

Island Readers & Writers  
Board of Directors Meeting  
Saturday, October 19, 2024  
Zoom

In attendance: Jan Coates, Michelle Finn, Debra Lay, Debbie Jamieson, Andrea Gilmore, Elizabeth Hodder Corbus, Susan Peck, Alexandra Hinrichs, Allison Kupfer Poteet, Kelsey Buckley

2:00pm Debra Lay called the meeting to order.

Jan Coates moved to approve the June and August minutes, Debbie Jamieson seconded, all approved. No discussion.

#### *Succession Planning*

Jan Coates recused herself for the portion of the meeting pertaining to succession planning. Allison Kupfer Poteet began with an overview of the succession planning committee's work, which has now transitioned to the Executive Director Search Committee. She then shared an overview of the search process, including a draft process timeline for IRW's Executive Director search. The group discussed timeline, roles and responsibilities. Allison Kupfer Poteet left the call.

#### *IRW Key Priorities*

Jan Coates rejoined the call. Debra shared that IRW has created a document that compiles feedback on IRW's strategic priorities. Where we are very busy with a search, this document will provide an overview of strategic priorities to guide us through the selection of the new ED, until such a time as a new strategic plan is formally created. Debra reviewed the document, which outlines four goals for the organization moving forward. These goals were established based on conversations from the BOD's February 2024 retreat. The group responded to and asked clarifying questions about these goals.

#### *Financial Meeting*

Andrea Gilmore, IRW's Treasurer, led the group through a review of the Budget vs. Actuals, and Profit & Loss statements and the Balance Sheet.

Lauren Jennings joined the call at 3:15pm.

The group reviewed IRW's Investment Policy Statement, including its three specifically stated goals and formula for allocation.

Andrea Gilmore moved to approve IRW's Investment Policy Statement as presented and recommended by the Financial Health & Investment Committee."

Susan Peck seconded; all approved. No discussion.

Andrea Gilmore moved that \$86,680.00, 4% of the four-quarter average, be withdrawn from the Nancy Fund for support of the Forever Books and general operations for 2024.”

Debra Lay seconded; all approved.

Andrea Gilmore moved that the annual 4% draw from investments be calculated following the third quarter of the year.

Susan Peck seconded; all approved.

### *Governance*

Michelle Finn reported to the Board on cultivation of prospective Board member Emily Burke. Michelle asked for the Board’s comfort level in moving forward with Emily. Debra Lay indicated she would like to meet with Emily first. It was determined that a vote to nominate could be handled via email at a later date.

Alexandra Hinrichs asked if IRW has an ideal number of Board members in mind. Jan Coates responded that 9–15 is our range, with about 12 members being ideal.

### *Forever Books*

Debra Jamieson gave an update on IRW’s Forever Books initiative, indicating that Jan Coates has held research meetings and will move on to focus groups. IRW is also in the process of designing a Forever Books bookplate that will identify books given with support from the Nancy Fund.

### *Executive Director’s Report*

Jan Coates gave an Executive Director’s report focused on follow-up from the Dear Teacher conference and Fall school visits. She shared slides with statistics regarding attendance and audience at Dear Teacher as well as plans for Fall school visits and book distribution.

Debra Lay adjourned the meeting and transitioned into Executive Session.

### *Strategic Priorities*