

AUBURN OLD TOWN GALLERY  
BOARD MEETING — Februarys 14, 2018

**Approved**  
**3.14.18**

**Call to Order:** In Attendance: Shoshi Bilunos, Patty Pieropan Dong, Lori Humphrey, Ardith Gray, Susan Stoll, Chris Foster, Linda Miller, Dianne Van de Carr, Gary Lord, Keith Smith

**Secretary** (Chris)--Membership Meeting Notes from November 2017, Approved via Email. Motion made to approve the January 2018 Board Meeting Notes made by Dianne VDC. Seconded by Lori Humphrey. All were in favor.

**Vice Pres Report** (Patty) --Discussion of missed shift. \$100 fine taken from commission check. Person covering shift will be compensated. Issue Resolved.

**Presentation by Keith Smith Regarding Chip Reader Device/Service** — Upgrade in chip reader needed now due to outdated software for our current system. Two possible companies reviewed. System compatibility was key issue. Keith believes we will need to replace our computer system in 2 years. (Cost: approx \$2K) Motion made by Patty Dong that we go with “Payment Logistics.” Susan Stoll seconded. All in were favor.

**Treasurer’s Monthly Report** (Lori) --Lori reviewed the new back up cash and register change procedures. Lori explained we must write the pay check in the month of the sales. New format introduced for treasurer’s month report sheet. Different from prior due to lack of “Spreadsheet Software.” \$120 to purchase if membership needs comparisons. Motion made by Patty Dong to accept treasurers report. Seconded by Linda Miller. All in were favor.

— On the January Banking Statement, \$411.02 cash missing.

— Procedural changes from Lori as a motion: **“As of April 1, 2018, all rent due will be deducted from commission amounts. Rent needs to be received by the first day of the month by 2:00 pm or rent will be deducted from the commission check. We will no longer be invoicing for rent.”**

As always, a statement will be sent if there is rent due and payment will be due by the 15th of the month.

Motion to accept procedural changes by Dianne VDC. Seconded by Susan Stoll. All in favor.

—Self Insurance pay out to Nancy Foster. Motion made by Shoshi to pay claim for missing earrings. Seconded by Linda Miller. Passed.

—POS report (albeit some errors) was presented showing sales by day of week and time of day. This info may be helpful to the scheduler. Perhaps one less shift on Mondays. (Review again in February.)

—Bank issues resolved.

—Discussion of change of fiscal year dates postponed till after all tax issues resolved.

**Membership Report** (Ardith) --Four new artists to jury next. Lisa Bone was awarded her request for a LOA Motion was made by Patty Dong, seconded by Linda Miller and passed.

—New member contact info to be sent asap to Keith, Lori, Darlene and Chris.

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— Heidi is leaving the end of February. (Update Work remains but Heidi is on LOA.)

**Publicity Report** (Susan Stoll) --Susan presented advertising options. The proposal options via E-mail. She will be presenting these at the membership meeting on February 19th.

—The Old Town Website is \$500 for the year. It will be included in the proposal.

**Special Events** (Dianne VDC) ---

—We aren't participating in Taste of Chocolate this year due to lack of control producing the baked goods during the flu epidemic.

—We are still waiting to hear which months the Art Walk will take place. When months are confirmed, receptions and music will be planned.

—New member, Dana Bilello-Barrow asked if the Gallery would provide sturdy boxes for her work. Discussed later with Gary Lord.

—Next months show will be YEAR OF THE DOG.

Sunshine:

25 cards sent since 1/15/18

Cards sent to new members, Juan Pena, Mike Volpi, Dana Bilello-Barrow.

Goodbye: Joanne Johnson, Craig Telles.

Goodbye cards to Michelle and Lance along with \$250.00 gift cards for gas and \$50.00 Starbucks. Reimbursement has come from members donations.

Get well cards sent to numerous members and their spouses.

**Display Report** (Linda Miller) -- New 'featured' wall going up March 1st, YEAR OF THE DOG.

—Linda requested member feedback on card rack near front counter. This one is borrowed.

—Reminder to all members: if something is missing from your display area, before filing a missing report, check this Featured Artist wall. Your work may be there!

—Concern about Jennifer Lile's small pieces being stolen. Patty Dong will tell her there is a glass cube locking case available to protect her from such theft.

**Facilities Report** (Gary Lord) --

—Checking on tall boxes for fragile ceramics. Uline possibly. 8x8x18 and/or 8x10x18.

—We need medium size bags.

—It was suggested we try and get a new phone contract that isn't as expensive. We are presently using AT&T for \$300 a month. Keith will investigate other contracts.

—Gary proposed a neon "OPEN" sign for front window. Cost \$175. Motion made to purchase by Patty Dong. Seconded by Susan Stoll. All in were favor.

**Old Business** (Shoshi Bilunos) --

—Reminder to get member's emails from website to be sure they are up to date. We have had a large turnover and we want to keep gallery business info to current members.

**Adjourn** --8:15 pm Motion to adjourn by Dianne VDC. Second by Susan Stoll. Approved.