

# Willamette Writers Board Meeting Minutes

## 03/26/2024

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

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

**Staff Present: Kate Ristau - Executive Director**

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

### Agenda

- February Minutes (vote)
- Finance Committee Update: Jodie to present
- Governance Committee Update: Gail to present
- Murdock Grant/Communications Manager Update
- Program Update: Kate to present
- Conference Update: Kate to present
- Office Space Update (lease vote)
- Board Evaluation Update: Kathleen to present

### 02 -2024 Board Meeting Minutes

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

### Finance Committee Update and Accounting Team Update—Jodie Presented

- Finance Committee discussed:
  - Adjustments were made to the 2024 budget to include the M.J. Murdock Charitable Trust Grant for the new Marketing and Communications Manager.
  - In 2024, revenue will need to increase to balance new expenses.
  - Marketing and Communication Manager:
    - Discussed duties and goals.
    - Definitions of goals will be directed to the Governance Committee.
  - Change regular meeting date to after the accounting team meets

- Monthly reports to Board of Directors on Friday before board meeting

## Governance Committee Update – Gail presented

- Governance Committee discussed:
  - Discussed and formalized the Communications Manager Hiring Process
    - Start date June 10, 2024
  - Discussions tabled to next meeting
    - Vacation Time Accrual discussion
    - Employee Assessment System

## Murdock Grant/Communications Manager Update–Kate

- Friday: position is on LinkedIn, mentioned in Dispatch to members
- Applications coming in
- Applications and interview process is confidential

## Program/Office Update - Kate presented

- We have expanded programming
- We are on track to offer over **400 free and open to the public events for writers** again this year
- Lots of great volunteers

## Conference–Kate

- Conference registration is open!
- Conference update discussion

## Office Space Update (lease vote)--Kate

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- Discussed Sample lease provided by Ziddell Corporation for Old Moody. Includes upstairs office space and shared use space downstairs.
- The board evaluated a sample lease provided by Ziddell.
- Resolution
  - The Board of Directors of Willamette Writers resolves for Gail Paternack, Board President, as a representative of Willamette Writers, has the authority to sign the lease agreement with ZRZ Realty Co., for the Old Moody office and meeting space at 3121 S.W. Moody Avenue, Portland, OR, 97208. Gail Pasternack will sign only with the approval of the executive team of Kate Ristau, Gail Pasternack, and Kathleen Colvin,

after they determine that the lease is not substantially different from the sample lease.

- Motion: Curtis moved to approve. Roni seconded. Motion passed.

## Board Evaluation Update: Kathleen to present

- Shared the report from the questionnaire given to the Board earlier this year.
- Discussed how board members should be prepared for meetings.
- Discussed what materials should be provided to the board for review before board meetings.
- Discussed where items for board meetings should be shared before meetings.

## Next Board Meeting and Committee Meetings

Finance Committee Meeting: Monday, April 29, 2024 at 12 noon

Governance Committee Meeting: Thursday, April 18, 2024 at 1 PM

Board Meeting: Tuesday, April 30, 2024 at 6 PM

Gail Pasternack adjourned the meeting at: 7:40 pm

Respectfully submitted by Maren Anderson, Secretary