

## AOTG Board Meeting MINUTES

**-DRAFT-**

Monday, March 9, 6:00 p.m.

**Call to Order** – Louise called the meeting to order at 6:02pm

**Roll Call** – Janis/Diane

Those in attendance Janet, Louise, Marsha, Stacey, Linda, Diane, Gia, Livia, Michelle

**Approval of Minutes** February Board Meeting minutes were distributed following the Feb meeting and no corrections were received. Gia motioned they be approved/Stacey seconded the motion.

– All those in favor AYE

**Treasurer's Report** – Kirsty

\$10,969. 38 – MM Checking

\$16,184. 50 - checking

\$200 petty cash

Total \$27,353.88

Current balance is down \$1326.26 from previous month ending balance

**Secretary's report** – Janis/Diane. Janis spoke with Christina regarding the April schedule, verified we are open on Easter Day. Also confirmed new artist Trish is ready to go on the April schedule. Yvonne should be ready for May schedule.

Diane brought up an earlier question whether a customer can purchase some of our extra Valentine hearts.

Apparently, we received an email question from someone from The Pregnancy Center who wishes to purchase a quantity of hearts – Gia is following up on this – agreed they would be sold for \$5 each.

Also reflected we estimate \$75 worth of hearts were sold to customers withing to purchase them during the month of February.

**V. P. Report** – Louise/Janet – no report

### **Committee Reports**

- **Membership** –Gia/Marsha – two new members joined, Trisha and Yvonne came in on March 1<sup>st</sup>, being trained now. Next Jury date is May 7<sup>th</sup>, deadline to apply April 23rd

- **Display** – Stacey – Susan shared a thank you to everyone for the support she’s received with her husband’s illness.
- **Special Events** – Liv – provided a report with list of events through the year. Asked for input on May 17<sup>th</sup> event – the Vintage & Antique Fair. Felt this isn’t something we would feel we need to engage in. Went thru the list of events in Livia’s report to discuss some new ones we haven’t participated in previously and would we wish to do so now. In discussion we agreed to not participate  
Downtown Artwalk (August) and Old Town Artwalk (6/7/26) The events are being separated because it seems people do not travel between the two, so we will have our own separate date. Businesses in Old Town will be invited to ‘host’ a specific artist for that event.  
Sidewalk Sale – 3/14 and 3/15 and April 11, 12. Artists invited to bring a table of art outside to sell. Can also do demonstrations. Can be things other than your genre.
- **Publicity** – Michelle shared an update and ideas on many topics, including:  
 Send logo samples out to all members. Will an email out to members prior to the March Membership meeting so they have the opportunity to review them and be ready to vote

Met with Ann to discuss website and upgrading it for aesthetic purposes.

Newsletter has been distributed. Louise is taking lead position for social media.

Suggest include one month of feature wall to include high school artists to present their work. Feels this is a great outreach to engage students and bring families/friends into the gallery to view their work. Linda shared she is concerned with how we would manage the purchase of an item - Suggest the interested buyer contact the artist for a sell.

Tevis Cup - Auburn is home to Tevis Cup, one of famous rides. Michelle feels we should consider a dedication to the event by way of dedicating the theme wall to horses. We also discussed incorporating the Western States Endurance Run

Would like to grow our email /contact list. Shared some fun ideas, including a drawing each month with something to reward the person with. We need to remind everyone to collect email addresses. **There was some discussion in here about utilizing a QR Code, but I didn’t catch that information. Also – just to note, we. have always suggested not adding out of towners to our email list, but rather keep it local. If we are changing this thinking we need to be sure all members are aware**

Discussed having something in the gallery that customers could purchase that would display our branding or something fun about art. Suggesting perhaps a tote bag.

Wants to ensure we are posting our events on different sites. Michelle is spending time on this to make sure we have the process in place for this

- **Facilities** – Linda – no report

## Old Business

- **ADA - CASp Steering Committee** – team has been established to review the report and discuss items. Will develop an action plan. Team is Jenn, Livia, Pam, Linda and Judy. One thing she noted tonight is to utilizing the side door for our handicap access. Will update the board as this evolves.
- **Logo Vote** – discussed above
- **Certek/POS/Hardware Update** – Janet reported she has completed all the updates on the laptops in AOTG in preparation for the upgrade. She is reviewing the software now and learning the new system. Documentation/process is being evaluated and fine-tuned.
- **ACH Payout/Withdrawals** – currently on hold as it seems there could be some fine-tuning to do with QuickBooks to make this work correctly

## New Business

- **Social media permissions on membership application** – opt in box on the membership agreement that artists give permission to use their work in social media. Gia will provide language to be used for an update to the Membership Agreement. Going to talk about this some more before we jump on it
- **Shift Changes:** Janet led a conversation about how to manage shifts when someone has an emergency or is on a leave. (recent example with new artist Denny having unexpected surgery two days prior to assigned work dates). Janet has been overseeing that his shifts have been covered. Denny will take the lead on this for the late March shift. We shared a bit of background on past similar situations – agreed we seem to handle them individually as they come up, noting it is not the board's responsibility to work the shifts, just being helpful in seeing they are filled. There have also been times when the person experiencing the situation finds the coverage
- **Emails:** Reminder to not piggyback on other people's emails. Perhaps ask someone to send your email for you if you do not know how to do this. Louise will work on this. Stacey also reminded us that if you BCC the members on the email, they cannot then carry your email forward but have to create a new one.

Adjournment: Stacey motioned to adjourn the meeting /Linda seconded

All in favor AYE

**Adjournment: 7:20 pm guessing here – is that close?**