

**Auburn Old Town Gallery
Board Meeting Minutes
January 12, 2026**

Call to Order: Meeting called to order at 6:07 PM

Roll Call: Louise, Janet, Janis, Stacey, Linda, Gia, Michelle, Livia, Kirsty

Approval of Minutes: Gia motioned to approve, Stacey seconded. All in favor AYE. Any opposed NO

Treasurer's Report – Kirsty Roberts:

Stellar December sales – really improved our end of year bottom line!

Balances

MM \$10,989.21

LLC \$30,331.47

Petty Cash \$200

It was previously voted by Membership that we would go to direct deposit of our commission checks. As we are embarking on a conversation of upgrading our current system, it is decided to wait until this upgrade occurs. This will be announced at our AOTG January Membership Meeting.

Secretary's Report – Janis Quinn

Reported just two extra shifts for the February calendar.

Vice President Report – Louise Bezark & Janet Becker

Janet is available to be of assistance in whatever tasks Louise assigns her. She is very adept with Zoom and is happy to take the lead on this schedule

Committee Reports:

- **Membership** –Gia
We have four completed applications for the February 5th jurying. We are hopeful to find a fine jeweler – Our AOTG artists are reaching out to help locate this skill and we may have a few that could be interested. Janet was curious what happens if we do not have a jeweler apply and Gia explained nothing happens, we just hope to fill that empty space. Deadline for submission online with all documents received is January 22. 6pm set up, jurying begins 6:30 or 6:45 and is usually complete by 7:30.
Transitioning people leaving their 2025 role on this team to our incoming 2026 team. With two key team members departing there have been a few challenges and Membership appreciates added support.
- **Display** – Stacey
Many moves are occurring right now. Wanted to say she worked on New Years Day and found that many people came in and were so happy we were open. Shared experiences of the day. Much good will was generated.
- **Special Events** – Livia

Transitioning duties from Diane Tharp to her own lead and noted AOTG will be participating in many of the same events as previous year. February month is heart-give-away. Everything is in place and posted on social media. Livia will be sending an email out to all artists reminding them that we collect \$15 from each artist for the year – this money is then used for refreshments, music, anything special related to our events.

- **Publicity – Michelle**

Working hard to get comfortable with the tasks she is responsible for. January newsletter has been distributed. It seems many people are not receiving so Michelle will dig into this to determine the disconnect and present on it at the Membership Meeting. Michelle has many progressive ideas, including

- Linking the newsletter back to our website.
- Have our website be 'cell-phone responsive' which lends itself to users be able to view our site via a cell phone and have it be attractive and more interactive than it currently is
- Discuss our logo to be more aesthetically pleasing. She really encourages us to look at these things and work towards our website etc., are more compatible in the digital world. She has created some sample logos and submitted to a few members for an early peek. Michelle will now send it to all members of the board. She reminds us that all things don't need to occur at once, that they can be staged in. The Board is all in favor of Michelle pushing through on these endeavors. Largest hurdle right now is social media; she is waiting for login credentials so she can get in and make posts. In the meantime, Carol Clark has been very helpful to her.
- Create an annual calendar to have one graphic per month that relates to a holiday or something that would be of interest. Michelle will discuss at the membership meeting the need for more assistance with social media.

- **Facilities – Linda**

The closet awaits cleaning.....

Old Business:

- **ADA - CASp inspection**

Louise would like to put together a small committee of members to review the report generated by the officer that evaluated the gallery and made several recommendations. Louise has already handled a few very simple items. This committee would be formed to take a closer look – fortunately there is really very little to address. Louise asked Livia to meet with her prior to the meeting, rather than send the full report out to the membership. Stacey suggested perhaps we send bullet proof items out and/or send an email to membership asking who might be interested in joining the committee. It was agreed the board continue to discuss as we evolve into forming a committee.

- **Insurance**

Our underwriter never responded. Still standing at quote of \$2200 annually. Kirsty will continue to work on this

- **Commission Increase**

In December, 2025 the vote passed to increase our current commission percentage from 20 to 23%. We found the implementation of this change to have a few challenges as our Artisan system is quite outdated. Doug Parks worked with the software vendor and support team to resolve the issue and the commission change will go into effect February 1, 2026. This will be announced at our AOTG January Membership Meeting.

New Business

- **Certek/POS/Hardware Upgrades**

Doug will be putting together a team of members who will help him put this project together. It is very important that we upgrade the Artesian system, ours is very outdated, difficult to support and implement change. Doug has received a very good quote for the upgrade. Janet offered to be the Board representative on the team if Doug would like that. Louise uses the system we will be upgrading to at the Artery and does state that there will be some learning curve. She acknowledges it is very user friendly. Janis offered to have a conversation with Doug in regards to training our artists on the new system
Reminder that this is why we need to carry a reserve of money in our accounts – to be able to cover unplanned expenses.

- **Logo update**

Reported above

Conclusion:

Gia – we lost our acrylic vendor and no artist that joined in 2025 received a name plate for their booth space. Gia has done a lot of research on this, has identified a new vendor and the expense associated. She suggests we move forward and implement the process of having the Membership Team order name plates for new artists when they join AOTG. Going forward:

New members: we will modify the financial receipt form to include the acrylic sign cost, and modify the amount they will remit to include it.

Existing members: we will order the signs, and members will write us checks. I will manage this process.

Adjournment

Stacey motioned we adjourn the meeting, Livia seconded. All in favor AYE! None opposed

The meeting adjourned at 7:20 pm

Respectfully Submitted,
Janis Quinn, Secretary