

MINUTES

SLO NIGHTWRITERS BOARD MEETING November 2019

Meeting Date: Nov. 5, 2019
Time: 6:30 pm – 8:30 pm
Place: Conference Room
United Church of Christ
11245 Los Osos Valley Road
San Luis Obispo, CA 93405

Janice Mary Konstantinidis, President

Contact: jkon50@gmail.com

MEMBERS PRESENT:

Janice Mary Konstantinidis – President, Webmaster, Program Director
Susan Tuttle – Education Coordinator
Paul Stephen Derks – Treasurer
Leonard Carpenter – Secretary
Jim Aarons – Membership Coordinator
Steve Mintz – Program Director

MEMBERS ABSENT:

Meagan Friberg – Social Media Coordinator
Abigail Aarons – Social Media Co-Coordinator

GUESTS:

Amy Baptiste

MEETING CALLED TO ORDER:

6:40 PM.

PREVIOUS MINUTES PRESENTED:

The minutes were sent out for email approval and accepted.

Steve proposed the move to accept the minutes.

Jim Seconded.

The motion was passed by all.

NEW BUSINESS:

The issue of whether Amy Baptiste should undertake a Board position was put on the agenda.

Member-at-Large was suggested as a new or backup position, for someone who talks to members and brings their concerns to the board. There was discussion as to whether a new member-at-large is needed.

The board resolved that Amy can assist with special events and with purchasing needed supplies that are running short.

Steve Mintz suggests that position descriptions should be written up by board members.

The board agreed that this was essential for general knowledge and for incoming board members to know what their duties are.

OLD BUSINESS:

The NaNoWriMo event Nov. 7 is set up to run according to Meagan Friberg, although there may be two empty seats.

PRESIDENT’S REPORT (Janice Konstantinidis):

We need to stock up on brochures, folders for guest speakers, and bookmarks if we can afford them. We are running a bit low on cash at the moment, so we need to take care.

I will look into the purchase of the brochures.

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As usual, I will be trying to find new board members who can fill the positions we need to be filled.

VICE PRESIDENT'S REPORT:

Position Vacant

SECRETARY'S REPORT: (Leonard Carpenter):

The status of Old Business was addressed, mainly NaNoWriMo functions..

TREASURER’S REPORT (Steve Derks):

1) FINANCIAL STATUS FOR OCTOBER 2019:

End of Month Bank Balance	\$520.76
OCTOBER Income	\$632.00
OCTOBER Expenses	\$871.74

2) DETAILED INCOME FOR OCTOBER 2019:

Member Dues		\$275.00
Book Sales	CCWC	\$357.00

3) DETAILED EXPENSES FOR OCTOBER 2019:

Book Sales	Various Authors	\$315.00
Speaker Fee	Mara Purl	\$150.00
Rent	UCC	\$105.00
Contest Prizes		\$90.00
Website	Wild Apricot	\$90.00
Insurance	State Farm	\$42.66
Refreshments		\$42.29
CCWC Table Preps		\$31.77
Bank Fees	Rabobank/Affinipay	\$5.12

- 4) The annual IRS filing to maintain our tax exempt status (Form 990-N) has been completed.

Steve Derks points out that, if we do not increase our bank balance, we should consider cutting out meeting refreshments next year.

Steve is in the process of changing banks from Mechanics (formerly Rabo) to Wells Fargo to allow for online billpay.

NEWSLETTER REPORT (Steve Derks)

Last month’s newsletter was sent.

PROGRAM DIRECTOR’S REPORT (Janice Konstantinidis/Steven Mintz):

Steve Mintz says that programs are laid out through June.

Janice says, “I will be purchasing small gifts for our ‘Naughty and Nice’ segment for our December Meeting. We will also be having storytelling. Santa and Mrs. Claus will attend.”

I need to get in touch with the Marine who comes to take our Toys for Tots.

SOCIAL MEDIA REPORT (Meagan Friberg, Abigail Aarons):

FACEBOOK stats: None provided.

TWITTER:

CRITIQUE GROUPS COORDINATOR REPORT

Position Vacant.

MEMBERSHIP REPORT: (Jim Aarons) October 2019

The board heard and discussed the membership.

WEBMASTER'S REPORT (Janice Konstantinidis):

There is nothing new to report this month.

The meeting ended at 7.35 p.m.