

Auburn Old Town Gallery Board Meeting
Wednesday May 10th 2017, 6 PM, at the Gallery

Call to Order President Cherie Danzer: 6:10pm

Present: Susan Polstra, Ardith Gray, Linda Miller, Patty Pieropan Dong, Cheri Danzer, Dianne Van de Carr, Lance MacKenzie, John Johnson

AOTG Scheduler, Susan Polstra (see Attachment 1) - Presented and discussed options *re*:

- Amount of notice for resignations - modification to Members' Agreement for resignation requests requires 2/3rds member vote.
- Time frame for posting work calendars. She will send out three weeks prior, rather than one month, to allow for changes.

Secretary, John Johnson (for Soshanna Bilunos) – Presented April minutes. Motion to accept - Dianne, 2nd Patty. Approved.

Treasurer, Lance MacKenzie –

- Treasurer's Report. Motion to accept – Dianne, 2nd Susan. Approved.
- New contract with the gallery for bookkeeping in 2017 (not discussed)

Vice President, Patty Dong –

- Auburn Art Walk needs more venues.
- Cinco de Mayo created havoc. Not good for business.

Committee Reports:

Display, Linda Miller –

- Five new members being phased in (see Attachment 3).
- Artist moves.

Memberships, Ardith Gray – There are five new members being trained (see Attachment 3).

Facility, Jen Norpchen (absent) – Cherie reported that help is needed to maintain storage closet.

Publicity, Susan Stoll:

- Update of gallery events posted.
- Dianne Tharp writing a blog; send info and pictures on shows to her.
- New Brochures – need approval for spending \$155 for 10,000 to be printed. Motion to accept – Dianne, 2nd Patty. Approved.
- Kathleen Woolsey interviewed artists at the metal show on Friday the 5th. To be posted on Facebook page.

Special Events, Dianne Van de Carr (see Attachment 2) -

- Review of upcoming events for the gallery and the AOTBA.
- May Art Walk
- Lori Humphrey did the Bunny Hop. She said we did not need any extra person but she stayed for the event
- Bed and Breakfast located on the hill above the gallery may display our artist's work, much as was done at Awful Annie's. They get no commission, nor does the gallery.
- 21st Antique Fair. We have secured the space outside the Gallery and Shoshana will make sure other vendors don't set up in our space.

New business:

- Discussed how much money to leave in the cash drawer?
 - Larger bills in bank box.
 - Leave \$100 in 20s in drawer.
- Donating old Lights in storage unit to Habitat for Humanity or another charitable organization.
- Discussion of AOTBA, no longer maintaining flowers in boxes. We will maintain our two if possible.

Announcements – Sunshine Report, Dianne Van de Carr (see Attachment 4) –

- Lorelee hospitalized.
- Cards sent to five departing members.

Motion to Adjourn – Dianne, 2nd Susan S. Approved.

Dates to Remember: Membership meeting, Monday, May 15th at 7pm.

Attachment 1

To: Auburn Old Town Gallery Board Members
From: Susan Polstra, Scheduler
Re: Extending Leave Notice to 45 days
Date: May 10, 2017

Dear Members of the Board,

For the past few months, I've noticed that huge gaps are left in the next month's schedule as members leave the gallery with a 30-day notice. I spend a week communicating with members, giving them choices for their extra duties...only to have the schedule left with blank shifts after it is posted on the website.

I've come to realize that perhaps I am scheduling too soon, and I do that because of the extra care given to placing members in their shifts. There is an alternative way to schedule...in one sitting. I can have a list of members with special shift needs, and simply place them in the open slots. This method leaves members scrambling to exchange their shifts once the calendar is posted. The method I've been using takes time before the posting to ensure less exchange scrambling.

So, we have a few choices:

- 1) I can start scheduling later with my "care " method and post the calendar a little later on the website, perhaps three weeks prior to the next month's schedule instead of a month earlier.
- 2) I could use the "one sitting" method and not give members shift choices. This would be done in a single day before the one month prior posting of the shift calendar.
- 3) If you want the shift calendar posted one month prior to its use and the scheduling done with the care method, an extended leave notice is recommended so that 3 to 5 to 7 empty shifts don't suddenly show up due to members leaving the gallery with a 30-day notice.

I would be willing to try the #1 solution if the members are satisfied that the calendar would be posted three weeks prior to its use, instead of a month prior. This solution would not require an extension of the 30-day leave notice. Also The #2 solution would not require an extension of the leave notice. I would only recommend an extension to a 45-day leave notice if the Board would want the #3 solution.

