



**CALIFORNIA WRITERS CLUB
Central Board Meeting Minutes
Sunday, July 22, 2018
Holiday Inn, 77 Hegenberger Road
Oakland, California**

CALL TO ORDER: Meeting called to order at 8:30 a.m. by President Joyce Krieg, who welcomed those attending, and issued ground rules for the meeting.

ROLL CALL

President -	Joyce Krieg
Berkeley -	Linda Brown
Central Coast -	Lana Bryan
Coastal Dunes -	Renee Geffken
East Sierra -	Donna McCrohan-Rosenthal, Vice President
Fremont -	Evelyn LaTorre
High Desert -	Bob Isbill
Inland Empire -	Judy Kohnen
Long Beach -	Kathryn Atkins
Marin -	absent
Mendocino -	Doug Fortier
Mt. Diablo -	Elisabeth Tuck, Secretary
Napa Valley -	Kymerlie Ingalls
North State -	Cathy Chase
Orange County -	Jeanette Fratto, Member at Large
Redwood -	Roger Lubeck
SF Peninsula -	Carole Bumpus
Sacramento -	Kim Edwards
San Fernando Valley	Bob Okowitz
San Joaquin Valley -	June Gillam
South Bay -	Bill Baldwin, Treasurer
Tri-Valley -	Lani Longshore
Writers of Kern -	Sandy Moffett
Membership Chair -	David George

The president declared a quorum and business could legally be conducted.

Guests: David George (Mt. Diablo) Tish Davidson (Fremont) Kathi Hiatt (North State Writers)

SECRETARY’S REPORT – (Tuck)

Motion to approve minutes of July 23, 2017 Central Board meeting
Moved by Donna McCrohan-Rosenthal (East Sierra)
Seconded by Kathryn Atkins (Long Beach)
Ayes 21 No 0 Abstain 0 Absent 1(Marin)
Passed unanimously.

Motion to approve e-business July 23, 2017 – July 21, 2018
Moved by Donna McCrohan-Rosenthal (East Sierra)
Seconded by Evelyn LaTorre (Fremont)
Ayes 21 No 0 Abstain 0 Absent 1(Marin)
Motion passed unanimously.

TREASURER’S REPORT Fiscal Year 2017-18 – (Baldwin)

See Baldwin’s report “CWC Treasurer’s Report July 2018”
NorCal asked for clarification regarding unspent monies from previous years that should have shown up on this year’s budget. Treasurer Baldwin undertook to fix that.
There was discussion about interpreting the writers conference budget line. The issue is to be put on the Forum.

9:00 -10:15 a.m. Standing Committee Reports

EXECUTIVE COMMITTEE

See Krieg’s “CWC – Executive Committee Report for July 22, Central Board Meeting Activities undertaken by the Executive Committee and/or President Joyce Krieg from July 23, 2017, through July 8, 2018.”

WEBMASTER –

See John Byrne Barry’s report: “Webmaster Update –July 6, 2018.”
We must find a content manager for www.calwriters.org .
Judy Kohnen (Inland Empire) volunteered to be the content manager regarding larger branch activities such as conferences, but not just speaker programs at regular monthly meetings.
Branches can reach her at Judy.Kohnen@gmail.com .

Motion to add SSL Certificate Expenditure to Annual Budget and upgrade www.calwriters.org and www.mrmsys.org to a secured and encrypted site with a Secure Sockets Layer (SSL) certificate.

Cost is \$39/year or \$71 for 2 years. MRMS administrator, Dick Amyx (South Bay) will buy for one year. Two certificates are needed because MRMS and Calwriters are hosted separately.

Moved by Linda Brown (Berkeley)
Seconded by Bill Baldwin (South Bay)
Ayes 21 No 0 Abstain 0 Absent 1(Marin)
Motion passed unanimously

MEMBERSHIP– David George (Mt Diablo) Interim Membership Chair
See his report “CWC State Membership Report July 22, 2018.”

