

Auburn Old Town Gallery
218 Washington St. • Auburn, CA 95603

Minutes

GENERAL MEMBERSHIP Meeting • May 18, 2011 • 7 pm

1. Please sign the attendance sheet: Roll call Meeting called to order:

2. Approval of Agenda: Approval of Agenda: Motion to approve the Agenda from Anita Lowe and second from Stacy Lamothe with no revisions;

3. Review and Approval of Minutes from March 16, 2011: Motion to approve the of Minutes from March 16 2011 from Stacy Lamothe and second from Lorelee Love with no revisions;

4. President Report, Rebecca Martinez

4.1 Gallery protocol review:

a. Mail protocol: The board agrees that all gallery member checks should be placed in the Treasurer's folder and member's mail be placed in their folder. All other mail that that is address to the gallery should be placed in the presidents folder.

b. To help with theft we should be making more eye contact greeting are customers, be sure we are walking around ready to answer questions about the artist work and the gallery.

c. Be sure to count cash drawer and banker bags in the top drawer before and after each shift, along with looking under the cash drawer to make sure there are no large bills.

d. The Landlord will maintained the upkeep of the gallery proper. He will inform us who is coming to do work in turn members can call the President if they notice something that is and issue.

f. Membership was reminded that a healthy gallery has a waiting list of artist that have been juried in.

g. Tye Conner is working on having someone review the gallery needs for a security camera system that is a close digital system with a 30 day loop – are and open system with a live feed of the gallery that could be linked to the gallery web page.

h. Keith Smith discussed the importance of maintaining your inventory records in the POS system

4.2 Gallery Artist Emeritus and member illnesses: *The Board as agreed to grant eremites status Virginia Holt and Patty Pieropan-Dong worked with Pam Snyder to ensure that KC Hannah's shifts were cover for the month of May*

4.3 A-sign status: The city has agreed to allow signage to be used outside business until the economy improves.

4.4 Gallery job list update: The gallery is updating the job listing for members to be assigned to either committees or duties that help keep the gallery running smooth

5. Vice President Report, Patty Pieropan-Dong

5.1 Shifts

Patty Pieropan-Dong will continue to work with Pam Snyder to ensure scheduling and gallery is staffed.

6. Treasurer Report, Lance MacKenzie

6.1 *Report: Motion to approve the Treasures Report to include the Sales Comparison Report – Cash Flow by Keith Smith and second by Anita Lowe.*

6.2 Theft reports:

Michelle MacKenzie - 2 pictures at 29.00 each valued at 59.00 the gallery will cover 29.00 of the lost as agreed by the board.

Sonja Hamilton - 2 card box set valued at \$20.00 the gallery will cover \$10.00 of the lost as agreed by the board.

David Andrew Ottman – 10 cards valued at 60.00 the gallery will cover \$30.00 of the lost as agreed by the board.

7. Secretary Report, Stephen Lentz

7.1 QR codes: *Discussion on what they are and how they could help bring more digital exposure to the gallery along with artist. These discussion leads to the idea of holding tech workshops with a date later to be determine.*

8. Special Events Committee Report, Jaime Baxter

8.1 Art Walks: June Art Walk: *Poor turn out because of Placer Arts Outside the Box artist reception. (We should all encourage gallery membership to support feature artist by stopping by the gallery during Art wall nights.)*

8.2 Auburn Old Town Report: *Auburn Old Town Report: Outside signage OK to display outside business. OTBA said that the Amgen was success and are bidding for Auburn to be the final stage.*

8.3 VIP Event: *the amount of money brought in by the event was roughly \$2300.00 about \$1000.00 less that last years.*

9. Display Committee Report, Gail Morgan

9.1 *April and May Gail Morgan has or help rotate 15 artist to different areas in the gallery – worked with Ginger Luters and Jennifer Lile to set up their space.*

9.3 *A total of 56 artist have taken spaces and the gallery has no room for new artist.*

10. Facilities Committee Report, Christina Salazar:

10.1 *Building repairs and maintenance protocol: Please see 4 section d under President's report.*

10.2 *The carpet will be cleaned June 21 at 4pm Cherie Danzer and Gail Morgan will assist.*

10.3 *Christina Salazar is working to find a solution to the lighting track in the main area of the gallery that has an on going issue. And is still working with Kenn Womack for a better solution for light bulbs to bring down our cost.*

11. Membership Committee Report, Lorelee Love

11.1 *Welcome to new members: The gallery is please to welcome Ginger Luters and Jennifer Lile.*

11.2 *Next member jury date July 20*

12. Publicity Committee Report, David Ottman/Carol Bellamy

12.1 *Customer survey: Gallery members will be ask to keep track of customers and how they heard of the gallery there will be a form to keep track of walk ins or saw an ad, etc.*

12.2 *Promotion program: Ad in the Official Placer County Welcome Guide on page 30 that states at the bottom of the ad – “If you motion this ad you will received a free gift. (The gift is an artist note card with a depiction of the gallery.)*

12.3 *Featured artists schedule: Featured Artists: All months are filled with feature artist with one opening for September and October.*

13. Other Committee Reports

13.1 *Ann Ranlett discussed the new Web page - online photo library of gallery member work using Photobucket. For more information and the pass code to log on you can contact her via her email.*

New Business

Member announcements

Upcoming Meeting Schedule

Next General Membership meeting Wed. July 20, 7 pm

Next Board Meeting Monday June 20, 6 pm

.Adjourn