

**MINUTES**  
**SLO NIGHTWRITERS BOARD MEETING**  
**FINAL 6-14-2016**

Meeting Date: Sunday, June 5, 2016  
Place: Library  
United Church of Christ  
11245 Los Osos Valley Road  
San Luis Obispo CA

Time: 1:00 pm – 3:30 pm

Dennis Young, President

Contact: Cell: 805-540-1271

MEETING CALLED TO ORDER: 1:15

MEMBERS PRESENT: Dennis Young, Susan Tuttle, Joanne Feeney, Janice Konstantinidis, Meagan Friberg, Carol Schmidt

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

Resigned from the board: Hanje Richards resigned via-email after the May meeting. Andrea Chmelik resigned prior to the May meeting.

Nominated: Meagan Friberg joined the board and was nominated to coordinate the Tolosa Press relationship.

Motion made: Dennis Young

Seconded: Susan Tuttle

Vote: unanimous

PREVIOUS MINUTES PRESENTED:

Motion made by: Dennis Young moved to accept the minutes as read.

Motion seconded by: Janice Konstantinidis

Vote: unanimous

It was suggested that if something difficult comes up at a meeting, someone, anyone, can call a time out and reconvene with a facilitator or mediator.

Motion made: Meagan Freiberg made a motion to use a mediator the next time a difficult situation comes up. The meeting will be stopped by whoever sees the need.

Seconded by: Susan Tuttle

Vote: unanimous

PRESIDENTS REPORT (Dennis Young): Representatives from SLONightwriters went to Liberty Elementary School in Santa Maria to give out books with the Reghetti High School Warriors.

ACTING SECRETARY'S REPORT (Carol Schmidt): Reported on how she proposes to do the minutes.. A discussion was held on how best to make them available to members. They will be posted on the website as before.

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TREASURER'S REPORT (Susan Tuttle):

Dennis and Susan met with Mariola O'Brien who reassured them that no tax requirements had been missed in respect to last year's writing contest.

It was reported that two checks have not been cashed: one from Temple Beth David for \$50, and one for a \$100 from a contest winner whose identity is unknown.

The speaker has asked for payment for speaking at the meeting last month. Janice will follow up and get the address. Susan will send a check for \$50.

Meagan asked about upcoming expenses.

A discussion was held regarding pens, the writers' conference, etc.... It was suggested that SLONW have a table at the conference (\$200?) and at the book and author fair (\$250?) The cost was questioned. Janice is working with the conference so she will check.

NW wishes to continue to sponsor something at the conference. Janice and Meagan will research opportunities and cost.

Dennis asked about the impact of the honorariums for up coming speakers.

It was pointed out that it is better for the community that both the conference and NW thrive.

Dennis suggested that we look into future sponsorship cost.

Janice announced that she will be gone for the July meeting. She will research the issues and report before she leaves.

Below is the treasure's report:

