

# Willamette Writers Board Meeting Minutes 04/28/2022

Online Video Chat

**Officers Present:** Gail Pasternack (Willamette Writers President) Jenni Treat - Secretary

**Board Members Present:** Kathy Saviers, Kathleen Colvin, Curtis Chen, Jalyn Gilmore

**Staff Present:** Kate Ristau (Willamette Writers Executive Director)

**Officers Arriving Late:** Jodie Fish - Treasurer

**Board Members Absent:** Bobbie Calhoun

Gail called the meeting to order at 6:30pm.

A quorum was present.

## March 2022 Board Meeting Minutes

Minutes of the 03/29/2022 Meeting were approved as written.

[Kathy Moved, Curtis seconded. Unanimously approved.](#)

Last Month's Action Item Review: One item, and it has been rolled over to follow up next month.

## Governance Committee Update

- Finalized generic verbiage for all policies.
- Many policies were reviewed and revised at our Saturday work party.
- Will continue to finalize drafts already in process, and then we will move on to creating policies needed, per our list.

## Finance Committee Update

- 990 review
- We discussed non-profit volunteers and their role representing Willamette Writers at the conference.

**Action Item: Add to the policies list - Conference Volunteers Responsibilities**

## Program Update

- Conference - Website is live. Registration will launch to the public May 2nd.
- FilmLab - The two FilmLab writer's rooms, drama and comedy, have been finalized and will begin in May.
- *The Timberline Review* - Copy edits and Cover in process.
- PDX and Eugene Chapters will be holding hybrid meetings this month. This will be the first time since Covid that we are holding in person meetings for adult writers..

- Agent matrix on the conference website is an amazing tool and looks great. Easy to use (on a computer) <https://willamettewriters.org/wilwrite22-matrix/>
- We are using Cvent for registration, and our one-on-one registration looks slightly different this year. Registrants pick an hour time slot and then WW finalizes their scheduled time on the back end and confirms. This works well for being able to group participants and use the professionals' time more efficiently. This also works within the constraints of the Cvent system.

## Next Board Meeting and Committee Meetings

**Board Meeting: Will be a week earlier May 24, 2022 at 630p**

**Finance Meeting: May 17, 2022 at Noon**

**Governance: May 19, 2022 at Noon**

Gail Pasternack adjourned meeting at: 8:28pm

Respectfully submitted by Lenni Treat, Secretary