

Willamette Writers Board Meeting Minutes

01/30/2024

Officers on camera: Gail Pasternack - President, Jodie Fish - Treasurer, Maren Anderson - Secretary

Board Members on camera: Curtis Chen, Jay Gilmore, Roni Stinger, Kathy Saviers, Kathleen Colvin

Staff Present: Kate Ristau - Executive Director

Gail Pasternack called the meeting to order at **6:00** pm. A quorum was present.

Agenda

- November Minutes, vote
- Finance Committee Update & Accounting Team Update- Jodie to present, vote
- Governance Committee Update- Gail to present
- Program Update- Kate to present
- Board Evaluations Presentation- Gail and Kathleen to present

11 - 2023 Board Meeting Minutes

Minutes of the [11/2023 Meeting](#) were approved.

[Motion: Kathleen moved to approve. Roni seconded. Motion passed.](#)

Finance Committee Update and Accounting Team Update—Jodie Presented

- Finance Committee discussed:
 - The end of 2023 numbers and reclassifying certain payments to more accurately reflect categories.
 - Fixing automated credit card payments
 - The Accounting Team discussed shifting from Accrual to Cash basis, as that is how the organization has been functioning on a daily basis.
 - Discussion concerning handling end of year fundraising funds that clear bank in new year
 - Deposit in transit for banking purposes—bank reconciliation
 - Motion to change from Accrual to Cash Basis
 - [Motion: Jodie moved to approve. Kathy seconded. Motion passed.](#)
 - To-do: File Federal Tax Form to Transition to Cash Basis

Governance Committee Update – Gail presented

- Discussed Privacy Policy
 - a. The “Short version” is posted on [website](#) policies page.
 - b. [Detailed policy](#) available via link on policies page.
- Evaluated how Governance committee may evolve
 - a. Committee decided not to change the way we create/review policies
- Discussed Paid Time Off (PTO) policy

Program Update - Vote– Kate presented

- Beginning programming for 2024
- Willamette Writers Conference 2024 is shaping up. Keynotes and master classes will be announced in February.
- Programming calendar will be linked on Board Basecamp soon
 - Big changes:
 - Auction shifts to its own event, outside of the conference
 - Timberline Review quarterly showcases

Board Evaluations Presentation- Gail and Kathleen to present

- Will be a questionnaire with space for comments/suggestions
- Board to Complete by Feb 18, 2024

Other Discussion and Updates

- Goals for 2024
 - Use questionnaires, committee meetings, etc. to think about goals
 - Will continue to discuss strategic direction

Next Board Meeting and Committee Meetings

Finance Committee Meeting: Monday, February 19, 2024, 12 noon

Governance Committee Meeting: Thursday, February 22, 2024 at 1 PM

Board Meeting: Tuesday, February 27, 2024 at 6 PM

Gail Pasternack adjourned the meeting at: 7:10 pm

Respectfully submitted by Maren Anderson, Secretary