

Willamette Writers Board Meeting Minutes

10/24/2023

Officers on camera: Gail Pasternack - President, Jodie Fish - Treasurer (arrived 7:00), Maren Anderson - Secretary

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

Staff Present: Kate Ristau - Executive Director (arrived at 7:23)

Gail Pasternack called the meeting to order at 6:30 pm. A quorum was present.

09 - 2023 Board Meeting Minutes

Minutes of the 09/23/2023 Meeting were approved.

Motion: Jay motioned, Kathleen second. Motion passed.

Governance Committee Update –Gail

- AI Policy written. See it [here](#).
- Working on privacy policy.
- Began rereading bylaws.

Finance Committee Update –Gail and Jodie

- Directors and Officers Insurance:
 - a. The check for the insurance was mailed.
 - b. Insurance Line Item Increase Vote
 - Board members chose to increase D and O Insurance coverage from \$1M to \$2M
 - Will increase cost by \$1000, so needs Board Approval
 - **Kathleen made a motion to approve line item increase of the D and O policy. Curtis seconded. Motion passed.**
- 2024 Budget process with the Chapters has begun.
- The general budget must be set up before the end of the year.
- IRS Form 990: Jodi will be in contact with Hanna CPA for a few last corrections. When completed, Jodi will send out corrected copies to the board.
- Adjustments were made to the payroll taxes as to the way they are being recorded.
- Short discussion over restricted donations and a review of our current donation policy.

Board Planning Initiation - Gail

- There will be a board member evaluation to determine the skills and desires of each board member.
- Kathleen and Gail will produce a form for all and then, Gail will meet with each person.

Program Update –Kate

- September had 30 free, open-to-the-public programs
- Brown bag lunches and drop-in critiques are going well at the Writing Center
- Author cohort- 80 participants (up from 25 in 2022)
- Discord
 - a. First Discord happy hour
 - b. 4 critique groups to meet on discord
- Chapter chair meeting
 - a. Coast and Eugene doing very well
 - b. Kickoff of S. Oregon is going well
 - Mike Murphy (former Mayor of Grants Pass) came to S. O. meeting and supported it at the city council meeting

End-of-Year Development Programming Discussion–Kate, Kathleen, and Gail

- Details were given about the social media, snail mail, and email campaigns
 - a. Bobbie suggested/volunteered to help with LinkedIn campaign
- Board members need to like/comment on end-of-year social media posts
- Board members donate money in November

Other Discussion and Updates

- Update on sponsorships–Bobbie
 - a. Bobbie has already reached out to some potential donors
 - b. We have talking points about Willamette Writers if board member want to talk to potential donors

Next Board Meeting and Committee Meetings

Finance Committee Meeting: Monday, November 13, at 12PM.

Governance Committee Meeting: Thursday, November 16, at 1:00PM.

Board Meeting: Tuesday, November 28, at 6:30 PM. (Will change time to 6 PM in January)

Gail Pasternack adjourned the meeting at: 7:46 pm

Respectfully submitted by Maren Anderson, Secretary