Thank you so much for considering my scheduling dilemma,

Susan Polstra,
AOTG Scheduler

Attachment 2

From: [Dianne Van de Carr](#)

Date: 5/9/2017 10:31:45 AM

To: [Shoshi Bilunos](#); [Cherie Danzer](#)

Subject: report

I've been working on organizing the receptions through October in order to have information for publicity. Lori Humphries staffed the bunny hop. There was no need for more than one person.

May brings many events to Old Town.

5th Cinco de Mayo

Mind your Metal We had demonstrations by Carol Belamy and Cherie Danzer. Stacey and Kathleen were available to talk about their work. Had a good turnout thanks to Cinco de Mayo crowd. Very nice music by Gary Bowman and Matt Woolsey.

21st Antique Fair. We have secured the space outside the Gallery and Shoshana will make sure other vendors don't set up in our space.

Who should inform Susan Polstra when a member decides to leave?

Sunshine:

Cards sent to members leaving, Jackie, Neal, Beverly, Ellen

Lorelee Love is in the hospital. Something with her heart.

Nancy Foster took a fall. Hopefully she is better by now.

Attachment 3

From: [Ardith Gray](#)
Date: 5/10/2017 5:56:37 PM
To: [Darlene Becker](#)
Subject: new members

Hi: Here is the info about the new artists, Cheers, Ardith.

Craig Telles- Ceramics
530 798 96060
10015 Matas Weeks Drive
Rough and Ready
CA 95975
boatcraft@earthlink.net

Judy Butler - Fused Glass
4990 Fruitvale Rd
Newcastle, CA 95658
916 300 6720
bluemoon@psyber.com

Gary Lord - Ceramics
penlord@foothill.net
530 906 01821

(his writing is illegible for the address I will email him for clarification)

Connie Rodriguez - Mixed Media
12726 Shockley Woods Ct
Auburn 95603
916 709 1010
connierodriguizart@gmail.com

Jerianne Van Dijk - Watercolor
368 Glenwood Pines Ct
Grass Valley 95949
530 271 7128

jeriannedj@gmail.com

Attachment 4

From: [Dianne Van de Carr](#)

Date: 5/9/2017 6:37:34 PM

To: [Barbara Hoffmann](#)

Cc: [cc: Jennifer Lile](#); [Kathleen Woolsey Art](#); [Susan Stoll](#); [Terry Accomando](#); [Jaime Baxter](#); [Darlene Becker](#); [Carol Bellamy](#); [Shoshana Bilunos](#); [Meg Black-Smith](#); ["Lisa Bone"](#); [Larry Brenden](#); [Jessie Brooks](#); [Victoria Brooks](#); [Cherie Danzer](#); ["Sandy Delehanty"](#); [Neal DeVore](#); [Lana Federico](#); ["Chris Foster"](#); [Nancy Foster](#); ["Ardith Gray"](#); [Sonja Hamilton](#); [Ellen Huls](#); [Lori Humphrey](#); [Joanne Johnson](#); [John Johnson](#); [Todd Juchau](#); [Dorene Kidd](#); [Marjan Kluepfel](#); [Matt Konar](#); [Jackie LaFleur](#); [Stacey Lamothe](#); [Patty Pieropan-Dong](#); [Sandy Lindblad](#); [Lance MacKenzie](#); [Michelle MacKenzie](#); [Jane Markham](#); [Rebecca Martinez](#); [Linda Miller](#); [Gail Morgan](#); [Shannon Morgan](#); [Heidi Murray](#); [Jenn Norpchen](#); [Susan Polstra](#); [Sara Putnam](#); [Ann Ranlett](#); [Priscilla Roach](#); ["Christina Salazar"](#); [KayLynn Sanderson](#); [Joan Sexton](#); [Keith Smith](#); [Merridee Smith](#); [Beverley Steele](#); [Diane Tharp](#); [Sherron Totter](#); [Jane Welles \(\(E-mail\)\)](#); [Linda Whiteside](#)

Subject: Sunshine report

Hello Members,

Lorelee Love has been hospitalized for her heart and will be at Sutter Roseville for at least a few days. Flowers have been sent from the Gallery and a card will be left at the Gallery for people to sign on Thursday when I work. She is not unto visitors at this point but I know she would love to receive cards and good wishes.

All the best,

Dianne VdC