

Willamette Writers Board Meeting Minutes 10/25/2022

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

Gail called the meeting to order at 6:32pm.
A quorum was present.

09 - 2022 Board Meeting Minutes

Minutes of the 09/27/2022 Meeting were approved with corrections.

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

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

Governance Committee Update

- We developed our Board Member Position Agreement, which was then discussed and adopted by the Board.

Finance Committee Update

- The September budget is in process. It will be posted for review on Basecamp soon.
 - Jodie and Gail reviewed the 990 again. There were a few more edits, but it is now ready to be finalized.
- [Motion: Jay Moved to approve final 990 for 2021. Jodie Seconded. Unanimously approved.](#)

Programs Update

- We discussed upcoming changes to the website.
- The author cohort held their first meeting Sunday. It went great!
- Portland Book Festival planning is in progress. Authors to be announced soon! Authors are signing on Nov 4th and other volunteers will man our booth Nov 5th.
- Timberline Review and Kay Snow are launching on November 1st. The theme is "Dream"
- We discussed upcoming changes to the Timberline Review staff.
- Writers Ball is coming up Thursday December 8th at 7pm, online.
- We are looking to start some noon programming at our office space. This will be in person only.

Future Planning

- Fundraising season is upon us. There will be a few events coming up. Mark your calendars!
- Budget is in process for 2023. Goal is to have it done by the end of 2022.

Next Board Meeting and Committee Meetings

Board Meeting: Tuesday November 29, 2022 at 6:30pm

Finance Meeting: Monday November 21, 2022 at Noon

Governance: Thursday November 17, 2022 at Noon

Gail Pasternack adjourned meeting at: 7:35 pm

Respectfully submitted by Lenni Treat, Secretary