

December Minutes 2017

SLO NIGHTWRITERS BOARD MEETING

Meeting Date:

Time: 6:30 pm

Place: Conference room

United Church of Christ

11245 Los Osos Valley Road

San Luis Obispo CA

Janice Konstantinidis, President

Contact: jkon50@gmail.com

MEMBERS PRESENT: Janice Konstantinidis, Steve Derks, Jim Aarons, Patricia Gimer.

MEMBERS ABSENT: Meagan Friberg, Joanne Feeney, Susan Tuttle, Tia Araminta.

GUESTS: None

The meeting began at 6:30 pm

ACTIONS OR EVENTS OCCURRING SINCE THE LAST BOARD MEETING NEEDING TO BE ADDED TO THE RECORD:

Steve told the board that we received in the mail today a notice from the IRS that we are reinstated as a non-profit organization. Steve told the board that a compliance form must be filled in once a year so we keep our status.

Janice proposed that she will write out duty a duty statement for the next treasurer which will reflect the need for all necessary compliance forms to be filled out as required. Further that she will write out duty statements for all board members when time permits.

Janice told the board that because we are now up to date with the IRS, Steve was now in a position, as Vice President, to go to Rabobank so he can be instated as a person who can sign checks on behalf of SLO NightWriters. This has not been possible while we were in default of our nonprofit status. The board heard further that Janice had been granted the right to sign checks and do banking by Rabobank until we became active as a nonprofit organization again.

Steve told the board that he would be going to the bank with Janice to sort all the banking matters out.

The board was in agreement that this should take place.

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PREVIOUS MINUTES PRESENTED

PREVIOUS MINUTES ACCEPTED

Steve proposed that the November minutes be accepted.

Pat seconded the proposal.

All agreed

PRESIDENT'S REPORT (Janice Konstantinidis):

Thank you to Meagan for your hard work M and the success of the NaMoWriMo event. This event is a keeper.

Reminder to check with Dennis if he has contacted the Marine responsible for the collection our 'Toys for Tots' items for the upcoming general meeting.

Reminder for board members to bring a basket for our raffle.

I received a request about holding the meetings somewhere in the north county, or maybe we could alternate them.

Although I am sensitive to those who are currently travelling to the board meetings from the north county, the matter is complicated by the lack of a reliable venue. We are paying for the conference room we currently use, and we have it booked for the first Tuesday evening of the month. I don't want to risk us being without a venue if we start chopping and changing. In addition, I know that some of our board members could not make the trip to the north county, and I don't think that they should be excluded from meetings. Suggestion – carpooling may help those coming from the north county

The board discussed this. Carpooling was a popular idea among board members. It was suggested we leave it open until we have a new full board.

The board was in agreement.

VICE PRESIDENT: Vacant

SECRETARY'S REPORT: Vacant

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TREASURER'S REPORT (Steve Derks)

1) FINANCIAL STATUS FOR NOVEMBER 2017:

End of Month Bank Balance		\$883.49
November Income		\$1584.00
November Expenses		\$2158.01

2) DETAILED INCOME FOR NOVEMBER 2017:

Member Dues		\$665.00
Loan		\$750.00
NaNoWriMo	Gifts & Fees	\$168.00
Bank Credit		\$1.00

3) DETAILED EXPENSES FOR NOVEMBER 2017:

Administration		\$86.45
Bank Fees		\$12.56
Contest Prizes		\$1700.00
Contest Expenses	Submittable	\$144.00
Dues Refund		\$40.00
Rent	UCC	\$105.00
Website	Wild Apricot	\$70.00

The board heard a discussion about the current financial state. Steve told the board that he had loaned SLO NightWriters \$1000.00 to cover costs. He said repayments could begin next month.

Alternative ways to raise money were heard.

A catered lunch for example with a speaker as a general meeting. It could be possible to raise money to cover costs. Steve commented that this would require forethought and planning. The board agreed.

Janice proposed that they have a survey in the New Year to see what members thought about various aspects of SLO NightWriters.

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Janice and Jim agreed that they would do a feasibility study about the prospect of new venues with meals. Members pay for their meals

Pat added her perspective that it was very useful to discuss all matters regarding how we could review the way SLO NightWriter's ran the organization in general. The objectives would be to reduce venue costs, catering etc.

The board agreed this was worth investigation.

Steve proposed a motion that we only hold one credit card. Steve proposed that Dennis hand in his credit card.

Dennis has been holding a card while we were working with the IRS on our status. There had been no alteration for many years.

