

Longleaf Writers Conference

Board Meeting – Agenda

March 2021

Agenda Items

- Confirmation of minutes last meeting

Items to review

- Calendar for review of LWC – May 2021
 - Scholars: commitments from 2 of 4. Housing is purchased for all.
 - Fellows: all have committed
 - Faculty: we have had a number who were unable or unwilling to come, but Matt and I have filled with capable big-time writers
 - Participants: 12 full payees, 3 partial, will have more as COVID lifted and remote options
 - Sign-ups: will open consultations and a la carte April 1
 - COVID -19 precautions: all conference goers will sign Covid behavior and Covid precaution ‘pledges’ and we will have extra masks, sanitation centers for disinfectant and hand sanitizer. All events outside or in Assembly hall, windows open and fans running.
- Participating High Schools – The Writers in the Classroom – May 13, 2021
- Donations - \$3,000 individual, \$1000 from Sundog Books, WE NEED MORE
- St. Joe Foundation - \$15,000 (unlikely)
- Housing up-date but we limited that this year—many possible visitors are struggling to find accommodations
- Profit and loss – January 2019 – March 2021

Outstanding Needs for Conference

- Donations year to year goal is at least \$15,000. LWC2021 we need \$10,000 goal
- Food and beverage THIS IS CRITICAL—see day to day needs.
- Housing and local venue support: there is no academic village (a loss of an inexpensive venue and 12 beds)

Action Items

- Stipends for directors (did not take stipends in 2020 after long hours over the year)
- Solicitation rights expired with state of Florida – donations only
- Open application for new board members – rotation basis—we are thankful for all you have done for Longleaf over the past three years.
 - Solange Jazayeri, Susan Vallee, Ruth Jones
 - One new board member each 2 years
 - Open applications for 2 weeks – blind review of application by current board members
 - Vote and confirmation via board meeting

Meeting minutes: March 19, 2021

Meeting was called to order at 2:40 pm

Zoom conference

Attendance:

J. D'Avignon (director)

S. Jazayeri (community member)

S. Tucker (director)

R. Stafford (Board member)

M. Bondurant (director)

D. Dailey (Board Member)

C. Chavers (community member)

Guests were introduced (community members)

S. Vallee (community member)

Board Action - Vote on meetings minutes – September 2020

- R. Stafford – motioned to approve
- D. Dailey – second
- Minutes approved

Open for public comments

Review of agenda – S. Tucker

Comment

- CDC guidelines for conference – D. Dailey
- Need for an acknowledgement of inherent risk for those attending conference

Comment

- Include Destin High School in the Writers in the Classroom for 2022

Comment

- Magnet Innovation Center – SWHS magnet program

Comment

- Housing – S. tucker
- Conference is still renting housing at market price
- Housing is still the largest expense for the conference
- M. Bondurant – in communication with the Seaside Institute – use of assembly hall and new motor court
- Price of assembly hall has yet to be established

Comment

- Financial statements – Mrs. Pitts
- Profit and Loss sent to CPA

Comment

- St. Joe Foundation grant proposal has been submitted by J. D'Avignon
- M. Bondurant is in communication with Sundog Books for 1000 donation
- S. Tucker is in communication with CAA for 5000 donation

Comment

- D. Dailey
- Need to renew FL department of agriculture solicitation of contributions act
- Need to renew Sunbiz with FL

Comment

- Need for food and beverages
- J. D'Avignon will contact Grayton Beer and new brewery starting in Freeport FL
- J. D'Avignon will contact 30A spirits

Board Action

- New Board Member Application approved
- Deadline for new board member application set for March 31 2021
- Date of new meeting April 2, 2021 – 3:30 pm est
- D. Dailey – motioned
- S. Stafford – second
- Motion passed

Agenda items for April 2 2021 meeting

- New board member applications
- By-laws
- Organizational flow chart
- Responsibilities and tasks to be completed before May 2021

Board Action

- Meeting adjourned – 3:55 pm
- R. Stafford – motioned
- D. Dailey – second
- Motion passed