

# Willamette Writers Board Meeting Minutes 09/27/2022

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

**Board Members Present on camera:** Kathy Saviers, Kathleen Colvin, Bobbie Calhoun, Curtis Chen

**Board Members on LOA:** Jay Gilmore

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

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

A quorum was present.

## 07 - 2022 Board Meeting Minutes

Minutes of the 07/26/2022 Meeting were approved with corrections.

[Motion: Bobbie Moved. Kathy seconded. Unanimously approved.](#)

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

## Finance Committee Update

- We received the draft of the 990. More review later in the meeting (see below)  
Minor modifications needed.
  - Various Expense items need editing. They didn't follow our allocation spreadsheet. Kate and Jodie to review, correct and direct. The overall total did match, so that is good.
- Reviewed Committee meeting budgets. We made less money but also ended up mitigating it by spending less money. We are going to use the rest of the year to be intentional about making up some funds and finishing strong, via grants and other income sources.
- Insurance Policy Discussion - The decision was made to continue with our current agent and company as we have been happy with our service received. Next year we will review the policy closer for potential changes.
- We are currently with US Bank, but think that there are better options out there. We hope to review and possibly make a change by the end of the year.

## Governance Committee Update

- We discussed Chapter presentations by Chairs and Board Members
  - After a lengthy discussion, we made the following changes to the Agreement section of the Chapter Chair Agreement (highlighted in yellow): Chapter chairs serve for two years, with the potential for renewal upon review. While you are serving as Chapter Chair, you are not eligible to present at organizational programs, or submit to organizational journal

**or contest opportunities.** By signing below, I understand and agree to adhere to the expectations listed above. I also understand that failure to adhere to these expectations may result in my removal from the position of Chapter Chair.

## 990 Review

- The board reviewed the 990 form draft as returned to us by the accountant. We discussed potential edits and adjustments.

## Budget Process Update

- At the next Chapter Chair meeting the budget process will begin.
  - There are some nuances based on the chapter, which will dictate some differences in the budgets, speakers, and funds needed. More to be reviewed next month.

## Chapter Meetings Discussion

- We reviewed a document that Kate presented regarding our chapter meetings and a development strategy for holding them going forward. This is needed as a part of applying for grants.

**Motion:** Kathy moved to adopt with additional proposed refinements. Lenni Seconded. Unanimously approved.

## Development Strategy Discussion

- We reviewed a document that Kate presented regarding our strategic direction as it applies to having a multi pronged approach to diversifying our funding model. This is needed as a part of applying for grants.

**Motion:** Lenni moved to adopt with additional proposed refinements. Kathy Seconded. Unanimously approved.

## Programs Update

- We discussed changes happening with the Kay Snow Program in the upcoming year.

## Next Board Meeting and Committee Meetings

**Board Meeting: Tuesday October 25, 2022 at 6:30pm**

**Finance Meeting: **There will be no Finance Committee Meeting in October 2022.****

**Governance: Thursday October 20, 2022 at Noon**

Gail Pasternack adjourned meeting at: 7:50 pm

Respectfully submitted by Lenni Treat, Secretary