

Auburn Old Town Gallery
218 Sacramento St, Auburn, CA 95603
Board Meeting Minutes
May 28, 2020

Call to Order: This was a Zoom meeting at 1:00 pm. Attending: Shoshi Bilunos, Patty Pieropan Dong, Susan Stoll, Linda Miller, Dianne Van de Carr, Paul Van de Carr, Diane Tharp, Connie Rodriguez. Absent: KayLynn Sanderson

Minutes and Treasurer's Report were not reviewed.

Treasurer's Position:

- Accountant Referrals: Two potential professional accountants for the gallery were discussed. Connie suggested Sandy Sherwood who works for 4 other galleries, so she has experience with gallery bookkeeping. Dianne suggested Carolyn of BCB Bookkeeping. Connie and Dianne will ask these women to send their resumes and rates for the board to review. The going rate for accountants is \$30 - \$60 per hour plus travel time, etc.
- Transition to new bookkeeper: Lori was going to work until June 3rd. Patty will ask Lori if she is willing to work through June or part of June to enable a smooth transition. (Lori has since agreed to work through June.) Lori will be asked to meet with the new accountant, Patty, and the new gallery Treasurer as part of this transition.
- Checkbook Authorized Signatures: Right now, Lori and Patty are the only gallery members authorized to sign checks. This needs to be changed and more than two people need to be put on the signature list.
- Gallery Treasurer Representative: The gallery will need a Treasurer/ Bookkeeper who will pay bills, issue checks, make deposits, keep change for cash drawer, etc. This person will also work closely with the accountant. According to Bylaws, a temporary treasurer can be selected for 60 days, then the membership needs to accept nominations and vote for a permanent placement. Stacey Pedri offered to help with the treasurer position earlier and she will be asked to fill in temporarily. (Stacey has since accepted this temporary position.)
- Mail: Right now the mail is coming to Patty and she is distributing to appropriate persons.

Gallery Rent: Shoshi asked the landlord about another rent cut for June. The gallery was given a 50% rent cut for May. Nancy said no other tenants asked for a rent reduction for June, but she was willing to give the gallery 25% rent reduction for June. It was agreed to give the gallery members 50% off their June rent and the gallery will make up the difference. Shoshi will send out a letter to members about this. Members can send their rent payment to Lori.

Opening the Gallery: The gallery cannot open without the Phase 3 County approval and the appropriate supplies. It does not look likely that the gallery will be able to open before July 1.

- Supplies: The Old Town Business Association has done a survey asking businesses how many masks and hand sanitizer they would like, free of cost, for their businesses. Shoshi asked for 100 masks and 3-4 gallons of sanitizer. Paul has found a supplier where he can purchase 2 sanitizer dispensers, 1 stand, and 2 gallons sanitizer for about \$300. He was given the ok to purchase those. He will also look for masks and wipes. The gallery also needs 2 small garbage cans with a foot lever operated lid. Some of these supplies will take up to 3-6 weeks to arrive and this affects the gallery opening date.
- Signs: Doug Parks will make signs for the gallery regarding operating hours and customer requirements for entry.
- Gallery Credit Card: Shoshi will check with Wells Fargo about a business credit card for the gallery.
- Scheduling: Judy has made a tentative schedule starting June 15 in case the gallery can open that early. The Telephone Tree will be utilized to inform members when the gallery is officially going to open and other pertinent information.
- Maximum Numbers of Customers: There needs to be a determination of the maximum number of customers allowed in the gallery, given the 6 foot spacing requirement.
- Covid Safety Manual: Shoshi and Diane will be working on a draft for the Covid19 Safety Manual for staff and business operation required by the county.

Adjourn: The meeting was adjourned at 2:20 pm.