Motion: To amend Policies and Procedures Article XI, Section E regarding membership chair duties

David George, Interim State Membership Chair, presented his revisions to the Membership Chair duties section of the Policies and Procedures per the changes below:

Existing P&P Language -

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2) Membership

- a. The president shall appoint the chair of the membership committee subject to approval by the central board.
- b. The chair shall collect membership renewals, new member applications, and requisite fees from each branch. After verifying that the correct fees were paid, the chair shall forward the money and appropriate forms to the central board treasurer.
- c. The chair shall provide the addresses for the *Bulletin* mailings.
- d. The chair shall assist the secretary in maintaining the official CWC membership roster and shall provide quarterly membership updates to the central board with copies of the complete roster to the President and Secretary.
- e. The chair may, with the approval of the central board, create subcommittees to deal with membership matters.

New P&P Language -

2) Membership

- a. The CWC President shall appoint the Chair of the Membership Committee subject to approval by the Central Board.
- b. The Membership Chair shall collect membership renewals and requisite fees from each branch. After verifying that the correct fees were paid, the chair shall forward the money and appropriate forms to the Central Board Treasurer. The Chair will then “Verify” [via MRMS] those member records in the State Membership Records Management System (MRMS).
- c. The Chair shall provide a file of current member addresses for statewide mailings, e.g. The Bulletin or the CWC Literary Review.
- d. The Chair, along with the State MRMS Administrator, shall be responsible for the accuracy of membership records in the State Membership Records Management System (MRMS) and shall provide periodic membership updates to the Central Board.
- e. The Chair, along with the State MRMS Administrator, shall have global access permissions to information contained in the MRMS database.
- f. The Chair is responsible for providing instructional guidance to new and existing branch membership chairs.
- g. The chair may, with the approval of the Central Board, create subcommittees to deal with membership matters.”

Central Board Meeting Minutes - Draft
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Moved by Donna McCrohan-Rosenthal (East Sierra)
Seconded by Lana Bryan (Central Coast)
Ayes 21 No 0 Abstain 0 Absent 1(Marin)
Motion passed unanimously

Sandy Moffet (Writers of Kern) volunteered to be the state Membership Chair.

Motion to nominate Sandy Moffet as the Membership Chair
Moved by Donna McCrohan-Rosenthal (East Sierra)
Seconded by Lana Bryan (Central Coast)
Ayes 21 No 0 Abstain 0 Absent 1(Marin)

Motion passed unanimously

MRMS Sys Admin – Request from Dick Amyx (South Bay)
See Dick Amyx’s report titled, “MRMS State System Administrator Report for year ending June 30, 2018”
The Executive Committee directed Amyx to look for a new contractor to help with MRMS

Advertising and Promotion – Bob Isbill (High Desert)
See Isbill’s report titled “CWC Advertising and Promotions Report July 22, 2018”

Bulletin – Rusty LaGrange (High Desert)
LaGrange’s untitled report is as follows: “I’d like to report that it was an honor to be asked to take on the Graphic Artist and Layout position for this current *Literary Review Magazine*. Although there were some design complications, the magazine will continue to be the flagship of the publications for CWC. However, I will not be taking on the role next issue.”

The board expressed thanks to Bob Isbill and Rusty LaGrange for their work on the *Bulletin*. It was suggested that more craft of writing articles be placed in the *Bulletin*. Other comments were that products the Club showcases are important and show us as leaders in the field.

CWC FORUM – Bob Isbill, (High Desert) Forum Moderator and Administrator
See Isbill’s report “CWC Forum Report July 6, 2017 through July 6, 2018”
We must find someone to be Forum Moderator/Administrator.

NorCal Group – Carole Bumpus (SF – Peninsula)
See Bumpus’ report “NorCal Group Meetings in Review”
The leadership conference is Sept 29 at National University in Pleasant Hill.

CWC South – Donna McCrohan-Rosenthal (East Sierra)
See McCrohan-Rosenthal’s “Report of CWC South”

Friends of Joaquin Miller Park – Linda Brown (Berkeley)
See Brown’s report, “Friends of Joaquin Miller Park (FoJMP)”

10:15-10:30 a.m. - Break

10:30 a.m. – 12:00 p.m. *Literary Review* Elisabeth Tuck (Mt. Diablo)

See Tuck’s comprehensive 14-page report: 2018 *Literary Review* Process

Member Bob Okowitz mentioned that printed pages are hard for some members to read. McCrohan-Rosenthal suggested the *Literary Review* be made available online where they can expand the print size. Board members discussed the pros and cons of members’ works being easily available to be plagiarized once put online. Some members said they would welcome their works being able to be seen by a wider audience than those who have access to print versions only.