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| P&L Report                | Yr 2015                 | Dec. 2015             | Jan. 2016             | Feb. 2016             | Mar. 2016      | Apr. 2016             | May 1, 2016           |  |  |  |  |
|---------------------------|-------------------------|-----------------------|-----------------------|-----------------------|----------------|-----------------------|-----------------------|--|--|--|--|
| <b>Income</b>             |                         |                       |                       |                       |                |                       |                       |  |  |  |  |
| Contest                   | 5,190.00                |                       |                       |                       |                |                       |                       |  |  |  |  |
| Anthology                 | 328.51                  |                       |                       |                       |                | 43.30                 |                       |  |  |  |  |
| New Members               | 1,350.00                | 30.00                 | 45.00                 | 30.00                 | 150.00         | 90.00                 | 45.00                 |  |  |  |  |
| Renewals                  | 2,715.00                | 30.00                 | 265.00                | 380.00                | 325.0          | 210.00                | 60.00                 |  |  |  |  |
| Members Subtotal          | 4,065.00                |                       |                       | 410.00                |                |                       |                       |  |  |  |  |
| Clinic                    | 240.00                  |                       |                       | 0.75                  |                |                       |                       |  |  |  |  |
| <b>Income Total</b>       | <b>9,823.51</b>         | <b>60.00</b>          | <b>310.00</b>         | <b>410.75</b>         | <b>475.00</b>  | <b>343.30</b>         | <b>105.00</b>         |  |  |  |  |
| <b>Expenses</b>           |                         |                       |                       |                       |                |                       |                       |  |  |  |  |
| Adv/Promotion             | 2,666.24                | 442.92                | 88.00                 | 88.00                 | 70.00          | 88                    | 171.11                |  |  |  |  |
| Bank Fees                 | 14.08                   | 0.56                  | 0.56                  | <-9.44>               | 0.56           | 0.56                  | 0.56                  |  |  |  |  |
| PayPal Fees               | 269.42                  | 8.64                  | 5.43                  | 6.72                  | 12.48          | 9.60                  | 3.51                  |  |  |  |  |
| Volunteer Apprec.         | 100.00                  |                       |                       | 95.04                 |                |                       |                       |  |  |  |  |
| Dues/Subscripts.          | 338.65                  |                       |                       |                       |                |                       |                       |  |  |  |  |
| Equipment                 | 338.65                  |                       |                       |                       |                |                       |                       |  |  |  |  |
| Licenses, etc.            | 82.00                   |                       |                       |                       |                |                       |                       |  |  |  |  |
| Board Expenses            | 88.47                   |                       | 22.88                 |                       | 12.85          | 12.85                 |                       |  |  |  |  |
| Insurance                 |                         |                       | 500.00                |                       |                |                       |                       |  |  |  |  |
| Postage                   | 49.00                   |                       |                       |                       |                |                       |                       |  |  |  |  |
| Printing                  | 290.93                  |                       |                       |                       |                |                       |                       |  |  |  |  |
| Programs                  | 1,856.73                | 425.64                | 19.41                 | 235.98                | 46.13          | 36.29                 | 61.97                 |  |  |  |  |
| Rent                      | 1,265.00                | 105.00                | 105.00                | 105.00                | 105.00         | 350.00                | 105.00                |  |  |  |  |
| <b>Expenses Total</b>     | <b>11,811.25</b>        | <b>982.76</b>         | <b>741</b>            | <b>521.30</b>         | <b>247.02</b>  | <b>484.45</b>         | <b>342.15</b>         |  |  |  |  |
| <b>New Income Totals:</b> | <b>&lt;1,982.74&gt;</b> | <b>&lt;922.76&gt;</b> | <b>&lt;431.28&gt;</b> | <b>&lt;110.55&gt;</b> | <b>227.98</b>  | <b>&lt;141.15&gt;</b> | <b>&lt;237.15&gt;</b> |  |  |  |  |
| <b>Register Balance:</b>  |                         |                       |                       | <b>3,648.17</b>       | <b>4298.63</b> | <b>3,867.08</b>       | <b>3,528.44</b>       |  |  |  |  |

**SOCIAL MEDIA COORDINATOR REPORT (Joanne Feeney):**

Motion made: Dennis moved that Joanne Feeney be the social media coordinator

Second: Janice Konstantinidis

Vote: unanimous

Joanne met with Andrea. She is looking into the analytics.

Meagan offered to help. It was agreed that Joanne and Meagan would work together.

Dennis brought up the need for a Greeter for the June meeting. Susan suggested that someone needs to be there for the roundtables. The Greeter needs to collect \$5 for non-members coming in for the roundtable.

Joanne asked for a description of the Greeters duties so she can post it on Facebook. Meagan suggested multiple greeters – a committee. Meagan offered to be a substitute greeter.

It was suggested that an announcement go in the newsletter and on the website about Joanne’s new position. A picture of her was taken.

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MEMBERSHIP REPORT (Janice Konstantinidis):  
Janice and Susan will work together.

Meagan suggested sending a email to the board when a new members joins. Board would send a welcome out to that person.

