

Willamette Writers Board Meeting Minutes

05/28/2024

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

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

Staff Present: Kate Ristau - Executive Director

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

Agenda

- April Board Meeting Minutes (vote for approval)
- Finance Committee Update (Jodie)
- Governance Committee Update (Gail)
- Program Update (Kate)
- Membership Meeting Discussion
- Board Planning
- Materials for the meeting can be found here: [2024 - Board Meetings](#)

Board Meeting Minutes

- [April meeting minutes](#)
- Curtis moved to approve; Jay seconded; motion approved

Finance Committee Update (Jodie)

- Conference Review: The committee reviewed conference numbers, and are looking toward an increase in revenue prior to the early bird extended deadline.
- Financials Review: Discussion of membership dues folded into conference revenue.
- Payroll tax discussion: Discussion of how to classify payroll taxes, following the Accounting Team meeting suggestions. Question - how should payroll taxes be

classified? Answer - Jodie will pull Gusto numbers and the Bookkeeper will add journal entries (monthly update of the pay periods that occurred).

- Review of accounting for restricted grant: Income classified as Restricted Grant. Expenses will be marked
- CD: Discussion. 40,000 will be placed in a CD and evaluated every six months. This is due to overage from the Murdock Grant and reserves.

Governance Committee Update (Gail)

- Finished documenting the PTO policy
 - Decided to award 2-3 weeks of vacation time (depending on years worked) with approval of supervisor
- Paused discussion of cap of PTO accrual
- Update on Insurance
- Gusto–employee management system manages a medical plan for us.
 - Pay 50% of medical plan (high deductible plan)
- Discuss and document all employee benefits
 - Discussed Retirement plan (Oregon Saves) language
 - Discussed whether to include language about Workman’s Comp

Program Update (Kate)

- Shared “Overview of Willamette Writers”
- Auction will be JUNE 28
- Jack starts tomorrow!
- Conference
 - Still under where we should be with registrations
 - But we are tracking up
- Film Lab weekend before auction in June
 - At Old Moody
- Timberline Review has a new intern (previous Young WW)
 - To help with marketing/launch

Membership Meeting Discussion

- Online membership meeting
- When?
 - Jun 25, 2024 7-9
 - After WWBoard meeting 6-7pm same day
- Kate’s slidedeck

- Board elections
 - Board statements will be edited by board members and turned back in to Basecamp
 - Bios due by June 14, 2024

Board Planning

- Questions for Board 10 minutes
 - What are you doing now as a board member?
 - What would you like to do in the future?
- Send these answer by email to Gail, Kathleen, and Kate due by June 14, 2024

Next time

- New Perspectives Discussion
- Continuing Board Discussion (Kathleen)

Next Board Meeting and Committee Meetings

Finance Committee Meeting: Tuesday, June 18, 2024 at 12 noon
Governance Committee Meeting: Thursday, June 20, 2024 at 1 PM
Board Meeting: Tuesday, June 25, 2024 at 6-7 PM
Membership Meeting: Tuesday, June 25, 2024, 7-8 PM

Gail Pasternack adjourned the meeting at: 7:22 pm

Respectfully submitted by Maren Anderson, Secretary