

APPROVED
8 August 2016

AUBURN OLD TOWN GALLERY
218 Washington St. • Auburn, CA 95603
BOARD MEETING
July 11, 2016 • 5 pm

Present: John Johnson, Rebecca Martinez, Lance MacKenzie, Susan Stoll, Cherie Danzer, and Lana Federico, Ardith Gray. Also present Ad Hoc Membership Committee members Linda Miller and Dianne Van deCarr. Absent, Patty Pieropan-Dong, Heidi Murray

Call to order 5:15 pm

1. Approval of Agenda, Minutes

Hold June meeting minutes for August meeting review and approval.

2. Vice President Report Patty Pieropan Dong, absent, no report

3. Treasurer Report Lance MacKenzie, checking account is the lowest he's seen. Perhaps an increase in monthly rent or percentage or spending reduction will need to be considered if checking account balance gets down to \$7,000-\$9,000.

3.1 See attached (report needed).

MOTION MADE by *Susan*, "To accept the Treasurer's Report as presented" second by Cherie, Report accepted.

4. Membership Report Heidi Murray, absent no report

5. Special Events Report Ardith Gray

5.1 Ardith started to cancel the last event but realized the publicity had in fact been done. It ended up being a great event with demos and good sales. The musician location near the front desk encouraged drop in traffic.

5.2 Gallery reception Friday August 5. Singer lined up (Jasmine)

6. Publicity Report Susan Stoll

6.1 More images for collaborative event are needed, Susan will send request to membership

6.2 Suggestion from Rebecca to go ahead and list monthly features for 2017 on the website.

7. Facilities Report, Cherie Danzer

7.1 Fixed one jewelry case sliding door. It is delicate now and slides hard so members will be advised to not rely on the handle when opening and closing it.

7.2 Cherie will be asking for volunteers to paint some of the cases

7.3 She has secured nicer hanging wire

7.4 She has ordered medium burgundy bags, and will only order supplies when we are close to being out.

7.5 Also ordered labels, same size we always get but with new design on gold foil ovals. \$85 per thousand small and \$95 per thousand for mediums.

7.6 Painting is progressing

7.7 Can lights are slowly being replaced.

7.8 Would like to purchase 3/4" melamine shelving. John offered some that he has in his garage.

8. Display Report, Linda Miller for Lana Federico

8.1 About halfway painted. Ardith is painting some of the places for artists

9. New Business

9.1 Best of the Best. Gallery has won the award but will not be buying the ad in their Best of the Best magazine.

9.2 We are registered for the Fall 2016 Antiques Street Fair, to secure the street spot in front of the gallery.

9.3 Security Camera was accidentally disconnected by John when repainting. Lance will guide John to the proper support person for reconnection.

9.4 Discussion regarding Lana's letter to Jenn, dismissing her from the Display committee.

ACTION ITEM: Review bylaws regarding committee membership changes.

9.5 Linda pointed out that the Bylaws stipulate that the Display Committee be composed of a chair and 3 members.

10. Old Business:

10.1 Presentation of Ad Hoc Membership Committee report. See attached. The report was reviewed and discussed, with ACTION ITEMS assigned as noted. The numbers below refer to the numbers in the Ad Hoc Membership Committee Meeting Minutes.

2. Gallery Staffing

2.1 Scheduler needs guidelines for filling staffing calendar. Gallery Bylaws Article III, Section 1.G. Assigns monitoring of the Gallery Scheduler to the Board Secretary.

ACTION ITEM: Rebecca Martinez will contact Susan Polstra and tell her she has the authority to send out a request for staffing, in addition to notifying Susan that Rebecca will serve as her liaison to the board.

2.4 Discussion

2.4.1 Board recommendation is not to close Thursday nights.

2.4.2 – 2.4.5 Assign extra shifts...

ACTION ITEM Ad hoc committee to craft recommended Membership Agreement revision which would implement their suggestions regarding points 2.4.2 through 2.4.5. To be presented for membership vote most likely at September meeting.

3. Staffing shortage due to long term member illness This is covered in the current Bylaws and Membership Agreement. Requests for shift relief due to illness will be considered by the Board. Secretary will serve as liaison to notify Gallery Scheduler of

members who require shift relief. Secretary will also update Board of Gallery Scheduler activity as needed. ACTION ITEM covered under 10.1, 2.1 above.

4. Dual Memberships The board defined this as: Two people in one space, not working on the same pieces. The recommendation is to not allow them in the future. Current examples are Gail and Shannon Morgan, Keith and Merridee Smith, Lorelee Love and Shoshana, Linda Whiteside and Lana Federico.

ACTION ITEM: Membership Agreement Revision recommendation to eliminate Dual Membership should be included in item 2.4.2 – 2.4.5 item above for general membership vote.

4. 1 Morgan issue: Ad hoc committee presented a draft letter requesting the Morgans to supply one shift per month this year, and two shifts per month starting next year.

ACTION ITEM Present proposed letter to Shannon and Gail regarding their membership status to the membership to approve the letter. Linda will revise the letter so that it includes the “pay for work” option.

5. Staffing Etiquette

5.1 Wifi devices

ACTION ITEM: John will discuss etiquette through a role play at next general meeting.

5.2 – 5.3 Recommend that for new members who do not feel comfortable being alone on their work shift, it is their responsibility to arrange a “shadow” work shift. All gallery members must be able to work a shift or arrange for their shift to be worked.

10.2 Michelle MacKenzie reported the return of unicycle rider who stole and broke her horse. He came in just before closing. He has been banned to come in the gallery and all of old town.

