

Auburn Old Town Gallery
Board Meeting Minutes
June 26, 2020

Call to Order: This Zoom meeting was called to order at 4:00 pm. Attending: Shoshana Bilunos, Diane Tharp, Linda Miller, Susan Stoll, Dianne Van de Carr, Paul Van de Carr, Connie Rodriguez, Patty Pieropan Dong, Stacy Pedri

Vice President's Report, Patty Pieropan Dong: Patty has been facilitating the transition of Treasurer position. She has been receiving the gallery mail and delivering it to Lori. She has also set up and attended transition meetings with Sandi Sherwood, Lori Humphrey, and Stacy Pedri.

Approval of Minutes, Diane Tharp: Board Meeting Minutes for the dates of May 14, May 28, June 12, and Jun 15, 2020 were approved, the motion made by Paul Van de Carr and seconded by Connie Rodriguez.

Treasurer's Report, Stacy Pedri: This has been a challenging transition. Stacy has been working closely with the bookkeeper, Sandi Sherwood, and Lori Humphrey, outgoing Treasurer. Stacy and Sandi are still figuring out their working relationship and responsibilities. Sandi got the Quicken file and still has some questions for Lori. There is a meeting planned at the gallery with Stacy, Lori, and Sandi to go over how to pay artists and answer any other questions. Sandi is creating a record sheet for recording cash deposits for Stacy's use. Sandi also suggested a new bank VISA/ ATM card since the current card is still listed in a past Treasurer's name, Leroy O'Connell. This card can be entered into the gallery's Amazon account for easier purchase. Sandi will also be doing a simple audit of the gallery financial records as she transitions into the bookkeeper position. It would be helpful to set up a remote client link with the bank for Sandi and Stacy.

Display, Linda Miller:

- The theme for September was to be "Partners in Art", collaboration artworks. Since collaboration is very difficult at this time, the theme will be "Ocean" which was missed while the gallery was closed.
- All members will keep their spaces for an extra 3 months to compensate for the time the gallery was closed.
- Doreen Kidd is leaving the gallery and her wall is empty. Susan Stoll volunteered to move into that space and her space can be offered to someone wanting to move to a full space. Paul Van de Carr is leaving the gallery in July and Ardith Gray will move into his space.

Publicity, Susan Stoll: Susan is going to hold off printing the new brochures since there may be changes in the membership due to COVID-19 concerns. This will be revisited at a future time. The new business cards are being printed.

Membership, Connie Redriguez: Connie will be taking a medical leave and Ardith Gray will take over Membership and represent Membership on the board. Connie will not be included in board correspondence during her leave. There are only photographers on the waiting list for 2D artists and the gallery does not need more photographers at this time. It is a difficult time for recruiting artists.

Facilities, Paul Van de Carr: Paul is leaving the gallery and at this time there is no replacement for Facilities. Shoshi will take care of ordering supplies. Paul will be greatly missed!

Old Business:

Dates on Daily Closing Record: The date prints out incorrectly on the End of Day close out printout. Ann Ranlett can't help with this. Lori Humphrey can't help at this time either. Keith Smith will be contacted also. Shoshi will go in Monday to see if she can correct this.

List of Artists for Scheduling: The list of artists willing to work shifts needs to be updated. Hopefully, as time passes more artists will be willing to work.

Scheduling Issues:

- Judy Butler is resigning as Scheduler at the end of June. She completed a schedule for July.
- There are some issues that need correcting as some members have 3 shifts. Members who can't work their shifts are not obligated to pay someone to take their shift since many members aren't working shifts at all and are not required to pay substitutes. A list of members willing to substitute without compensation would be helpful. Also, members would appreciate a more permanent schedule at this time, even if it changes down the line.
- Dianne Van de Carr has volunteered to do scheduling temporarily while a replacement for Judy is found. It is hoped that someone who can't work shifts at this time would take the scheduler position.
- Currently, 2 people are scheduled per shift, although many members working shifts feel 2 people aren't necessary, and some members said they would feel more comfortable working alone. The board will reevaluate this in a couple of weeks.

New Business:

Thank you Gift to Landlord, Nancy Johnson: Nancy has graciously given the gallery 50% off the rent in May and 25% of the rent in June. This has saved the gallery quite a bit of money during our closure. It was decided to give Nancy a \$100 gift certificate to the gallery as an appreciation gift.

Confidential Member Issues: There is a confidential record of discussions and decisions made regarding members' hardships and other issues.

Adjourn: The meeting was adjourned at 5:30 pm, the motion made by Linda Miller and seconded by Stacy Pedril

The next board meeting is scheduled for July 6, 2020 at 2:00. This will be a Zoom meeting.

Minutes submitted by Secretary, Diane Tharp

