

Northwest Editors Guild

Minutes for Board Meeting on October 14, 2024

Approved by (10 attendees): AMJ, DRS

Absent or Admin (1): JG

Location: Online (Zoom)

The meeting was recorded, and the recording is available on the Guild Drive.

Attendees

- Board Members (9): Julia Anderson, Laura Lee Bennett, Alexandra DuSablon, David Hicks, Michael Horenstein, Kristine Hunt, Abby Marshall-Jaworski, Barbara Merchant, Kristy Phillips, Dawn Schuldenfrei
- Quorum: Yes (4 required)
- Admin: Jen Grogan
- Absent (0):
- Guests: none

Preliminaries (2 minutes) – David Hicks 6:30

- Call to order
- Welcome any guest attendees
- Does anyone want to add another item for discussion?
- Vote to approve consent agenda: **approved**

Welcome to New Board Member/Red Pencil Coordinator – David Hicks 6:33

- Alexandra DuSablon, RP Coordinator

RP Committee:

- Amanda Cavanaugh
- Ariel Anderson
- Jen Swanson

Alex: The committee has had 2 meetings already and is working on finding a venue as a first task. Four venues are good possibilities so far. Likely to have RP in Fall 2025. Committee roles are being finalized.

David: Work with Jen or Communications committee to start advertising e.g. Save the Date?

Alex: We will be developing a marketing timeline, to be shared with Jen for marketing in newsletters, social media, etc. We also need to develop the theme before marketing.

David and Alex to chat ideally after next executive committee meeting about how/when Alex should get board input in decisions.

Jen: Traditionally the RP committee has wide latitude for decisions within the budget.

Membership Criteria Addition (10 minutes) – David Hicks 6:49

- Still working on the draft wording, push out until November? Still don't have mentorship set up, but they can still access monthly meetings etc.
- Let's review and respond via email to complete the draft within 2 weeks

Update to Complaint Form (5 minutes) – Kristine Hunt 7:00

- Updated to include spot for the name of the person being complained about. Board approved this change.
- Jen to update version on web page.

Updates from the Administrator (10 minutes) - Jen Grogan 7:10

- [Membership Report is available here](#)
 - Current membership is at 416 as of 10/9/24
 - 5 returning members for the year, 72 new members
- [Website, Blog, and Newsletter Report is available here](#)
 - Analytics indicate that we're in a good place to phase out Twitter, as Jill suggests, and focus instead on Instagram and BlueSky
 - Blog was neglected again this month due to family life issues on the admin's part; activity should be more consistent from here into 2025
- Other Administrative Stuff:
 - **Outreach:** Kris Ashley will be leading volunteers tabling at Portland Book Festival the first weekend of November again this year and asks permission to buy 3 additional passes at \$18 each plus fees/taxes, so that all volunteers will be covered. Expense approved?
Jen to discuss with Outreach committee to pay for this out of their budget.
David: Discuss possible cap on future volunteer fee coverage?

Julia: Should we discuss at the Outreach budget meeting?

David: Yes, it should be out of their budget and so they should determine a cap, the board could approve additional funds for events over their cap.

Treasurer Report (5 minutes) - Julia Anderson 7:21

- Update on Bookkeeper: previous one quit in September, we have a new one who will organize our books to prepare for any future audit, has already identified some discrepancies/errors/differences in processes among prior bookkeepers that has delayed the budget planning.
- Bookkeeper expense may be higher this year due to cleaning up the books. Previously we approved \$1,500 for cleanup. Julia will talk to her about whether she anticipates it going over that amount.
- Budget Update: finalize budget proposal in the next few weeks after more info from bookkeeper and discussions with committees
- Jen will send Julia a list of previous treasurers to consult with them on past processes etc.

BREAK! (10 minutes) 7:37

Committee Updates (15 minutes) 7:46

What's new? What are you planning? What do you need from the board?

- Board Development
 - Board recruitment happy hours are underway. Not much attendance. A few no-shows, but we've followed up with those members. One interested person, two more who might be interested. David added to last year's slide presentation, so we have a nice slide deck to show to interested persons.
 - Announcements about board recruitment at Guild meetings.
 - Jen is continuing to send out announcements about board recruitment.
 - We will continue with recruitment happy hours in November.
 - If you know of anyone who might be interested in serving on the Guild board, please invite them to attend a happy hour or put them in touch with Abby or David.
- Communications
 - [Social Media Report here](#)

- o Phasing out Twitter/X in favor of more activity on Instagram
 - o Blog Posts coming
- DEI
 - o Consider tabling this committee until we have new members who might want to take up the work?
 - o Kristine will remove from future agendas.
- Operations
 - o No update.
- Programming
 - o Got good responses on the last member meeting with speed networking.
 - o Working on November's member meeting, probably something on indexing. Talking to one of our members about it, then looking to see who else we can add in. Haven't gotten to the point of discussing honorariums yet.
 - o January will be the genre meeting, so I'll be reaching out to people to help with that soon as well.
- Outreach
 - o Seattle: On 9/20/24, the Guild signed up as Exhibitor for 1 day at the 2024 PNWA Conference at the DoubleTree Hilton (SeaTac). We had several volunteers, some new and some experienced. Successful connections were made. Reports to be uploaded here [LINK TBD].
 - o Edmonds: Write on the Sound (Oct. 4, 5, 6): Member and volunteer Nancy Burkhalter presented at PNWA *and* WOTS; she took Guild brochures and business cards with her.
 - o Submitted draft of Outreach Questionnaire in May 2024 for review by and feedback from Committee members.
 - o To DO: Reschedule Outreach Committee budget meeting with Treasurer.
 - o Michael devised a draft Outreach questionnaire for possible connections to other groups, conferences, etc.

Closing Items (10 minutes) 8:10

- Action items
- Anything you want to share with other board members?

Meeting adjourned at 8:12 pm.

Date and time of next meeting: Monday, December 9, 2024, at 6:30 pm

Tasks for Next Meeting

- **David and Alex** to chat ideally after next executive committee meeting about how/when Alex should get board input in decisions.
- **Everyone**: give feedback on the Google Doc for the [New Member Discount writeup.docx](#) in the next 2 weeks
- **Jen** to update version of complaint form on web page.
- **Jen** to discuss with **Outreach committee** to pay for Portland Book Festival volunteers out of their budget.
- **Julia** will talk to bookkeeper about whether she anticipates her fees for cleaning up the books will exceed the previously approved \$1,500.
- **Jen** will send **Julia** a list of previous treasurers to consult with them on past processes etc.
- **Jen** to share our digital marketing materials with **Michael**.
- **LauraLee** to review Michael's draft Outreach questionnaire
- **Outreach Committee** to reschedule budget meeting with **Julia**