

Willamette Writers Board Meeting Minutes

02/27/2024

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

- January Board Meeting Minutes, vote
- Finance Committee Update/Accounting Team Update- Jodie to present
- Governance Committee Update- Gail to present
- Program/Office Update- Kate to present
- Conference Update- Kate to present

01 -2024 Board Meeting Minutes

- You can find the [minutes here](#):
- [Motion: Kathy moved to approve. Roni seconded. Motion passed.](#)

Finance Committee Update and Accounting Team Update–Jodie Presented

- Finance Committee discussed:
 - Reviewed conference refund policy
 - Adjusted dates to pre-COVID policies
 - Credit card autopay
 - Accounting team met and reviewed final numbers
 - Nearly ready to send 2023 financials to tax preparer
 - Talked about new Murdock grant

Governance Committee Update – Gail presented

- Governance Committee discussed
 - a. Finalized Conference Covid Policy
 - Eventually ended up as “Community Health Policy” for meetings and conference and posted on website
 - b. Reviewed Goals for 2024
 - Create volunteer, program leader, and board agreements
 - c. Continued working on PTO policy

Program/Office Update - Vote– Kate presented

- Timberline Review
 - In Editing
- FilmLab Educational Writer’s Room
 - Announcement at <https://mailchi.mp/434e71877205/big-news-new-filmlab-opportunity>
- Social Media Training
 - 10 participants plus Buzz Team volunteers
- Writing center is going well
 - Need to move out Mar 30, 2024
 - Looking at new places to move to
 - Portland meeting will be at the Tabor Space for the next few months.
- Development
 - SFWA Givers Grant - Speculative Fiction Writing Workshop Series
 - Oregon Film Sponsorship - Video Game Writing Workshop Series
 - Sponsorships Now Open
 - Murdock Foundation - Marketing & Communication Manager grant, Three Year Drawdown

Conference

- Faculty Announced Thursday
- Registration Opens Friday, Mar 1, 2024
- Scheduling in progress
 - WW mystery planning beginning :)
 - Skeleton Crew workshop Saturday night
 - Romance workshops Saturday night
 - Karaoke with Curtis!
 - Timberline/Filmlab evening events
 - Writers fair
 - Lo-fi room
 - Write Around Portland

- IPRC (Independent Publishing Resource Center) chapbook master class
- Will discuss Auction and Writer's Fair in Finance Committee
- Programming council
 - Armin Tolentino
 - Chris Bernard
 - Jane Ridley
 - Greg Gerding
- Registration testing on Thursday night Feb 29, 2024
- Conference Faculty discussio
 - Because of a conflict of interest, a vote was held to invite two faculty for the WilWrite conference
 - Faculty 1, Motion: Kathy moved to approve. Curtis seconded. Motion passed.
 - Faculty 2, Motion: Roni moved to approve. Kathleen seconded. Motion passed.

Other Discussion and Updates

Next Board Meeting and Committee Meetings

Finance Committee Meeting: Monday, March 18 2024, 12 noon

Governance Committee Meeting: Thursday, March 21, 2024 at 1 PM

Board Meeting: Tuesday, March 26, 2024 at 6 PM

Gail Pasternack adjourned the meeting at: 7:25 pm

Respectfully submitted by Maren Anderson, Secretary