Putting the *Literary Review* online requires a change to the “CWC Policies and Procedures.”

MOTION: Regarding the “CWC Policies and Procedures”, section XXIV the CWC *Literary Review*, subsection F, the last sentence reads: It shall be published and distributed in hard-copy **only**, up to three times a year, to all members at no additional cost to them."

The motion is to remove the word “only” and add the sentence, “Going forward the *Literary Review* shall also be available in digital format on the state website, www.calwriters.org”

Moved by Bob Okowitz (San Fernando Valley)
Seconded by Kymberlie Ingalls (Napa)
Ayes 19, No 0, Abstain 1, Absent 1(Marin)

Motion passed

Elisabeth Tuck (Mt. Diablo) is unable to continue as Managing Editor of the *Literary Review*. Roger Lubeck (Redwood) suggested using a rubric to determine acceptance/rejection of submissions.

Kimberly Edwards (Sacramento) agreed. It was suggested that Edwards, Krieg, June Gillam (San Joaquin Valley) and Tuck discuss the *Literary Review* over lunch.

12:00 – 1:15 p.m. – Recess for Lunch

1:15 – 1:30 p.m. – Ina Coolbrith Award Presentation to Dave George.

1:30 – 1:45 p.m. – Wrap up *Literary Review* discussion with action plan for the future

There was no further discussion of the Lit Rev nor an action plan put forward.

1:30 – 2:30 New Business

MOTION re: Grant Writing Guide – Linda Brown (Berkeley)

“Approve up to \$3,000 for a member or attorney knowledgeable in nonprofit fundraising to produce a CWC Grant Writing Guide. Approve Berkeley Branch volunteer, Linda Brown to oversee the project.

She will find two-four additional volunteers from other Branches to 1) write the scope of the contract. 2) proofread the draft Guide for ease-of-use, ad 3) submit the proposed final document to the CWC-CB Executive Committee for final approval and payment.

The Guide shall include:

- EIN number explanation
- Website link to show our tax-exempt status
- Some term definitions, e.g., tax-exemptions, nonprofit, etc.
- Where to find the current CWC tax forms (a 990?)
- Physical address v. P. O. Box
- Explanation of Group Exemption Status
- Update CWC data on Guidestar. Some granting foundations and other donors refer to it to determine an applicant’s qualifications and legitimacy.

In short, the motion requests that up to \$3,000 be spent for a member or attorney knowledgeable in nonprofit fundraising to produce a CWC Grant Writing Guide.

Discussion included mention of grant-writing guides available online and in book format and mention of several lawyers who might offer free advice if needed.

BobIsbill, Donna McCrohan-Rosenthal, and Linda Brown said they would look into updating Guidestar and talking with CWC Past President Casey Wilson to understand what he had done with it in the past.

Moved by: Linda Brown (Berkeley)

Seconded by: NO SECOND

Motion failed for lack of a second.

MOTION re: Branch Relations with CWC – Carole Bumpus (SF-Peninsula)

Motion to Amend the State CWC Policies and Procedures (PnP) Section II – Organization, by adding to the end of paragraph A) as follows:

Officers of the branches are expected to adhere to the conditions listed below. Failure to do so may result in the revocation of the branch charter.

- 1) Allow any Officer of the Central Board or duly appointed representative to attend official CWC branch events, including but not limited to board meetings, general membership meetings, workshops, conferences and social events. If an entry fee is being collected, the branch

will waive the fee except for the cost of meals.

- 2) Respond in a timely manner to any and all business communication from any Officer of the Central Board or duly appointed representative, including but not limited to emails, phone calls, and letters sent through the US Postal Service.
- 3) Make available for inspection and review of branch records and documents, including but not limited to minutes, newsletters, correspondence, and financial records at the request of an Officer of the Central Board or duly appointed representative. These shall include records and documents kept in electronic format.
- 4) Agree to participate in mediation led by an Officer of the Central Board or duly appointed representative upon request by any branch officer or member in good standing and authorized by the Officers of the Central Board.

The President is directed to send a copy of this new PnP material to every branch president with instructions to acknowledge receipt and understanding of these expectations.

