

**Auburn Old Town Gallery**  
Board Meeting MINUTES  
May 11, 2026

- DRAFT -

**Call to Order:** Louise called the meeting to order at 6:00 pm

**Roll Call: Janis/Diane**

Louise, Janet, Kirsty, Linda, Michelle, Livia, Janis, Stacey, Diane,  
Not present: Gia, Marsha

**Approval of Minutes:**

Janet motioned we approve minutes from April Meeting, Louise seconded.  
All in favor AYE

**Treasurer's Report: Kirsty**

Kirsty reported on the account balances:

Money Market	\$10,989.57
Checking	\$14,553.11
Petty Cash	\$ 200.00
Total:	\$25,742.68

We ended April with a positive balance of \$200.93.

Balance Year To date -\$2806.23

Provided comparison over 5-year period. Explained information contained in report, noting the difference of our change in commission and how that has generated \$500-\$600 per month in income for gallery.

Louise noted she discovered the fan was turned to the ON position, which means it runs non-stop until someone manually turns it off. Unfortunately, whomever turned it on neglected to turn it off when they left the gallery. This causes concern as it impacts our electricity bill, which already has been climbing higher and higher.

Livia noted that on Friday afternoons she has to be able to adjust the temperature and she cannot as our current thermostat doesn't allow us to set specific on/off times for different days of the week.

The Board agrees we need to purchase a different thermostat to allow for multiple settings based on our operating hours – and – we need to research installing something with a smarter locking system that prevents unauthorized adjustments.

When we spoke on this topic last month, Janet had suggested that perhaps her husband could install it but they've come to the realization that might not be wise as it is an old building, etc., Suggestion is to check with our landlord and consider using her electrician

Linda will have a conversation with Nancy to see who she uses and if she has suggestions regarding what type thermostat to use

**Secretary's Report: Janis/Diane**

No report

**VP Report: Louise/Janet**

1. Discovered that we have a small leak in the ceiling in mini suite A. Our landlord has been called and gallery secured with buckets and plastic and the plumber contacted. Fortunately, Darlene acted quickly and started removing wall art that could possibly be damaged with the leak.

There is a concern regarding the security of the gallery, as our landlord has asked Darlene to leave the hallway door unlocked and the alarm unset . The board discussed the potential security implications of the alarm being unset during the maintenance work. A plumber was scheduled to arrive by 9 AM Tuesday.

2. Louise is offering to step into the vacant President's role rather than job-sharing the VP role. This will be presented at the May membership meeting with a hand vote of members attending to vote her in. THANK YOU LOUISE!
3. Counter is again containing a lot of brochures, postcards or flyers advertising a variety of art events in the greater area. Louise shared what has been the policy of AOTG with regard to this, and announced she has had a very dramatic shift in thinking how to manage this. Louise pointed out that we are a co-op structured gallery, not a for-profit gallery and she feels strongly we should support our artists in all areas of their work and involvement, whether it be at AOTG or elsewhere. We all appreciated her viewpoint and agreed wholeheartedly.

Diane – suggests we have an acrylic type stand that could hold brochures etc., and is discussing where in the gallery this could be placed.

**Committee Reports:**

- Membership – Gia/Marsha

Louise shared the report she received prior to the meeting.

1. Confirmed we did not hold the May 7<sup>th</sup> jurying session as only one candidate applied. Next scheduled jurying date is August 13<sup>th</sup>.
2. New artists, Sue Griffin has joined AOTG and is being trained now. Sue has been on the wait list since 2022!

- Display – Stacey

Nothing new to report

- Special Events – Livia

1. Confirmed she has signed up AOTG to participate in the Signed up for the Placer Artists Tour.
2. Diane reported on the Art Walk scheduled for June 7<sup>th</sup> 12-4. There are 18 businesses participating in the event. There will be a shuttle running attendees from various parking lots. Our gallery is featuring Louise, Patty and Diane. They have been invited to set something up outside in front of the gallery should they wish to do so. Diane announced they will implement a punch card system where visitors can collect punches at different businesses to enter a raffle for a \$250 art piece. While

there will be live music outside, Livia is looking into having musicians inside the gallery as well.

- **Publicity – Michelle**
  1. Michelle provided updates on the new website launch, including a new newsletter signup feature, and discussed plans to update artist headshots. She has asked us to please access the site and provide feedback to her.
  2. Louise confirmed that while she will become president, Carol will continue managing social media with support from new team members like Trish, and the new POS system requirements will provide opportunities to collect visitor contact information.
  3. Working with Gini on the monthly newsletter and she is pleased at how this is shaping up and the news it contains. Would also encourage all artists ask our customer's their email address so we can grow our list.
  4. Hoping to work with display towards end of year to discuss theme walls for 2027. Would really like to bring in a theme geared towards the Endurance Ride as well as something to support young high school artists.
  
- **Facilities – Linda**

Linda reported that paint supplies had been replenished with new safety measures including protective boxes for paint cans, and mentioned ordering bulk bubble wrap that required some adjustment for storage

#### **Old Business:**

- **ADA Update - Livia**

Has not been able to meet with our Landlord, Nancy who has had things occur that has kept her from meeting. Livia is encouraged though that this will all fall into place easily
  
- **Tech Update - Janet**

System upgrade has begun with Certek taking over system. Janet announced the creation of a YouTube channel for the gallery, which can store up to 40 videos for free and is what she used to distribute the 'training video' to all artists.

#### **New Business:**

- **Election Vote at Member Meeting**

Discussed above
  
- **Annual Anniversary Sale Planning**

Louise wishes to discuss early and create a good plan for our anniversary sale in September. Kirsty emphasized given the increase the gallery sees in income due to our commission change we should be able to offer the 20% to customers for a full week (as done in past years), rather than over a weekend as we did last year.

We propose the Anniversary Reception to be on September 26<sup>th</sup> 2-6pm. Our gallery anniversary sale is proposed for September 21<sup>st</sup> to 27<sup>th</sup>. Michelle suggests we start advertising after Labor Day. May want to have some banners or flags for advertisement.

Michelle, Livia, Diane will hold conversations offline to decide best way to proceed and what to create. Linda cautions they look in the back closet to assess what we may already have there or in storage.

Louise, Livia and Michell will work together to create the plan for the Anniversary Sale. Livia discussed the idea of advertising our Anniversary Sale in the Placer Artists Tour Guide – Michelle will look into it

- Brochure

The Board discussed several operational matters including business cards, promotional stickers, and artist notification policies. Michelle agreed to coordinate with Ginny regarding new business cards and brochures with updated logos. The group decided to reinstate promotional stickers on bags, with Linda agreeing to investigate reordering them.

- Business Cards - Discussed with Brochures

- Art Walk - Discussed earlier

- Layaway / Gift Cards

We are learning that the upgrade to Artisan 4 has a layaway feature as well as gift cards. We briefly discussed the issues with layaway and no interest in offering this, but gift cards will be something we agree to take a look at at a later date. It would involve creating a detailed process of management and needs to be carefully thought through for feasibility.

Louise shared Carol Clark's proposal to notify artists about all sales (regardless of amount but excluding cards) and provide detailed information about sold items. They agreed to lower the notification threshold from \$50 to \$25 and potentially implement the new photo documentation process, though they acknowledged this might be challenging during busy periods. Louise will add this to the May Membership Agenda

Janis motioned, Stacey seconded. All in favor AYE!!

Meeting adjourned at 7:15 PM

Respectfully Submitted,  
Janis Quinn Co-Secretary