

Willamette Writers Board Meeting Minutes 07/26/2022

Officers Present: Gail Pasternack (Willamette Writers President), Jodie Fish - Treasurer, Lenni Treat - Secretary
Board Members Present on camera: Kathy Saviers, Kathleen Colvin, Jay Gilmore
Board Members in Person: Curtis Chen, Bobbie Calhoun
Staff Present: Kate Ristau (Willamette Writers Executive Director)

Gail called the meeting to order at 6:35pm.
A quorum was present.

06 - 2022 Board Meeting Minutes

Minutes of the 06/28/2022 Meeting were approved with corrections.
[Curtis Moved.](#) [Kathy seconded.](#) [Unanimously approved.](#)

Last Month's Action Item Review: The action item was completed.

Conference Hotel Tour

- We took a tour of the hotel. Kate showed us the different ballrooms and places that we would be using, holding the conference here.

Finance Committee Update

- We discussed conference updates and planned on future topics to address.

Governance Committee Update

- We reviewed and approved the Willamette Writers Incident Report.
- Website Incident Reporting tool during Conference - Kate will put QR codes in the folders that directs people to the website form automatically. There will be a link in the email sent to all attendees.
- Discussed a potential option for physical office space with address.

Program Update

- Conference:
 - We went all in on the conference auction. It will be great!
 - Writers Fair - Getting lots of positive talk. Open to the public, so hard to gauge attendance numbers.
 - Registration is going smooth overall. Well oiled wheel.
 - Pitch for the prize-we have not talked about it because it may not run. If it happens it will be announced tomorrow.
 - Canceled Armin's master class, but he is going to teach classes instead.
 - YWW will have a couple kids here in person and the rest online.
 - Registration numbers went up since we last talked. We brought in way more people in July than we have in the past.

Potential Physical Portland Space

- We had a discussion weighing the pros and cons of the physical office space that is under consideration for us to lease. There are a few more items that need to be reviewed, but if all the boxes are checked, we are not opposed to moving forward.

Next Board Meeting and Committee Meetings

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

Board Meeting: Tuesday September 27, 2022 at 6:30pm

Finance Meeting: Monday September 19, 2022 at Noon

Governance: Thursday September 22, 2022 at Noon

Gail Pasternack adjourned meeting at: 8:28pm

Respectfully submitted by Lenni Treat, Secretary