

# Willamette Writers Board Meeting Minutes 05/24/2022

Online Video Chat Draft

**Officers Present:** Gail Pasternack (Willamette Writers President), Jodie Fish - Treasurer, Lenni Treat - Secretary

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

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

Gail called the meeting to order at 6:35pm.

A quorum was present.

## 04 - 2022 Board Meeting Minutes

Minutes of the 04/28/2022 Meeting were approved as written.

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

Last Month's Action Item Review: All items were completed.

## Finance Committee Update

- The Board reviewed YTD 2022 Financial Information.
- The unresolved item for the 990 has been completed. We are partnering with Johnson Glaze to get everything reviewed and submitted.
- **Action Item: Jodie will research to see if there are any uncashed checks and bring this information to the next board meeting so we can discuss a resolution.**

## Governance Committee Update

- We revised and adopted the Anti-Discrimination Policy and DEI Statement.

## Program Update

- Conference Prep and registration are in full swing!
- Flyers and bookmarks are being distributed to post in communities and spread the word about the conference.
- Membership renewals were mailed out.
- FilmLab is in progress. The comedy room has a script done and the drama room has one plotted out. The scripts will be read by SAG-AFTRA members at a table read at the conference.
- Timberline Review has almost all pieces to Indigo for formatting.

## Annual Membership Meeting

- Annual Membership meeting will be Thursday June 30th from 6:30pm - 7:30pm.
- Board Elections will occur at the same time. Terms are one year and run September-August.
- **Action Item: Decide if you want to continue on board. If yes, review bio and picture that are on Basecamp and post in the comments an updated version of either if needed.**

## July Board Meeting

- We would like to hold a hybrid monthly board meeting in July, at the Crowne Plaza Hotel. It will be at our normal meeting day and time, Tuesday July 26th at 6:30pm.

## Next Board Meeting and Committee Meetings

**Board Meeting: Tuesday June 28, 2022 at 6:30pm**

**Annual Membership Meeting: Thursday June 30, 2022 from 6:30pm - 7:30pm**

**Finance Meeting: \*Normal Meeting Day has changed to Mondays\* Monday June 20, 2022 at Noon**

**Governance: Thursday June 23, 2022 at Noon**

Gail Pasternack adjourned meeting at: 7:57pm

Respectfully submitted by Lenni Treat, Secretary