

**Society of American Travel Writers  
Western Chapter**

**Board Meeting  
May 11, 2018, 11:30 a.m.  
Holiday Inn, Brno, Czech Republic**

Board Members

*Present:* Christine Loomis, chair; Eric Lindberg, 1<sup>st</sup> vice chair; Lori Michimoto, secretary; Erik Elvejord, treasurer; Gaylene Ore, associate representative  
*Absent:* Doug MacKenzie, 2<sup>nd</sup> vice chair; Rich Grant, active-at-large

- Proceedings:
  - Meeting called to order at 11:56 a.m. by C. Loomis.
- Chapter Finances (Erik Elvejord):
  - E. Elvejord reported an estimate of current account after adding all revenue from meeting and sponsorships, and deducted expenses both currently realized and those expected related to meeting and awards:
    - \$2,986.58 in bank account with Kellen. This is down about \$800 from fall meeting.
    - Investment account as of end of January 2018 is \$97,732.76. This is up about \$8,269.41 over same time in 2017. Expecting end of April report to be slightly down from the January 2018 number. Assuming market loss of around \$2,500 to \$3,000 ballpark based on the last couple of months. Long-term outlook should be positive and gain that back.
  - Suggested that the Board proposes a plan as to how to utilize some of the investment funds.
- Chapter Writing Awards
  - Discussed profitability of Writing Awards.
  - Charleston CVB supporting Brno meeting and Travel Portland supporting Writing Awards.
  - While sponsorships may show Writing Awards as profitable, final meeting calculations could show a loss considering all meeting expenses.
- Professional Development
  - C. Loomis reported that at the February 2018 National Board meeting, it was brought up that the Western Chapter is not supposed to hold on to so much money. The Chapter should have money to benefit SATW membership.
  - C. Loomis committed to gifting National funds from the Chapter to pay for the next three Professional Development sessions at Conventions, to be recorded and put online so entire Society membership can benefit if absent.
  - Board members questioned as to when this use of funds was agreed to since there was no official vote.
  - Board requested that C. Loomis secure a plan and budget from National for review prior to the Barbados convention.

- E. Elvejord stated that if the Board decides not to approve the plan to pay for National PD sessions, that we should discuss whether funds should be used to benefit Western Chapter members only.
- Chapter Meeting Sites
  - C. Loomis complimented Nancy Vaughn on her great job with the Brno meeting.
  - N. Vaughn reported that she approached Doug MacKenzie about hosting next year's meeting in Phoenix at The Phoenician in May 2019. Created draft meeting schedule with tours. D. MacKenzie will find out by July 1 if possible.
- Chapter Operations Manual
  - L. Michimoto presented entirely rewritten Chapter Operations Manual with line-by-line review of changes made to 7/3/07 document.
  - Based on discussion, L. Michimoto will edit and email to Board for review and approval.
- Meeting adjourned by C. Loomis at 2:54 p.m.

*Minutes submitted by Secretary Lori Michimoto, May 17, 2018.*

#### **ADDENDUM**

Subsequent to the Board Meeting in Brno, Czech Republic, the following motion was passed on September 26, 2018 via electronic voting:

Motion:

The Western Chapter Board of Directors will provide financial support to SATW up to \$12,000 at the 2018 Barbados Convention to be used only for videoing PD sessions at the annual convention as well as editing and other functions necessary for posting at the SATW website for the benefit of all SATW members.

Motion Passed with the majority vote:

- Christine Loomis, Eric Lindberg and Gaylene Orr voted YES.
- Lori Michimoto voted NO due to the Chapter's support being given without following voting procedures as outlined in the Bylaws.
- Erik Elvejord ABSTAINED because the Chapter's support is already happening this year.

*Addendum to minutes submitted by Secretary Lori Michimoto, September 26, 2018.*