**KWI Executive Board**

**Board Meeting Minutes**

**August 20, 2020**

1. Called to order at 7:50 p.m.. by president
2. Members present: Connie Beckett, Leslie Galbraith, Tish Glasson, Shayne Huxtable, Billie-Renee Knight, Brittany Willes
3. Correspondence
4. Shayne received a thank you letter from Magic City following the $100 memoriam for Lori Martin.
5. Billie-Renee received a thank you email from April Frasier, a leader of a Girl Scout Troop who discovered our resource page while working on their Scribe badge during the Safer At Home distance meetings. They wanted to thank KWI for posting the resources, which they used heavily and found very helpful. They also wanted to share additional resources they think we should add to our page as a way of saying thank you.
6. Billie-Renee received three emails from prospective members and sent them information on upcoming meetings – Cheri Horkman, Brett Seaton, and Bridget Elmer.
7. Billie-Renee also received an email from a Cora Thomas with an advertisement for web page design.
8. Financials for January 2020

Beginning balance: $3883.94

Expenses: $130.00

Income $00.00

Ending balance: $3753.94

1. Old Business
2. Group novel – Romie is currently working on his chapter. Tish has sent him an email to move it along. Cassie is up next.
3. Programs – Saturday’s program will be a cumulative review of topics covered to this point as a review for those who may have missed along the way. Tish will select a variety of videos for the meeting.
4. Branding committee – Shayne has been in contact with the WashburnTech class instructor, but hasn’t heard back. School has just gone back into session, so it may be a few more weeks before we hear anything so she will check back in again. Brittany will also check back in with her friend. This friend’s site is available so we can view samples of her work.
5. Renewals – the Board discussed how to handle renewals this year since we voted not to charge dues for the upcoming year in light of the Covid-19 situation and the uncertainty of the ability to meet in person. The decision was made to ask members to either complete a renewal form and submit it or send an email to the [kswritersinc@gmail.com](mailto:kswritersinc@gmail.com) address to confirm their renewal or state they are not renewing. Additionally they should let us know if there are changes to their contact information (address, telephone, email) or if there are no changes.
6. Next Spotlight is Jason Glasson.
7. New Business
8. Goals for new year
9. Complete branding initiative
10. Finish the first draft of the group novel
11. Update the resource page
12. Grow the membership
13. Meeting adjourned at 8:30 p.m. by the president.

**PROGRAM FEES:** KS Writers Inc shall offer a minimum speaking fee of $25 to members and a $50 fee to non-members who conduct a presentation. The Board may vote to increase the speaking fee by a reasonable amount if it is determined to be necessary and within the budget. The Board will also offer to cover a speaker’s incidental expenses incurred in the development of the presentation. Reimbursement will be contingent upon the submission of receipts to the Board.