

Willamette Writers Board Meeting Minutes 06/28/2022

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

Board Members Present: Kathy Saviers, Kathleen Colvin, Curtis Chen

Staff Present: Kate Ristau (Willamette Writers Executive Director)

Board Members Arriving Late: Jay Gilmore, Bobbie Calhoun

Gail called the meeting to order at 6:32pm.

A quorum was present.

05 - 2022 Board Meeting Minutes

Minutes of the 05/24/2022 Meeting were approved with corrections.

[Kathy Moved.](#) [Kathleen seconded.](#) [Unanimously approved.](#)

Last Month's Action Item Review: Both action items are completed.

Finance Committee Update

- We discussed the need for a physical address, to allow us to apply for grants. We currently have a PO Box that is an individual address, but many will not accept it. Further discussion to follow later in the meeting.

Governance Committee Update

- We reviewed the Covid Policy ahead of the conference, and determined that there are no adjustments needed at this time.
- We developed a conference safety policy and official procedures.

Program Update

- We discussed the current state of Conference prep - registration, marketing, volunteers.
- Timberline Review is in final edits.
- We discussed marketing strategies, including sharing and commenting on posts on social media to extend reach.

Annual Membership Meeting

- Agenda was reviewed by the board.
- Board members need to arrive by 6:15pm

Physical Address Discussion

- A physical address in Multnomah County is required for a lot of the major grants to accept our application. The current mailing address that we have doesn't work because it is a post office box, nor do our current Registered agents. The board discussed potential options.

Conference Promoting

- Share and promote as much as possible via Facebook, physical flyers and postcards, promoting the Writer's Fair, etc.
- The Board discussed different options for getting the printing completed for the conference and workshops at the lowest cost possible. We may be able to parse out the printing to various board members if needed.
- **Action Items:** Kate will figure out and let us know what the "all in" number is for printing needs for the conference registration folders and workshop handouts. We will then assign after that.
- **Motion:** Master Class Discounts- Motion to offer a discount on the poetry and screenwriting masterclasses for target audiences. **Kathy moved. Bobbie seconded. Unanimously Approved.**

July Board Meeting

- We will be holding 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

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

Board Meeting: Tuesday July 26, 2022 at 6:30pm **at the Crowne Plaza Hotel (and via Zoom)**

Finance Meeting: ***Normal Meeting Day has changed to Mondays*** Monday July 18, 2022 at Noon

Governance: Thursday July 21, 2022 at Noon

There will be no board or committee meetings in August - Meetings will resume in September.

Gail Pasternack adjourned meeting at: 8:40pm

Respectfully submitted by Lenni Treat, Secretary