

Auburn Old Town Gallery
Board Meeting: Monday
January 20, 2014

President: Cherie Danzer
called the meeting to order at 6:04 PM

Leave of absence:
Victoria Brooks - returning February 1, 2014
Jennifer Lile - January, February, March 2014.

Secretary: Ardith Gray
November 18, 2013 minutes
Motion to accept minutes: Rebecca Martinez
Seconded - Patty Pieropan Dong
Minutes accepted.

Treasurer: Lance MacKenzie
Please see attached report
Motion to accept the treasurers report: Rebecca Martinez
Seconded: Patty Pieropan Dong
Treasurer's report accepted.

Please remind membership to look at the morning number and make sure that their count is the same as the following night.
Be careful to use the proper way to deposit extra cash in the safe.
Be sure to use the bank bag like a bank only to receive make change.

Is there a written protocol for Layaway sales?
Facility director should call the person who has made the layaway and remind them that they have a layaway at the gallery.
If the person does not pay within _____ the artist gets the amount that has been paid on the item.

Theft report:
Linda Miller - \$20.00, payment of \$10.00.
Motion to pay artist - Patty Pieropan Dong
Seconded - Heidi Murray
Motion passed to pay Linda Miller \$10.00.

Larry Brendon - \$35.00 print
Motion to pay artist - Rebecca Martinez
Seconded - Patty Pieropan Dong
Motion passed to pay Larry Brendon \$17.50.

Heidi Murray - \$45.00, \$45.00, \$10.00, \$35.00.= \$135.00

Motion to pay artist - Rebecca Martinez
Seconded - Patty Pieropan Dong.
Motion passed to pay Heidi Murray - \$67.60

Jenn Norpchen - Broken Chicken - \$185.00
Motion to pay artist - Lana Federico
Seconded - Gail Morgan
Motion passed to pay Jen Norpchen \$92.50.

Vice President: Patty Pieropan Dong
Patty will chair the committee which will write the protocol for the elections of board position, committee chairs and other elected members. This will include a simple ballot. e have no protocol for write ins.

Display Committee Director : Lana Federico
The display Committee is suggesting that the gallery with create more breathing space. The plan is to increase space by not accepting new members as members exit. The schedule will not be affected because we will accept 1/2 spaces in the place of full spaces until there is more free space.

Membership Committee Director: Heidi Murray
Ellen Huls will help with the jurying.
We will jury 6 people Wednesday, January 22, 2013
Lori Humphrey, Kaylynn Sanderson, Lisa Aikenhead
Randy Honerlah, Robyn Klienans, Ana Marie Murazzo
Heidi will send out emails to the artists after the voting.

Facility Committee Director: Jenn Norpchen
Jenn plans to slowly change out the existing lights to LED only. She will work closely with display. The electric bill is down \$4000. from the past thanks to our change of lighting fixtures. Jenn will talk with Keven Jellison, electrician, to find out what the potential lighting capabilities are. She will discuss budget with him at that time and report back.

Publicity Committee Director: Rebecca Martinez
Please look at website to see report
Michelle MacKenzie will generate press releases.
Keith Smith will generate eblasts.
Sandy Delehanty will be in charge of face book.
Old Town Auburn Business Association send emails to Paulc@goldcountrymedia.com
Please send in newer gallery pictures. Janet Nicholson and Jerry Berry are the best people to shoot photos of the gallery's interior for use in the media.
Rebecca Martinez asked for a budget for the Publicity Projects.

Special Events Committee Director: Jaime Baxter
Please look at January 14, 2014 email for details, copy attached to the minutes.

"Taste of Chocolate" February 9, 2014 Noon to 3PM. We need more people to volunteer to bake chocolate items for that night. The item should have the retail value of \$2.50.

Do we want to donate a gift certificate for the event?

Motion to donate \$50.00 made by Jenn Norpchen.

Seconded by Rebecca Martinez.

The motion was passed to donate a \$50.00 gift certificate.

VIP event will be at the end of March on a Thursday night.

Postcards will be sent with a picture of the gallery barn on the front of the postcard.

Art and Wine Festival - June 7, 2014

Art Walks - we want to have a theme for each of the Art Walk events. For example, collaboration, or a specific medium show.

New Business: We have a new POS system. Jerry Berry, Lance MacKenzie, Keith Smith and Ann Ranlett will be helping the membership become accustomed to the new system. There is not much difference in the systems. There is a touch screen but Jerry Berry thinks we should use the mouse just as we do on the old system. There will be opportunities to be trained on the new system as time goes on. The system is not in place at this time.

Old Business

We will be completing the Bylaws.

Motion to adjourn - Heidi Murray

Seconded - Jenn Norpchen

Board meeting adjourned 8 PM

Respectfully submitted

Ardith Gray

Secretary, Auburn Old Town Gallery