Moved by Carol Bumpus (SF-Peninsula)

Seconded by Sandy Moffet (Writers of Kern)

Ayes 18, No 1 (High Desert) Abstain 2 (Mt. Diablo, San Fernando Valley) Absent 1 (Marin)
Motion passed

Various PnP clean-up motions – Donna McCrohan-Rosenthal (East Sierra)

MOTION re Policies & Procedures

I, Donna McCrohan-Rosenthal, representative of the East Sierra Branch of the California Writers Club to the Central Board, moved that the Central Board give the Policies & Procedures committee permission to correct obvious grammatical or spelling errors without the need to bring each instance to a vote. For example, errors include omitted commas, apostrophes, quotation marks hanging out at the end of sentences with no quotations involved, and evident typos such as *from* for *form*.

Moved by Donna-McCrohan-Rosenthal (East Sierra)

Seconded by Sandy Moffet (Writers of Kern)

Ayes 21, No 0, Abstain 0, Absent 1 (Marin)

Motion passed

MOTION re Scholarships

I, Donna McCrohan-Rosenthal, representative of the East Sierra Branch of the California Writers Club to the Central Board, move the following two revisions to SCHOLARSHIP, XI (7):

To (d), Funds shall be distributed as matching funds at an amount not to exceed \$250 per branch, per year,” add “for candidates entering or continuing in writing-related pursuits” at the end of the sentence.

To (d), (vi) “Branch applies to the Central Board for matching funds up to \$250, check to be made payable to the receiving institution” add the additional sentences at the end: “Application will be emailed to president@calwriters.org. The application will indicate the branch name; name, title, and email address of branch person making the request; commitment by the branch to allocate an amount matching or higher than the amount requested from the CWC scholarship program; confirmation that the college has agreed to accept the CWC scholarship to be awarded to a student studying a writing-related field; verification that the college will attach the name ‘California Writers Club’ to the scholarship; and name of payee and address to which the check should be mailed.”

[Reason: The current language does not explain what’s meant by “apply.”]

Moved by Donna McCrohan-Rosenthal (East Sierra)
Seconded by Kathryn Atkins (Long Beach)
Ayes 20, No 0, Abstain 1 (High Desert), Absent 1 (Marin)

Motion passed

MOTION re Jack London Award

I, Donna McCrohan-Rosenthal, representative of the East Sierra Branch of the California Writers Club to the Central Board, move the following change to XXI, SPECIAL AWARDS, re the Jack London Award:

(A)(1) states that the Jack London Award is presented bi-annually. However, (A)(3) has the president presenting it at the annual corporate membership meeting. Moved that we revise this to “annual corporate membership meeting in the corresponding year” to conform to (A)(1).

Moved by Donna McCrohan-Rosenthal (East Sierra)
Seconded by Bill Baldwin (South Bay)
Ayes 21, No 0, Abstain 0, Absent 1 (Marin)

Motion passed

MOTION re Roster

I, Donna McCrohan-Rosenthal, representative of the East Sierra Branch of the California Writers Club to the Central Board, move the following change to XXVI, ROSTER.

(A) Currently reads “The secretary is responsible for the official roster.” Moved that it be changed to “The membership chair is responsible for the official roster.”

Moved by Donna McCrohan-Rosenthal (East Sierra)
Seconded by Sandy Moffet (Writers of Kern)
Ayes 21, No 0, Abstain 0, Absent 1 (Marin)

Motion passed unanimously

MOTION re: Travel Reimbursement Policy – Jeanette Fratto (Orange County)

Discussion: The current wording allows only a two-week window for making air arrangements. Further, it appears that this time period has rarely been followed, as we are always encouraged to find the most reasonable fare, which may not always be available in this narrow time frame. I believe the proposed wording is less restrictive and will accomplish the same goal.

Motion

The current wording regarding air reservations reads as follows: Air reservations must be booked no earlier than six weeks and no later than one month before a meeting date, excepting case of emergency meeting or with pre-approval of the Executive Committee or central board.

It is recommended that this wording be deleted and replaced by the following: Air reservations should be booked at the earliest convenience once a meeting date is established, allowing for personal preference and mindful of any air discounts or promotional fares.

