

# MINUTES

## SLO NIGHTWRITERS BOARD MEETING

June 5<sup>th</sup> 2018

Meeting Date: June 5, 2018  
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 Konstantinidis, President

Contact: [jkon50@gmail.com](mailto:jkon50@gmail.com)

MEETING CALLED TO ORDER: 6:33pm

### MEMBERS PRESENT:

Janice Konstantinidis – President, Webmaster, Program Director  
Susan Tuttle – Education Coordinator, Newsletter Editor  
Steve Derks – Treasurer  
Jim Aarons – Membership Coordinator  
Pat Gimer – Critique Groups Coordinator

### MEMBERS ABSENT:

Meagan Friberg – Social Media Coordinator  
Leonard Carpenter – Secretary  
Dennis Young – Photographer

### GUESTS:

None

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

The Vice-president (Tammie Burnsed) has resigned, effective immediately.  
The Simply Clear Marketing & Media Coordinator (Jeannie Hundertmark) has resigned, effective immediately. This will be discussed later in the meeting.

It was noted that the next regular board meeting will be on July 3, during a holiday week.  
The subject was discussed but no decision was made to reschedule the meeting.

### **PREVIOUS MINUTES PRESENTED:**

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**Next Meeting Date: July 7<sup>th</sup> 2018**

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The minutes for the May board meeting were approved by the board.

Steve made motion the May minutes be approved. Susan seconded the motion.

All were in favor.

### **PRESIDENT'S REPORT (Janice Konstantinidis):**

Janice announced the resignations of the Vice-president and the Simply Clear Marketing & Media Coordinator. One member expressed the desire to continue fulfilling their specific duties, but in a non-board capacity. The one member expressed their willingness to still be involved with The Silent Auction.

A discussion was held by the board. It was by the board, that they were comfortable with the wishes of the two outgoing board members.

The board discussed the bringing of new volunteers onto the board. Several suggestions were made to bring on new board members in an effective manner:

- Ensure that the prospective board understands their role and can fulfill or learn the duties of the role.
- Have the prospective board member attend several meetings before assuming duties.
- Ensure the board has a chance to discuss and approve the new member prior to assuming duties.

The board agreed that they were satisfied with these suggestions.

The board discussed allowing some functions to be performed by non-board members, specifically Simply Clear Marketing & Media and Silent Auction. The following comments were made:

- Due to lack of manpower, it is necessary to allow non-board members to perform certain tasks.

The board discussed the handling of board emails.

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Due to confusion about the matter of when we use the heading Reply All. The board discussed and agreed upon the following set of guidelines.

When to use Reply vs. Reply All

A Reply is when your email goes to a single person -- either the person who sent the original email or the person who sent the last message in the thread you're responding to.

Reply All is when you respond to everyone on the thread. Other recipients will see a message you Reply All to, whether they're in the "To" or "CC" fields.

Janice reported that the contest has 1 entry so far.

Janice reminded the board that the July general meeting will be held at the Grange Hall on Broad Street, SLO. Janice took the action to place a sign on the church door to direct members to the temporary relocation.

### **VICE PRESIDENT'S REPORT:**

No report.

### **SECRETARY'S REPORT: (Leonard Carpenter):**

No report.

### **TREASURER'S REPORT (Steve Derks):**

#### FINANCIAL STATUS FOR MAY 2018:

End of Month Bank Balance	\$668.55
May Income	\$245.00
May Expenses	\$295.72

#### DETAILED INCOME FOR MAY 2018:

Member Dues	\$245.00
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### DETAILED EXPENSES FOR MAY 2018:

Bank Fees Rabobank		\$0.72
Loan Payment	Steve Derks (3 of 10)	\$100.00
Rent	UCC	\$105.00
Website	Wild Apricot	\$90.00

A PayPal deposit of \$20.00 was made to test the contest payment button on the website. I repaid myself with a \$20.00 check from NightWriters. This transaction is not shown in the totals above.

The treasurer noted that our bank balance is stable, but there is no reserve for emergencies. We should build up a reserve before funding new projects.

### NEWSLETTER REPORT (Susan Tuttle)

The newsletter was issued. More stories are needed and it would be helpful if articles were received earlier.

### PHOTOGRAPHY REPORT (Dennis Eamon Young): No report

### REPORT (Janice Konstantinidis):

All months are filled for 2018 programs.

### SOCIAL MEDIA COORDINATOR/PUBLICITY/PROMOTION REPORT (Meagan Friberg):

No report.

### WEBMASTER'S REPORT (Janice Konstantinidis):

Nothing new to report.

### SIMPLY CLEAR MARKETING & MEDIA REPORT: No report.

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### **CRITIQUE GROUPS/WORKSHOP/CLINIC COORDINATOR REPORT (Patricia Gimer):**

There is a new critique group forming in Los Osos.

### **MEMBERSHIP REPORT: (Jim Aarons)**

In the past month we have 7 lapsed members and 1 new member.

### **NEW BUSINESS:**

Jim proposed a clinic on book publishing, i.e. how to make a book using CreateSpace and other tools. The clinic would consist of lectures and workshops and last a day.

MEETING ADJOURNED: 7:54 pm