ACTION ITEM: Remind members of the ban and share his photo if we still have it.

10.3 Chip Reader no report.

11. Motion to adjourn at 6:55 pm Made by Rebecca and seconded by Susan.

12. Dates to remember

July 18 Membership Meeting at 6:30 pm

August 5 Confluence of Style Reception/Artwalk

August 8 Board Meeting at 5 pm

October 16 Fall 2016 Antiques Street Fair

Respectfully submitted by Rebecca Martinez, 2016 AOTG Secretary

Minutes
Auburn Old Town Gallery Ad Hoc Membership Committee
June 24, 2016

Call to order 2:15

Present: Dianne Vdc, Linda Miller, Patty Pieropan Dong. Absent: Lance MacKenzie

1. Thank you Dianne for putting together an agenda.

2. Gallery Staffing

2.1 *Our scheduler Susan P needs some guidelines and names to fill shifts in the upcoming months.

2.2 This staffing shortage is from the recent turnover of membership and the many new members still in training. We also suffer from quite a few shared memberships.

2.3 Hopefully this situation will resolve itself with the training of new members. If new members do not feel able to staff alone they should "shadow" extra shifts on their own time until they feel competent.

2.4 Suggestions:

2.4.1 *Close Thursday nights. Should members object they would be welcome to volunteer to keep the Gallery open during those hours.

2.4.2 *Assign extra shift to those without jobs according to current membership list:
Shoshana. Jane W. Todd. Doreen. Matt. Gail. Shannon. Michelle. Barbra H.
Linda W. Neal.

2.4.3 *Assign phone tree people to extra shifts:
Victoria. Larry. Jane M. KayLynn

2.4.4 *Assigning extra shifts to members who have missed 3 or more membership meetings in a row. Information was taken from the sign-in shifts.
Darlene B. Terry. Larry. Joan. Beverly. (consideration made for illness in the case of Jennifer and Terry)

2.4.5 *Email membership reminding them of volunteer commitment of 6 hours per year and the necessity of recording, documenting in the gallery log book as discussed at the last membership meeting. Members in arrears could be called for extra shifts. Consider a \$15/hr. fine at the year's end for not fulfilling this responsibility. Create the job of tracking and reminding as a way to fulfill the volunteer commitment.

3. Staffing shortage due to long term member illness

3.1 *We need to formalize procedure for filling shifts in the case of long term illness.

3.2 Long term illness is currently covered in Membership Agreement (see excerpt following)

3.3 *Dianne has offered to inform the board about "sunshine " issues that may apply.

3.4 *Vote at next board/ membership meeting and inform Susan P of vote.

4.0 *Dual memberships: consider not allowing them in the future as they result in loss of staffing and income.

4.1 *Morgan issue: letter to be drafted by Linda and Dianne, submitted to the board for possible tweaking and signatures. When okayed will be sent to both Shannon and Gail.

4.2 *Addressed the suggestion of "Different levels of membership". We feel this issue is covered by our current system, see Membership Agreement excerpt attached.

5. Gallery Staffing Etiquette

5.1 *Consider a " no wifi devices " policy while on duty.... customers before member conversations.

5.2 * New (and old) member training to be improved/ reinforced. Attach a chore to each shift. Linda M is working on a list.

5.3 *No more " can't work by myself" members. Someone having issues with POS needs to shadow other shifts until confident/ proficient.

Meeting adjourned 3:45

Submitted by PattyPD edited by Dianne VdC

Copied to Susan P so she will be aware of where we are in the process.

SUPPORT EXCERPT

Auburn Old Town Gallery Membership Agreement
April 12 2010

Revised and Approved, August 2013

CHAPTER I

Responsibilities of Individual Members

A. GENERAL GUIDELINES:

2. The Membership Agreement may only be amended by a 3/4 vote of the general membership. Attachments that supplement or clarify this agreement may not require a vote. * This is for clarification of charging a fee for members that do not do the additional duties and enter them in the Gallery Log Book

4. No special privileges will be granted to one member that are not available to all.

6. Members must always cover their Gallery floor time.

7. Each members name must appear on the staffing calendar for at least two shifts per month, averaged over the calendar year. If a member trades with another member, or arranges payment for work, the substitute's name must be written on the calendar.

12 Members must participate in at least two (2) Gallery Special Events during the year and participation in each event must be at least two (2) hours.

13 In addition to participating in two (2) Special Events during the course of each year, each member is expected to support the Gallery in one of the following ways:

- a. Serve on the Board of Directors, or
- b. Serve on a Committee, or
- c. Participate in a special project

F. OTHER TYPES OF MEMBERSHIP

1. There will be no other types of membership than those specifically described in this chapter.

9 Staffing in the event of "member hardship"

Member is hospitalized/recuperating for a month or less: s/he will be relieved of staffing for a month.

b. Member suffers a lengthy illness (e.g., hospital stay/recuperation exceeds one month): member will be relieved of shifts. If his/her sales do not cover the Gallery rent, that will be forgiven as well;

c. Member is struck by chronic illness: the Board of Directors will work with each member on a case-by-case basis and the "Sunshine" Coordinator will check and report to the Board each month;

d. Death in the immediate family (parent, spouse, child) of a member: member will be relieved of his/her shifts for three (3) months and if his/her sales do not cover Gallery rent, the rent will be forgiven as well. The member is responsible for his/her replacement during this time and must notify the Scheduler.

e. Sudden emergency (e.g., accident, death in the family, etc.) where the Gallery member is unable to take responsibility for staffing or replacement, the Gallery *Scheduler will take over as soon as s/he is aware of the problem.*