

**WNBA/LA Chapter Meeting: July 18, 2019  
Board Meeting Minutes**

Location:

Time: 9:38 am – 12:34pm

**Attendees:**

Ezina LeBlanc-Hoff, President  
Diana Giovinazzo Tierney, Vice President  
Holly Shaffer, Auditor  
Cynthia Levin, UN Coordinator  
Jennifer Holmes (via phone)  
Karen Holly, Secretary (Via Phone)  
Havilah Malone  
Laurel Cole

**Absent Board Members**

Natalie Obando, Immediate Past President  
Jessica Reveles, Membership Co-Chair

**I. MINUTES**

All present approved the minutes of the last meeting.

**II. ACTION ITEMS**

We reviewed the action items.

**III. FINANCES**

Went over treasurer's report with Suzanne. Balance on hand as of May 31, 2019 was \$10,935.16. Total income was \$6521.89. Total expense \$4813.64. Balance on hand as of June 20, 2019 was \$10,020.04. Report is attached.

Holly presented the annual Budget on behalf of Suzanne. Report is attached. The annual budget was not excepted but we don't have last year's report. The annual budget was moved to next meeting.

**IV. EVENTS**

1. Judy Lopez Tea.
  - a. Judy Lopez website moved to WNBA, the new website domain is in the process of transferring.
  - b. Judy Lopez has a page off of our Events link
  - c. Ezina is going to add the past winners to our page

- d. Cynthia is going to work with the Caterer about making the service of the event better.
- e. Next Friday there is a luncheon with the committee
- f. We are ramping up our PR through Social Media, Ezina sent a Press Release.
- g. We are keeping the price the same as last year.

## 2. Literary Tea

Our next literary tea is in November. Diana will be reaching out to Joan for a date.

## 3. Agent Querying Workshop

As a board we decided that it would be best to do our workshops online for the time being.

## 4. Writers' Voice

We will speak to Ruth when she is ready about finding a new date. We only had two people sign up. Diana reached out to a number of different people but because of other events we couldn't get enough people to sign up.

## 5. WNBA World Voices

Our next one will be in October with Skylight books for the Hispanic Heritage month and will touch base with our Middle Eastern Authors.

## **V. NEW BUSINESS**

### 1. The board added new members as follows:

- a. Ezina introduced Havilah Malone, who recently moved from New Orleans. Havilah is an author. Laurel Holmes made a motion to add Havilah Malone as our Communications Chair. Holly Seconded. Motioned passed unanimously.
- b. Due to Meg's passing. Havilah nominated Cynthia as chair of the Judy Lopez Award Committee. Holly Seconded. Motioned passed unanimously.
- c. Diana introduced Jenn Holmes to the board and moved to add her as our Outreach Chair. Havilah seconded. Motion passed unanimously.

### 2. Ezina asked that we start using Meetup on a trial basis for 6 months @ \$16.75/month.

- a. Jennifer makes a motion that we start a Meetup Group. Laurel seconded.

### 3. Laurel moved that we start using Eventbrite. Havilah seconded.

### 4. Writing Group:

- a. Joan needs two new writers to join their group. Announcement in the newsletter.

### 5. National Meeting

- a. Ezina gave a report of what happened at the National Meeting.
- b. Huge emphasis on establishing a succession plan, hiring an outside auditor to review our books and fundraising. We will be converting our email hosting to gmail so that we can store all of our documents in google drive. This will alleviate the loss of information as board members come and go. There was also mention of our UN role and how we should be producing events regularly at the local level to support our

UN involvement. It's not about just adding a blurb to the newsletter anymore. They want us to partner with other organizations to do events, have our own independent events support current UN initiatives and to provide this support to national.

- c. National UN Chair loves our World Voices Events and wants to promote these events nationally as they satisfy our UN requirement.

6. New Events

- a. We will be doing Workshops online.

7. Ezina Presented our new one sheet for marketing.

**VIII. Next Board Meeting**

Scheduled for Saturday, September 21th at 9:30 a.m. at the Spaces.

**IX. Open Action Items:**

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|----------------|---|
| <b>Cynthia</b> | <b>Look into discounts for book sales</b>   |
| <b>Natalie</b> | Additional agent/publisher pitch events<br><input type="checkbox"/> Moved to next meeting   |
| <b>Jessica</b> | Updated membership lists and directory  |
| <b>Jessica</b> | Membership Renewal emails/Provide updated membership lists and information about cut-off dates for renewal.<br><input type="checkbox"/> Holly presented notes from Suzanne on membership<br><input type="checkbox"/> We are slow on membership growth<br><input type="checkbox"/> |
| <b>Jessica</b> | Look into having event for Hispanic Heritage Month in East L.A.<br><br><input type="checkbox"/> Tabled to our next meeting  |
| <b>Ezina</b>   | Development of PR materials, branding, style issues<br><input type="checkbox"/> Updated our mailing address with Terri  |
| <b>Cynthia</b> | Ongoing publicity and development for Judy Lopez event  |
| <b>Diana:</b>  | Reach out to Joan about the writer's group to see if they have filled their spots yet.  |

**Cynthia, Havilah, Laurel:** To work on promotions for Judy Lopez

**Diana:** To reach out to Skylight, about a Hispanic Heritage month and work with Middle Eastern Authors to get a new date.

**Havilah, Suzanne, Havilah:** Will be researching who our membership is

**Ruth Garcia/Ezina/Diana:** Find a new date for Writer's Voice

**Diana:** Reach out to Joan about when we can do our November Literary Tea

**Diana & Ezina:** Create a Global calendar for the Group.

**X. Closed Action Items:**

The meeting adjourned at 12:34