

Meeting Date: February 3, 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 Konstantinidis, President

Contact: jkon50@gmail.com

**MEMBERS PRESENT:**

Janice Konstantinidis – President, Webmaster  
Susan Tuttle – Education Coordinator  
Steve Derks – Treasurer  
Patricia Gimer – Critique Groups Coordinator  
Leonard Carpenter – Secretary  
Dennis Eamon Young – Photographer

**MEMBERS ABSENT:**

Jim Aarons– Membership Coordinator  
Meagan Friberg – Social Media Coordinator  
Abigail Aarons – Social Media Co-Coordinator  
Jeanie Hundertmark – Marketing Coordinator  
Tammie Burnsed – Program Director

**GUESTS:**

None

**MEETING CALLED TO ORDER:**

6:50 PM.

**PREVIOUS MINUTES PRESENTED:**

The previous month's minutes were presented for approval. Leonard moved to approve the minutes of the December board meeting, Pat seconded, and the board approved the minutes.

**NEW BUSINESS:**

Communication difficulties with program direction, where there is no in-person presence at board meetings, were discussed. In the course of this, Tammie Burnsed resigned as Program Director via email messaging. The board agreed that occasional attendance at board meetings was unacceptable

The question of elections was raised, there was a concern that the board should be holding elections for offices, rather than just approving volunteers.

This could be especially necessary for incorporation. Another question was whether anyone

could vote against a candidate, or simply abstain.

Another local writing contest for this year was moved by Janice and adopted. The theme word “Confluence” was suggested by Pat and unanimously approved. The prospect of another silent auction was discussed.

Pat Gimer, delegated by the President to attend the recent Spokes meeting, reported on several board functions that may be prescribed, and that may be important after incorporation.

1. A board packet and consent agenda is prepared each month to list meeting topics.
2. An annual plan template can be used to suggest seasonal repeat topics.
3. Elections should be required for new board members, requiring a majority vote.
4. A quorum (5-6 board members present) is required to open a board meeting.
5. Email votes, used on minor issues, must be unanimous and put into the minutes.
6. Binders listing duties and resources for SLONW board positions are available.

Janice proposed that the SLONW bylaws should be reviewed and updated.

Steve proposed an agenda item for the March meeting to vote on approving incorporation. The cost is \$35 per year.

Janice proposed an agenda item for March to discuss upcoming matters with Wild Apricot

#### **OLD BUSINESS:**

Non-profit status, Insurance, and Incorporation still in process—see Treasurer’s Report

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

I am happy to see our membership at 150 this month. We’ve been gradually gaining members for some months now.

Steve is continuing to work on non-profit status and the incorporation project, and after that is finalized, he will explore our options for general insurance.

Janice reported that she renewed her membership with Spokes last week with funds she provided. The board heard that she valued her membership with Spokes highly. “I have learned a lot from going to their meetings and taking advantage of their face-to-face answers to questions I had. I’m sure I will continue to do so.”

Janice reported that “The cost of the entire board’s membership is financially prohibitive at this point. Last year, due to our low budget, I paid for my membership.”

A question for the board this month is whether the cost of my membership is something that would be considered as reimbursable for this year. It was \$125.00.

The board agreed that this was acceptable. Pat moved that Janice's membership be reimbursed.

Steve seconded. The board agreed. It further moved by that a \$250 budget allowance for SPOKES membership voted for the President and other delegated board members if required. Leonard seconded, the motion passed.

**VICE PRESIDENT'S REPORT:**

Position Vacant.

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

Thanks to Janice and everyone for the birthday cake and good wishes!  
(Reports are current except for Social Media, Membership, and Marketing.)

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

1) FINANCIAL STATUS FOR JANUARY 2019:

End of Month Bank Balance	\$1255.45
JANUARY Income	\$500.00
JANUARY Expenses	\$302.18

2) DETAILED INCOME FOR JANUARY 2019:

Member Dues	\$495.00
Non-member fee	\$5.00

3) DETAILED EXPENSES FOR JANUARY 2019:

Bank Fees	Rabobank	\$0.72
Refreshments		\$31.46
Website	Wild Apricot	\$90.00
Programs	NaNoWriMo	\$75.00
Rent	UCC	105.00

- 4) In January, the California Franchise Tax Board acknowledged our application for non-profit tax status. However, they indicate it may take up to three months to make a determination. Incorporation and insurance are on hold until we are accepted as a non-profit.

#### **NEWSLETTER REPORT (Lillian Brown)**

In case there are difficulties in preparing the newsletter, Steve said he would assist.

#### **PHOTOGRAPHY REPORT (Dennis Eamon Young):**

Dennis submitted meeting photos. A slideshow was suggested for the website, and the optimal size of the photos for visibility and prompt loading is in question. Steve will investigate.

#### **PROGRAMS REPORT (Tammie Burnsed)**

The board read in a report submitted by that Tammie, that she confirmed speakers for the general meetings until June.

Tammie reported that she listed the February general meeting on several free community calendars including New Times, SLO Tribune and KSBY (which automatically puts the event on 5 additional calendars). Tammie also reported that she had arranged with Facebook posts to promote the meeting.

#### **February: Rolyann Anderson**

Rolyann is the author of eight published “suspense spiked with romance” novels set in stunning locales. She will share her journey as a romance writer, speak about specifics of the genre and answer your questions about romance writing.

#### **SOCIAL MEDIA COORDINATOR/PUBLICITY/PROMOTION REPORT (Meagan Friberg, Abigail Aarons):**

##### **FACEBOOK stats from Dec. 6, 2018 to Jan. 2, 2019**

**Total fans:** 453

**Total followers:** 429

##### **Facebook Post Promotion:** July general meeting (with Jim Aarons)

**Target:** men, women, ages 18-65+, California

**People reached:** 228

**Women:** 74% **Men:** 26%

**Post engagements:** 65

**Photo clicks:** 4

**Post likes:** 27

**Comments:** 4

**Shares:** 2

#### **INSTAGRAM**

**Followers:** 143 (increase)

The average amount of “likes” per post is 11

*\*\* Thanks to everyone who is actively engaging with the SLONW Facebook and Instagram pages – quite helpful 😊 Keep it up and help promote our writing club! \*\* I*

**TWITTER January 2019**

**Posts: 3**

**Likes: 5**

**Retweets: 2**

**New followers: 10**

**Total followers: 360**

**Impressions: 1,224**

**Profile visits: 73**

**CRITIQUE GROUP/WORKSHOP/CLINIC COORD. REPORT (Patricia Gimer):**

Visits to Critique Groups are continuing.

At Janice’s invitation, I attended a Spokes Meeting entitled, “You’re President, Now What?” Learned information was shared with Janice. Notes will be shared at the Board Meeting.

**MEMBERSHIP REPORT: (Jim Aarons) January 2019:**

The board heard that our membership is now over 150!

**WEBMASTER’S REPORT (Janice Konstantinidis):**

There is nothing to report this month.

**SIMPLY CLEAR MARKETING & MEDIA REPORT: (Jeanie Hundertmark)**

Estero Bay News, Morro Bay, will be open to Night Writers submissions as space permits. There is no further information on this since the January board meeting.

MEETING ADJOURNED: 8:35 PM