 pm, the motion made by Gia and seconded by Patty.

Minutes submitted by Diane Tharp, Co-Secretary

