

Auburn Old Town Gallery
218 Washington St. Auburn, CA 95603
General Membership Meeting Minutes - DRAFT
September 17, 2018

Call to Order: 6:39 pm

Secretary-Diane Tharp: Approval of May 2018 Minutes: A motion was made by Jane Markham to approve the May 2018 Minutes as presented and seconded by Terry Accomando. The motion was unanimously approved.

Vice President's Report- Patty Pieropan Dong: Patty announced that there were no outstanding issues.

Treasurer's Report- Lori Humphrey:

Year to date sales were down about \$9,000 from sales last year by the end of August, however the gallery is still \$1,078.04 positive in sales. There is \$10,959.53 in the gallery savings account. The September paychecks will be mailed out a little later since Lori will be moving at the first of the month. Checks should be received by Oct. 10.

Lori gave some reminders about our new accounting system which started in January:

- The closing person should deposit large bills at the end of the shift. Do not deposit large bills during the day.
- There should always be \$150 in the till and \$200 in the change bag in the drawer. If the till is over \$150, make a note of this on the accounting sheet and take out the excess and put it in the safe. If the till is under \$150, make a note on the accounting sheet and use part of the end of day deposit to make up the difference. Do not take money out of the change bag to make up the difference.
- Thursday and Friday shifts need to be sure there is adequate change for the weekend. This should be the responsibility of the midday (12 – 4 pm) shift.
- Be sure to close out completely so that an end of day summary is printed.
- These procedures will be updated in the POS binder.

Ann Ranlett offered to provide additional training to anyone who would like to come during her last Monday of the month shift from 2 – 6 pm. Shoshana also asked members wanting more training to contact her.

A motion to accept the Treasurer's Report was made by Rebecca Martinez and seconded by Ann Ranlett. The motion was passed unanimously.

Committee Reports:

Membership- Ardith Gray: Ardith presented the artists that would be up for jurying at the meeting: Paul Van de Carr (surreal illustrations), Neal DeVore (sculptural and functional work in wood), and Eileen McDavid (clay sculpture). After discussion and review of their work, ballots were cast and Paul Van de Carr and Neal DeVore were voted into the gallery and will be placed on the waiting list.

New gallery artists were introduced: Phil Evans (kinetic sculpture in stone, metal, and glass), Stacey Pedri (photographer), Marilyn Rose (oil painter of landscape and still life), Dana Barrow (ceramist), and Laura Bracken (jewelry).

Publicity – Susan Stoll:

Publicity is continuing within the approved budget. Publicity members have been working diligently in all areas, including social media, press releases, website, and brochure distribution. The map ad has been renewed, and we are placing an ad in the November edition of the Hillmen Messenger. The shared ads have been going out in the Sierra Food Wine Art Magazine.

Susan will send out a digital announcement to the membership about the 20% Anniversary Sale. Please send this out to your customers to help promote the sale. Keith will send an eblast regarding the sale. The sale starts September 21 through the end of the month.

To help expand our social media reach, Susan is asking gallery artists with websites to include a link to our gallery. Reciprocal links between the gallery and artists increase visibility with web searches.

Send collaboration art images to Susan ASAP.

Events – Dianne Van de Carr:

This Friday, Sept. 21, is Art Walk and our Anniversary Celebration, which kicks off the gallery's 20% off sale. All artists are encouraged to attend and support this event. Stacey Lamothe has organized volunteers, entertainment, and refreshments for the Art Walk/ Anniversary Celebration. Thank you, Stacey!

The Holiday Party is postponed until spring.

Sunshine cards were sent to Nancy Foster, who will be having hip replacement surgery, and Connie Rodriguez, who had gall bladder removal surgery.

Facility- Gary Lord:

The new printer works well. If it is in Sleep Mode, hit the ON button and then hit the + or – button a few times to wake it up. The Closed Circuit TV is still not working, but Tony Foster has offered to help get it up and running. The scanner is now mounted permanently on the sales counter. Gary also has organized the back storage room.

Display -Linda Miller:

Five artists are leaving the gallery: Mike Volpi, Juan Pena, Priscilla Roach, Susan Polstra, and Nancy Foster (year's leave).

Old Business:

- Reminder Calls: Please don't forget to make reminder calls to artists about the next day's shifts. This has been forgotten quite frequently lately.
- Happy Calls: Happy calls are not always being made to the artist. Artists need to know when an item is sold so it can be replaced. It was suggested to retain the price sticker as a reminder to call and inform the artist. When Keith returns, he will explain how to access sale information, since we no longer get a receipt for credit card sales.
- Customer Information for Artists: Artists would like to know who is purchasing their artwork. Instead of asking if a customer is in the system, it was suggested to ask customers for their last name, and if it is not in the system invite them to fill out an email form so they can be informed about special events and sales. If they decline, let them know that the artist would like the information for their records or thank you notes, and the form will be placed in the artist's file.

New Business:

- Nomination Committee: Jennifer Lile will be chairing the Nomination Committee for 2019 board members and committee chairs and members. Meg Black-Smith and Rebecca Martinez have volunteered to serve on this committee. If you are interested in a position and want more information, there is a Job Description Binder that describes all the board and committee responsibilities._
- Volunteer Hours Binder: Be sure to sign in your monthly volunteer hours in the binder. This does not include your regular shifts and membership meetings.

Announcements:

- KVIE Auction: Sonja Hamilton, Sandy Lindblad, Victoria Brooks, Jenn Norpchen, and Sandy Delehanty were all chosen to be in the KVIE Art Auction in October. Congratulations to all!
- Jenn Norpchen will join Paula DiLeo and Vincent DiLeo in a show at High Hand Art Gallery titled "Imagination", running from Oct. 12 – Nov.14.
- Thank you to Dana Barrow who reorganized and labeled all the storage under the sales desk counters! She will also reorder the artist files alphabetically.
- There will be a Lost and Found box placed in the storage closet.
- Watering of Outside Plants: Outside plants need more regular watering. The middle shifts (12-4pm) on Monday, Wednesday, and Friday are in charge of watering. There is a bucket, hose, and turnkey for the faucet outside in the hallway cabinet.
- Photography Contest: Linda Whiteside shared that Eskaton is having a photography contest for their "Age is Beautiful" program. First prize is \$2,500. More information at AgeisBeautiful.org.
- Creative Collaborations is the theme for next month's show. Bring artwork in by Sept. 29, as Linda will be setting up the Feature Wall on Sept. 30.

Adjourn: Patty Pieropan Dong made the motion to adjourn the meeting at 7:45 pm, seconded by Loralee Love. The motion was passed unanimously.