Susan suggested using the sign-in list to send a welcome email to guest at the meeting.

Meagan suggested taking turns to reach out.

NEWSLETTER REPORT (Susan Tuttle & Elizabeth Roderick):  
The newsletter will get done tomorrow. Janice will send Susan information about the speaker for the next meeting. Meagan suggested: conference, new positions, writing contest, Susan's involvement.

It was suggested that an announcement about Paul Fahey's award go in the newsletter. Susan also needs any kudos.

PHOTOGRAPHY REPORT (Dennis Young) Pictures were taken last the meeting and at that school event. They were sent to Susan for the newsletter

PROGRAMS REPORT (Janice Konstantinidis):  
There is nothing new to report this month. All programs are set in place for 2016. Our speaker for this month is LeeAnne Krusemark. LeeAnne will require access for her computer and a microphone.

As per request last meeting, I will make sure that we have a break at about 7:15  
I am always grateful for any input or suggestions from the board as to how the meetings can be structured.

The July meeting will be at the Grange Hall in SLO. We need to get a map for membership.

WEBSITE REPORT (Janice Konstantinidis):  
We now have a new page on the website, especially for events. Nothing else to report about the website per se; however, I have some statistics to share with you that we can discuss. I've noticed that members are not opening the email blast for Tolosa Press even though they are tracked as receiving the email.

Please see attached screen shots from the website. (Carol: I have not included the screen shots here. You can each see them in the email) I've chosen some results at random. I think I should go through the whole of the last year so I can track this data accurately. I am waiting to see how many members are opening their newsletters this month. I'll report back on this at the next meeting.

My impression is that there's only about 50% of the membership opening emails containing the newsletter, Tolosa Press, and surveys. We can discuss how we can encourage members to open their emails.

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We had two new members this month, bringing us back to 199. I was pleased to see this. I have no problem looking after the membership until we replace our former membership director. It was something I did as a matter of course before the membership director's position was created.

I am wondering if it might be better to blend the webmaster's function with the oversight of the membership. It's quite simple for the webmaster to gather statistics and data if this was the case.

Joanne and Meagan agreed that the percentages were looking good for an organization of our size.

Dennis suggested that while Janice could keep an eye on emails that were opened there would be no need for concern. The board agreed.

CRITIQUE GROUP/WORKSHOP/CLINIC COORDINATOR REPORT (vacant):

TOLOSA PRESS REPORT (Meagan Friberg):

Submissions are coming in sporadically...about 1 every week/two weeks.

**Story stats:**

**4** stories were sent to Tolosa at the end of April for the May/June 2016 editions; 3 have been published as of today's date, with another due to be published June 16.

**4 stories** will be sent to Tolosa on June 7 for the July/Aug 2016 editions.

**5** stories are ready to be sent to the editorial committee.

*\*\*More story submissions are needed!*

1. I would like to add a call for submissions in the July NW newsletter – I will write a brief and submit to Susan.
2. Emails have been sent to authors and to membership at large after stories are published in Tolosa, continuing the approval process that includes Dennis and Janice. Thank you both for your help!
3. Although I have tried to meet with Teresa at Tolosa, unfortunately I have had to cancel two tentative meetings due to my Dad's recent illness. She has been quite gracious and I hope to set up a meeting with her in the next couple of weeks.

OLD BUSINESS: Tom Snow has volunteered to do the contest again. If we got the contest started now- August 15 October 15<sup>th</sup>. A discussion was held regarding a theme. "Passion" was suggested as the theme. The contest could include poetry, flash fiction and short fiction.

There are people in Santa Barbara who would to judge the contest for a fee (\$1200).

Motion made: Carol moved to have a contest

Seconded: Dennis

Vote: unanimous

NEW BUSINESS: None

MEETING ADJOURNED: 4:00PM

**NOTE: Due to the 4<sup>th</sup> of July holiday it was agreed to move the next meeting to the July 10<sup>th</sup>.**