

Auburn Old Town Gallery

218 Washington Street, Auburn, CA 95603

Board Meeting Minutes

December 12, 2018

Call to Order/ Attendance: The meeting was called to order at 6:02 pm. Attending: Lori Humphrey, Ardith Gray, Susan Stoll, Gary Lord, Diane Tharp, Patty Pieropan Dong, Dianne Van de Carr, Paul Van de Carr. Absent: Shoshanna Bilunos, Dorene Kidd, Linda Miller

Secretary, Diane Tharp: The November 7, 2018 Board Meeting Minutes were reviewed and approved, the motion made by Patty Pieropan Dong and seconded by Susan Stoll. Diane also reported that after counting the ballots for the election of 2019 Board Members and Committee Members, all nominees were elected. Also, the November Financial report was approved by email ballots from the gallery members. It was suggested that in the future gallery job and position descriptions be sent out via email to the gallery members for their information prior to nominations.

Vice President's Report, Patty Pieropan Dong: Patty had nothing to report.

Treasurer's Report, Lori Humphrey: Lori reported that the overall sales for the year are down about \$1200. She will hold about 6 checks in case there are leftover funds that need to be spent for 2018. Some money will be spent on a new security system, and Keith Smith is facilitating this purchase and installation. The November financial report was approved, the motion made by Susan Stoll and seconded by Dianne Van de Carr.

Committee Reports:

Membership, Ardith Gray: There will be jurying of new members at the January 21, 2019 general membership meeting. Ardith will be organizing and passing all the membership information along to new Membership Director, Dorene Kidd.

Publicity, Susan Stoll: Hannah Nicholson will investigate the pricing for ads on Facebook and Instagram. She will present the pricing at the January general meeting for expense approval. Susan is proposing to discontinue ads in the Auburn Journal.

Events, Dianne Van de Carr:

- Classic Christmas on Dec. 8th was a huge success. There were extra volunteers working at the gallery that evening, and the extra help was much needed. Hot cider was served inside, and a table was set up outside for a volunteer to greet and invite people into the gallery. Dianne put out a plea to the gallery members

for volunteers for the Saturday, Dec. 15th, Classic Christmas. She will purchase extra cider.

- January's Featured Art Theme is New Artists. The reception will take place on Friday, January 18th from 6-9 pm. The new artists have been asked to attend and provide refreshments for this reception.
- February theme, "I Give You My Heart". On January 13th, Dianne, Linda, Ann, and Meg will be making clay hearts for a gallery event coinciding with the Taste of Chocolate event in Old Town Auburn in February. If there is no Taste of Chocolate event this year, another date will be selected in February for this event. Customers will be invited into the gallery to select a heart and paint it at a table outside the gallery. This will be free of charge.
- Coffee Machine and Microwave: There is now a coffee machine and microwave in the supply room for artists working in the gallery. Coffee will be available on an honor system of \$1 per cup, but it would be allowed to offer customers coffee in certain circumstances. Working members need to be professional and discreet when eating in the gallery.
- Sunshine: Dianne has sent out 108 cards this year. She has also sent out flowers when appropriate.
- Non-members Covering Shifts: The gallery membership contract allows non-members to cover shifts if they have been trained in gallery and Point of Sales procedures. Ardith Gray and Rebecca Martinez have both expressed interest in working for pay for gallery members.
- Hourly Work for Pay Rate: Currently gallery members pay \$40 for someone else to work their shift. The minimum wage is \$11 per hour. There was discussion about bringing this change to the membership for approval.
- Name Tags/ Bios: Dana Barrow has offered to make name tags for gallery members with the artist's name and a picture of their artwork on the tag. There was also discussion about having bios posted on each artist's display with a picture of the artist. This would ensure consistency with size and format of bios throughout the gallery.
- Professional Behavior in the Gallery: There was discussion regarding the use of devices when customers are present. These need to be put away when customers enter the gallery. Also, staffing artists need to curtail personal conversation with each other when customers enter the gallery.

Display, Linda Miller: Dianne presented Linda's report. The next 3 featured wall displays have been prepared. Paul Van de Carr will move into Ardith's space. It was decided that if artists solely create jewelry they will be rotated in the jewelry cases. All space moves have been planned. There was also discussion about moving the jewelry case by the front desk to the window, but this was tabled until the next meeting.

Facility, Gary Lord: Gary is transitioning his duties to Paul Van de Carr and Marilyn Rose. Paul will order an anti-fatigue mat for the front desk. The new stereo system is installed. There is a place in the supply closet for Lay-aways. There was discussion about whether the gallery should continue to offer lay-aways. The consensus was that this should be phased out.

Adjourn: Diane Tharp moved that the meeting be adjourned. Patty Pieropan Dong seconded. The meeting was adjourned at 7:28 pm.