Steve said that only one person should hold the card.

Jim seconded the motion.

The board carried the motion.

The board heard a discussion about arbitrary spending

Steve proposed that we establish a \$75 limit must be approved by the board.

The board agreed.

CONTEST DIRECTORS REPORT (Tia Araminta): No Report.

SOCIAL MEDIA COORDINATOR/PUBLICITY/PROMOTION REPORT (Joanne Feeney): No report.

NEWSLETTER REPORT (Elizabeth Roderick): No report

PHOTOGRAPHY REPORT (Dennis Young): No report

PROGRAMS REPORT (Janice Konstantinidis):

Planning for programs in 2018 are pretty much covered at this point.

I have definite speakers for the first three months of the new year, and four other people who are getting back to me with their available times. The contest month will be dedicated to the contest alone.

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The November meeting will be Katya Cengel after she returns from her latest trip gathering stories and news from around the world.

Most of our programs for 2018 will be different in their structure. I am responding to a call from the membership for a change. For example, January's program will be run by Jean Moelter, who will conduct a storytelling evening. Details of this are on the website.

I am looking forward to developing the programs area of our organization. The satisfaction and growth of our members depend on good and popular programs.

WEBMASTER REPORT (Janice Konstantinidis):

Photos of the award's night will be added to the website over the coming week.

We had three new members join this month. One member was a contestant in the contest.

Those members whose membership has lapsed have been contacted to see if there's anything we can do in case of economic hardship. Two members have requested this, and their membership level has been changed to reflect this.

SIMPLY CLEAR MARKETING REPORT (Meagan Friberg):

Story stats for November 2017

3 SLONW members' stories were published in Simply Clear in November

3 SLONW members' stories – all with holiday themes -- were sent to Simply Clear for publication consideration

5 SLONW members' stories are currently out for review by the editorial committee

3 SLONW members' stories are nearly ready to submit for publication consideration. My hope is to send at least 4-5 stories to SCMM by the end of December (after holiday stories are published) in order to have about two months' worth on file as I prepare for my resignation from the position of submissions manager.

I met with Jeanie Hundertmark to go over the job details/description/requirements for SCMM submissions manager. She is interested in taking on the board position on Jan. 1, 2018 when I resign. It was wonderful to get to know Jeanie and I am confident she will do an excellent job. She is a former member of the SLONW editorial committee and is well-acquainted with the other committee members. I will be working with Jeanie during the transition and will remain available to answer any questions she may have moving forward.

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The editorial committee will be meeting for a holiday luncheon on Dec. 6. Jeanie Hundertmark will be joining us and we are all looking forward to spending time together and talking about ideas to continue and improve upon the SCMM submissions and editing process.

The board agreed what a wonderful job Meaghan had done a great job in her role of Manager of Submissions for Simply Clear Marketing & Media.

CRITIQUE GROUP/WORKSHOP/CLINIC COORDINATOR REPORT (Patricia Gimer):

A new, 5-member critique group has formed as efforts throughout the year to match writing styles and personalities are finally coming to fruition. More details to follow after the initial meeting on December 18.

Visits to existing groups will be initiated in the new year.

OLD BUSINESS:

NaMoWriMo Report (Meagan Friberg)

RESULTS

SLONW NaNoWriMo “Come Write In” event Saturday, November 11, 2017

Meagan Friberg & Andrea Chmelik, organizers

Event took place 8:00 am to 5 pm

22 attendees total

Most attendees present, 9:00 am to 1:00 pm

EXPENSES

Room cost \$75 (includes \$50 UCC discount)

Donuts, pastries = \$22

Total cost of event: \$75 + 22 = \$97

INCOME

SPONSORS

Sisters-in-Crime \$25

RCM (Rhonda Collins) \$50

Meagan Friberg, writer \$50

Total from sponsors \$125

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DONATIONS

Total Donations from attendees \$43

Total income: \$125 + \$43 = \$168

Net Income for NightWriters \$168 - \$97 = \$ 71 deposited in Rabobank.

NEW BUSINESS:

Jim has agreed he would trial the position of Membership Coordinator on the board.

Pat proposed that Jim we vote on this.

Steve seconded.

All were in Agreement.

Reminder for all board members to bring a basket for the general meeting for our raffle.

The board agreed to bring a basket.

Janice had not heard back from Dennis about the Marine for Toys for Tots. Janice told the board she would arrange this.

MEETING ADJOURNED at 8:20pm