

**Auburn Old Town Gallery
Board Meeting Minutes**

218 Washington Street, Auburn, CA 95603

February 9, 2026

Call to Order: The meeting was called to order by VP Janet Becker at 6:00 pm, the motion made by Stacey and seconded by Linda.

Roll Call: Attending: Diane Tharp, Janis Quinn, Stacey Lamothe, Kirsty Roberts, Linda Whiteside, Marsha Toms, Michelle Magnus. Absent: Livia Kerr, Louise Bezark

Approval of Minutes: The Minutes were approved, the motion made by Gia and seconded by Linda.

Treasurer's Report, Kirsty Roberts:

January ended with a negative balance of -\$1,707.24. This was the lowest sales for January ever. There is \$10,989.30 in the bank account and \$15,232.02 in Savings. Along with Misc funds the gallery assets total \$26,496.32.

K1's: The K1's will be issued the week of March 15th. Kirsty will attach the informational letter regarding K1's. Members with questions need to contact their own accountant, not the gallery accountant Glenn.

Monthly incentives: There was discussion about the concept of the gallery having monthly incentives in light of how successful the February heart giveaway is. This will be presented to the membership and a committee will be formed to explore ideas for incentives. These could be monthly, quarterly, seasonally, or tied to our feature wall.

Secretary's Report: Janis and Diane had nothing to report for this meeting.

VP Report: Janet Becker:

Zoom: Janet shared the issues she had transitioning the gallery Zoom account from Louise. Louise is the owner and Darlene has a license at a cost of \$13.33 per month. Anyone else wanting to set up Zoom meetings needed to acquire a timed passkey from Louise in order to schedule a Zoom meeting. Janet has deleted Louise's license and opened a new license for herself so she can schedule Zoom meetings easily. Janet will look into creating a generic license so when changing Zoom roles the license will not be assigned to a specific individual. This would save money since each license is \$13.33/ month.

Board Email: The board email list at aotgboard@gmail.com is not current and should be updated every year. At this time each board member's email is used to send board communications until there is a process for updating the board email.

Credit card reader malfunction: There was an issue with the credit card reader not functioning during a sale. The POS was rebooted and that solved the problem. There was discussion about having a paper processor as a backup, but that was not considered acceptable. We need to check to see if there is a procedure for this situation already in the POS binder and if not, create one and share this with the membership.

Committee Reports:

Membership, Gia: The recent jurying was completed and the results are as follows:

Debi Maduca (Ceramics) Accepted (Waiting list)

Deborah Ries (jewelry) Accepted (Waiting list)

Mary Pivetti (watercolor) Accepted (Waiting list)

Trish Rickard (Fine Jewelry) Accepted to March 1st entry)

Yvonne Warren (Textiles) Accepted (Waiting List)

Gia was impressed with the members who helped with the jurying and how well the process worked.

Display, Stacey:

The new fine jewelry, Trish Rickard, will move in on March 1st into the "fish tank" case currently being used for the ceramic hearts.

Display committee Members Needed: Stacey shared that there is a need for more help on the Display Committee with scheduling and planning moves. This requires some experience and knowledge of ADA requirements and regulations. It was suggested to ask Sandy Delehanty who may know which new members might be interested in Display. It was also suggested to ask Cathy McAllister who has served on Display in the past. This might also require shifting interested members from current committees to Display.

Events, Liv:

Liv was not able to attend and had no report to share. Diane shared that the Old Town Business Association is still working on their calendar for 2026 and this should be available shortly. Then we can reserve the space in front of the gallery for all OT events and decide which events we will participate in.

It was pointed out that if the gallery decides to do more incentive events the Events Committee will need to be involved.

Publicity. Michelle:

Website Update: Michelle will be meeting with Ann to work on the website making it more user friendly for cell phones.

Monthly Newsletter: There was discussion about the monthly newsletter, which all members should be receiving. Members will be asked to check if they are getting it or it is going to their Junk file.

Press Release sharing: Michelle said we should be posting our events and press releases on other art organization pages such as Placer Arts Commission. She asked for sources of art organization lists and Gia said she would forward a list to Michelle.

Promotional items: There was discussion about the gallery selling promotional T-shirts for publicity and revenue to the gallery. It was also suggested to consider selling aprons with similar advertising. This will be presented to the membership.

Social Media team: Gini and Ann are currently on Michelle's team and Michelle really needs other members to help with social media. Carol Clark and Louise have been a great help with postings on Facebook. Michelle has also been posting but needs a team to take this over so she is free to manage other Publicity needs.

Refreshed logos: Michelle has 3 proposals for a refreshed logo to present to the membership at the next meeting. We are getting low on business cards and brochures but we are waiting for the approval of a refreshed logo before ordering.

Facilities. Linda Whiteside: Linda bought a new drill to replace our broken drill. There is also an issue with the entry rug which is starting to become a hazard and needs replacement.

Old Business:

ADA Compliance Committee: Louise is no longer able to serve on this committee since she is helping with social media. Louise asked Liv to coordinate with the remaining members who had expressed interest in serving on the ADA Committee and help outline the next steps. Liv will reach out to those members in the coming weeks and will update everyone as things move forward.

Logo Steering Committee: The new logos will go to the membership for a vote.

Board Insurance: Janis stated that there has been no decision about board insurance as yet.

Certek/ POS/ Hardware Update: Doug is out of town this month and will continue progress on this when he returns. Janet applied all updates to bring our laptop current.

She has not yet installed Artisan 4.0 on the laptop for training and documentation development. Janet will reach out to Certek next week to obtain a test license for Artisan 4.0 to install on the gallery laptop. Doug has updated the sales commission on our current POS and is now in effect.

New Business:

ACH Payout/ Withdrawals: Kirsty said the direct deposit test worked and we are ready to go ahead with implementing direct deposit.

Adjournment: The meeting was adjourned at 7:10 pm, the motion made by Stacey and seconded by Janis.

Minutes submitted by Co-Secretary Diane Tharp.