

Auburn Old Town Gallery  
218 Sacramento Street, Auburn, CA 95603  
Board Meeting Minutes  
June 15, 2020

Call to Order: This meeting was called to order at 6:00 pm. Attending: Shoshana Bilunos, Patty Pieropan Dong, Diane Tharp, Linda Miller, Dianne Van de Carr, Paul Van de Carr, Susan Stoll, Connie Rodriguez, Stacy Pedri. Absent: Lori Humphrey, KayLynn Sanderson

Transition to New Bookkeeper: Sandy Sherwood has been hired as Bookkeeper for the Auburn Old Town Gallery. Stacy Pedri will be the Treasurer/ Liaison to the Bookkeeper. The Auburn Old Town Gallery bank account #6529031632 at Wells Fargo will need to be updated:

- Lori Humphrey will need to be removed from this account as an executive officer.
- Sandi Sherwood will be added to the account as an executive officer.
- Patty Pieropan Dong will continue to be on the account as an authorized check signer.
- Stacy Pedri will be added to the account as an authorized check signer.

Patty will contact everyone involved to schedule an appointment with Wells Fargo Bank to make these changes.

Reopening the Gallery:

A survey went out to all gallery members asking to vote yes or no in regards to opening the gallery on June 18th. The survey results were about 51% yes to 49% no. The gallery will continue its plans to open on June 18th.

The gallery is prepared for reopening:

- There are “hands free” hand sanitizers located at the entrance for customers and behind the desk for staff.
- Customer masks will be required.
- Masks will be kept behind the desk to be given to customers who need a mask to enter the gallery
- Cleaning supplies are located behind the desk.
- The Covid-19 Worksite Plan for the gallery has been emailed to all members and a laminated copy will be located at the desk.
- Signs with customer information for entering the gallery will be laminated and placed at the gallery entrance and inside the gallery.
- The floor is marked for customer spacing.
- A touchless thermometer will be purchased for the gallery’s use
- It would be helpful to disable the signature component on the credit card machine. A receipt is still printed without a required signature. Keith Smith will be asked if he can do this.
- A staffing schedule for June has been created, and Judy has been asked to make a July schedule before she resigns from the Scheduler position.

- A list of members not working shifts will be made. These members will be contacted and invited to volunteer to help with cleaning, touch up painting of pedestals and walls, or help with scheduling. These jobs can take place during the days that the gallery is closed. This will be totally voluntary.
- There will also be a need for a list of members willing to work as last minute substitutes for members who can't come in to work due to illness. Members will be invited to volunteer to be on this list.

Adjourn: The meeting was adjourned at 6:39 pm.

Minutes submitted by Diane Tharp, AOTG Secretary