

Willamette Writers Board Meeting Minutes

04/30/2024

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

Board Members on camera: Kathy Saviers, Curtis Chen, Roni Stinger
Absent: Jay Gilmore, Jodie Fish - Treasurer, Kathleen Colvin

Staff Present: Kate Ristau - Executive Director

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

Agenda

- March Board Meeting Minutes (vote for approval)
- Communication and Marketing Manager Update (Kate & Gail)
- Finance Committee Update (Kate & Gail)
- Governance Committee Update (Gail)
- Program Update (Kate)
- Leave to attend Curtis' reading

All materials for the upcoming meeting can be found here: [2024 - Board Meetings](#)

03 -2024 Board Meeting Minutes

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

Communication and Marketing Manager Update (Kate & Gail)

- Offered to Jack Wang
 - Board discussed Health benefits plans
 - He has until May 3 to respond to the offer letter

Finance Committee Update and Accounting Team Update–Kate and Gail

- Finance Committee discussed:

- Financial updates
- Conference registration

Governance Committee Update – Gail presented

- Governance Committee discussed:
 - Documented the hiring process for the Communication and Marketing Manager
 - Finished Vacation Time Accrual discussion

Program/Office Update - Kate presented

- Executive Director Report to the Board - April 29, 2024 is in the board folder
- Conference update
- We moved into The Old Moody, our new office
- Timberline review announced contributors
- Video game writing program
- Most Chapters in May and June will be doing in-person events
- Interns update

Next time

- New Perspectives Discussion
- Continuing Board Discussion (Kathleen)

Next Board Meeting and Committee Meetings

Finance Committee Meeting: Monday, May 20, 2024 at 12 noon

Governance Committee Meeting: Thursday, May 23, 2024 at 1 PM

Board Meeting: Tuesday, May 28, 2024 at 6 PM

Gail Pasternack adjourned the meeting at: 6:45 pm

Respectfully submitted by Maren Anderson, Secretary