

Willamette Writers Board Meeting Minutes

6/25/2024

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

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

Absent: Jodie Fish - Treasurer

Staff Present: Kate Ristau - Executive Director

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

Agenda

- May Board Meeting Minutes (vote for approval)
- Finance Committee Update (Jodie/Kate)
- Governance Committee Update (Gail)
- Program Update (Kate)
- Confirm July meeting dates

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

Board Meeting Minutes

- May [meeting minutes](#)
- Kathy moved to approve; Gail seconded; motion approved

Finance Committee Update (Jodie)

- Began to update Gusto to align with our employment policies
- Edited Annual Report
- Accounting meeting went over the budget for the Auction on Friday

Governance Committee Update (Gail)

- Finished Employment policy
 - Can be found in Board Meeting Folder on Basecamp

Program Update (Kate)

- Film Lab Writer's Room last weekend with 8 writers and showrunner Grant Rosenberg
 - Working on filming the script after the conference to be aired in the 2025 conference
- Timberline Review very close to cover reveal and pre-order link
- Chapter programming ended last night. It was a great year!
- Conference
 - Flyers and mailers going out by end of the month
 - More registrations needed – we are not meeting projected income
 - Independence Day Sale will be offered to encourage registrations

Auction

- Quill & Key Silent Auction coming up this Friday, June 28th at EcoTrust in downtown Portland
- Tickets are required - \$50 [17 tickets sold covers price of location]
- Offer tickets to members for \$40 at the annual meeting
- Note: You can purchase a ticket to donate to other people

Next time

- Strategic planning
- Board planning

Next Board Meeting and Committee Meetings

Finance Committee Meeting: Monday, July 22, 2024, at 12 noon

Governance Committee Meeting: Thursday, July 18, 2024, at 1 PM

Board Meeting: Tuesday, July 30, 2024, at 6-7 PM

Gail Pasternack adjourned the meeting at: 6:40 pm

Respectfully submitted by Maren Anderson, Secretary