Moved by Jeanette Fratto (Orange County)
Seconded by Bob Isbill (High Desert)
Ayes 21, No 0, Abstain 0, Absent 1(Marin)
Motion passed unanimously

MOTION to Approve Budget for FY-2018-19 – Bill Baldwin

Moved by Bill Baldwin (South Bay)
Seconded by Judy Kohnen (Inland Empire)
Ayes 19, No 1(Coastal Dunes), Abstain 1 (Napa), Absent 1(Marin)
Motion passed

2:30-2:45 p.m. Recess

2:45 – 3:00 p.m. New Business (continued)

MOTION Election of Officers for 2018-19

Nominating Chair Bob Isbill (High Desert)

Slate:

President Joyce Krieg (Central Coast)
Vice President Donna McCrohan-Rosenthal (East Sierra)
Secretary Elisabeth Tuck (Mt. Diablo)
Treasurer Bill Baldwin (South Bay)

Moved by Bob Isbill (High Desert)
Seconded by Sandy Moffet (Writers of Kern)
Ayes 21, No 0, Abstain 0, Absent 1(Marin)
Motion passed unanimously

MOTION: The Ina Coolbrith award

I, Robert Isbill of the High Desert Branch, nominate Donna McCrohan-Rosenthal to receive the Ina Coolbrith Award in recognition of her many years of devotion and duty to the California Writers Club (CWC.)

Donna has been an outstanding asset to her own East Sierra Branch and a staunch supporter and innovator for the CWC statewide. She has led the CWC South Region for several years and spearheaded the CWC South website from its beginning.

Donna has accepted positions of leadership and unselfishly given hundreds of hours to doing the jobs entailed in these positions for the betterment of the CWC

Aside from being our current Central Board (CB) Vice President, McCrohan Rosenthal has served as Public Relations Chair for several years and as Secretary to the CB doing both jobs with diligence and distinction.

She is an outstanding member of the CWC and I am proud to put her name forward for nomination to receive the Ina Coolbrith Award for exceptional service to the Central Board.

Moved by Bob Isbill (High Desert)
Seconded by Sandy Moffet (Writers of Kern)
Ayes 21, No 0, Abstain 0, Absent 1(Marin)
Motion passed unanimously

Presidential appointment of Committee Chairs

Member at Large Jeanette Fratto (Orange County)
Membership Chair Sandy Moffett (Writers of Kern)
Advertising Chair Bob Isbill (High Desert)
Forum Administrator Bob Isbill (High Desert)
Bulletin Rusty LaGrange (High Desert)
Website Content Judy Kohlen (Inland Empire)
P&P updates Donna McCrohan-Rosenthal (East Sierra)
Bylaws updates Andi Polk (San Fernando Valley)

3:15 – 3:30 p.m. Open Floor

Announcements/issues not on the agenda.

Attracting younger members – Bob Okowitz (San Fernando Valley)

Okowitz suggests contests that will appeal to young members.

Establish a presence at local colleges Mt Diablo is doing this with National University in Pleasant Hill.

Writers of Kern has a young writers group of students from middle school to college.

Berkeley suggest a \$10 youth membership.

Tri Valley has 16 student members due to their outreach in high schools additionally they help sponsor the Las Positas anthology, hold open mike nights and work with their libraries to place copies of members' books in display cases.

SF Peninsula holds free monthly teaching groups in libraries, holds mike-less open mike nights and Shut Up and Write nights in libraries.

The San Mateo County Fair invites writers to read their works.

Krieg pointed out that the location of meetings may influence membership.

Branches can organize NANOWRIMO (National Novel Writing Month) meetings at coffee shops. Orange suggests branches find NANOWRIMO groups and introduce CWC to participants. Redwood suggests meeting ahead of November with a NANOWRIMO representative and plan activities.

www.nanowrimo.org

South Bay has two young board members. It's an internship where they learn policies, deadlines, chairmanships, etc.

Mt. Diablo has good success with gaining new members through Meetup www.meetup.com, however ensure the annual payment is made otherwise another group can take over your Meetup group.

3:30 p.m. Announcement of Next Meeting

Sunday, January 27, 2019?

3:30 p.m. – Adjournment

MOTION to adjourn

Moved by Donna McCrohan-Rosenthal (East Sierra)

Seconded by Bob Okowitz (San Fernando Valley)

Ayes 21, No 0, Abstain 0, Absent 1(Marin)

Motion passed unanimously

Meeting adjourned at 3:34.

Respectfully submitted,
Elisabeth Tuck
Secretary, California Writers Club Central Board July 22, 2016