

Auburn Old Town Gallery  
Board Meeting Minutes  
May 14, 2020  
Special Meeting Regarding Reopening the Gallery

Call to Order: This was a Zoom meeting and Shoshi called the meeting to order at 2:00 pm. Present: Shoshanna Bilunos, Patty Pieropan Dong, Dianne Van de Carr, Paul Van de Carr, Connie Rodriguez, Linda Miller, Susan Stoll, Lori Humphrey, Diane Tharp

Minutes, Diane Tharp: There were no minutes reviewed at this meeting.

Treasurer's Report, Lori Humphrey: Lori sent a financial report via email.

Reopening the Gallery:

Opening Date:

The majority feels that June 1st is too soon to open. Other galleries are opening then and we can monitor how things are going at these sites. June 15th will be a tentative opening date, with the gallery open Thursday through Sunday, 11:00 am to 5:00 pm. Double staffing is recommended. We will also monitor the Auburn Old Town Association for their recommendations for a collective reopening. Matt Komar said there was no plan as yet, but a meeting is scheduled to discuss reopening.

Members Willing to Work When Gallery Reopens:

31 members are willing to work, 11 members are not, and 5 members did not respond. Members are concerned about needing to leave the gallery if they can't work shifts. Shoshana feels that no one should feel obligated to work and shouldn't have to pay someone to work shifts. This could be treated as a kind of leave of absence. Reducing gallery hours should facilitate this. Members not working can make up the time in the future or do other duties for the gallery.

Reopening Procedures:

The gallery will need to adhere to state and county guidelines and mandates for reopening. The Placer County Covid 19 website has the current information for reopening. Placer County is currently in later Stage 2. To reopen, a facility must:

1. Perform a detailed risk assessment and implement a site-specific protection plan
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
3. Implement individual control measures and screenings
4. Implement disinfecting protocols
5. Implement physical distancing guidelines

Shoshanna and Diane will put together a written draft policy and practices for reopening the gallery, including gallery procedures, sanitizing, and dealing with customers. (Concerns

mentioned included bathroom protocol, asking customers to not handle art, visible price stickers, limiting number of people in the gallery, etc.)

#### Supplies:

- Hand Sanitizer: Shoshi found aerosol hand sanitizers that can be wall or desk mounted. These are motion activated and battery operated. The cost is \$125 for the device and \$60 for 4 gallon refills. We also need hand sanitizer for the desk, back room, and bathroom. Shoshi will ask Nancy about supplying hand sanitizer for the bathroom since other businesses and customers use this. Shoshi will order these items and have them delivered to her home.
- Gloves: the gallery should provide gloves for members who want to wear them. Shoshi will order these.
- Masks: Masks will be required for artists and customers. Meridee Smith will be asked if she would make masks for the gallery or they can be ordered by Shoshi.
- Plexiglass Shield for Sales Counter: Lori investigated a standard plexiglass shield measuring 40" x 36" from Duck Works for \$299. Connie will contact another company in Rocklin. Connie also suggested that someone measure and contact Duck Works for an estimate. These shields are free standing and do not need special installation.
- Door Sign: Doug Parks designed a door sign stating new hours and requesting customers to wear masks, sanitize hands, and keep 6 feet social distancing. He can have this made for the gallery.
- Cleaning Supplies: The gallery will need spray cleaners, paper towels or rags. These are difficult to find right now. Members should buy these for the gallery when available and be reimbursed. A cleaning solution of 4 tsp bleach to one quart of water can be used as a cleaner. Be aware bleach has an expiration date. Also watch for 70% alcohol to use for cleaning.

#### Apple Pay:

Keith Smith said our current POS system is set up for Apple Pay. Keith will provide instructions for processing Apple Pay.

Featured Art Theme: The members seem to prefer the next theme to be related to sheltering at home. The name for this theme will be determined.

June Rent: Shoshi will ask Nancy Johnson about a rent reduction for June.

Communication to Membership: Shoshi will send out an email to the membership about tentatively reopening June 15 if it seems feasible.

