

Auburn Old Town Gallery
Membership Meeting Minutes
May 21, 2018

Call to Order: 7:05 pm. This meeting followed the gallery pot luck.

Approval of Minutes: The (need date) Membership Meeting minutes were approved. The motion to accept was made by Lori Humphrey and seconded by Cheri Danzer.

Vice President's Report- Patty Pieropan Dong: Patty thanked Larry Brenden for the reminder about watering plants. She also thanked Keith Smith for opening the gallery after hours for so a military woman could retrieve her military ID.

Treasurer's Report- Lori Humphrey: Sonja Hamilton moved to accept the financial report for April, seconded by Judy Butler. The report was approved.

Committee Reports:

Membership- Ardith Gray: The gallery welcomes the new glass artists, Hannah Nicholson and Alana van Altena. The gallery is looking for new artists to jury and gallery members should get the word out. Ardith will put out a Call to Artists and Kathleen Woolsey will post a Call to Artists on Facebook.

Ardith reminded gallery members to call artists when their work is sold.

Publicity- Susan Stoll: Susan announced that the first gallery advertisement is in the Food Art Wine Magazine. The next 3 issues will be a 2 page spread.

Events-Dianne Van de Carr: The next Art Walk is July 20. The gallery show for July is "Out of My Medium". Dianne's committee will plan and organize a reception for the Art Walk. The gallery show will be "Coming Abstractions" and there will be a reception during the Art Walk. The following Art Walk will be September 21.

Dianne reminded members when calling to remind artists about work shifts, be sure to just notate with a check. Linda Miller has been called to work because the initials LM have been notated on the schedule (for "left message").

There is a mystery garbage can in the hallway. Who does it belong to?

There are new buckets for watering plants. The hose and key are in the storeroom.

Thanks were given to Dianne for all her "Sunshine" work.

Facility- Gary Lord: The deadbolt on the exterior door has a plate on it so it won't be a problem anymore. New interior lights are on order. The storeroom has a place for tape just to the right of the door entrance.

Gallery artists need to sweep the sidewalk and trashcan area daily.

Thanks to Keith Smith for fixing the scanner.

Display-Linda Miller: Linda has made new signs for "New Work Coming Soon". All pedestals are now inside the gallery as they can not go in the hallway. Artwork for the "Wings" show needs to be received by May 30th for the June 1st installation. Shoshana cleaned up the front window, removing the film.

There are two boxes of display stands in the storeroom. One has plexiglass stands and one has metal stands. Please keep these separate so they don't get scratched. Meg Blacksmith has requested that the pendant stands be flattened for storage by removing the back tab so they lay flat.

Sandy Delehanty is in charge of the card rack by the desk. Artists wanting their cards to be in the rack should put them in the bin in the storeroom and Sandy will put them in the rack. Lori will do the June card rack refill. Also, when assembling cards, place the envelope inside the card so the back of the card shows.

Old Business:

Thermostat: Do not turn off the thermostat as we want the gallery to be a consistent temperature.

New Security System: This is in place and everyone has done a great job adapting to this new key pad procedure.

New credit card reader: There is only one receipt and this goes to the customer. There is no receipt for the gallery. Please ask for customer information at beginning of sale.

Processing Sales: When processing sales, ask for the customer's last name, then ask if they would like to be in the gallery's email system. Don't start with "Are you in our system?" Tell customers that artists like to send thank you's.

New Business:

New positions: Diane Tharp will be Secretary and Christina Salazar will chair Phone Tree.

Keith Smith will be gone June 4 – September. Ann Ranlett will take calls in his place. Jaime Baxter can fill in also. Calls for sales to Keith and Meridee should go to Sandy Delehanty while they are out of town so she can restock for them.

When artists go on vacation, arrange for someone to restock sold art work.

New accountant: There was a motion made by Ardith Gray to change the gallery accountant to CAC. Stacey Lamothe seconded. This motion was passed.

Anti-virus pop-up on computer: If there is a pop-up when beginning the morning shift regarding a problem with the anti-virus, call Keith or Ann immediately.

Congratulations to Sandy Delehanty, who had a painting in the traveling American Watercolor Society Show. This is a huge honor and it is very difficult to be accepted into this show. This show is on exhibition at the Sacramento Fine Arts Center June 4 – June 30.

No membership meeting in July.

No Board Meeting in August.

Adjourn: Larry Brenden motioned to adjourn the meeting and KayLynn Sanderson seconded. The meeting was adjourned at 8:00 pm.

