

Northwest Editors Guild

Minutes for Board Meeting on June 10, 2024

Approved by (9 attendees): AMJ, JA

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, 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: Jill Walters, Norma "Rosie" Wigutoff, Michael Schuler

Preliminaries (2 minutes) - David Hicks 6:33-6:35

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

Guests (15 minutes) 6:35–7:07

- Jill Walters - social media - [Social Media Report is available here.](#)
 - Blog follow-up - [Blog material tracking chart-draft.docx - Google Docs](#)
 - This is David's list of post ideas/books to review, to send to Jill
- Norma "Rosie" Wigutoff
 - David asked her to give feedback on her experiences as a new Guild member for the last 18 months
 - New to editing, excited to be a member!

- Has attended meetings and has learned a lot about being an editor, and how skills from previous career also apply to editing, mentoring, discussion list
- Exquisite support, expertise, and generosity of Guild members, a loving community!

Red Pencil Coordinator Board Position (30 minutes) - David Hicks 7:07–7:50

- Please review this document that describes the proposed coordinator position: [Red Pencil Coordinator Responsibilities-MES.docx](#)
- Two biggest needs: have the coordinator ready to create the ad hoc committee when it's time for event planning (stability), and having a permanent coordinator (who is not otherwise a board member) would indicate a level of commitment to get things done and be able to find members who also would commit.
- Could be difficult to recruit a volunteer for this, also committee members can be willing to brainstorm/plan but not do a lot of leg work
- If we set up more structure, things would go more smoothly and possibly be able to hire an event coordinator for catering/venue for example, and provide continuity.
- Could add as a voting member, which would promote more engagement and add to our numbers also. Should not be on any other committees and should have attended at least one RP conference.
- **Vote on adding this position to the board: approved, unanimous.**
- Discussion on approaches to recruit next RP leadership team
 - o David and Michael S. have met to discuss a name list
 - o David suggests targeting people who might be willing/able rather than sending a blast to the membership
 - o Send any names to David.

Rosie Wigutoff and Michael Horenstein left at 7:30. Jill Walters and Michael Schuler left at the break.

BREAK! (10 minutes)

Updates from the Administrator (10 minutes) - Jen Grogan 8:00-8:17

- [June Membership Report is available here.](#)
- [June Website, Blog, and Newsletter report is available here.](#)

MW-11, AP, etc. for possible online subscriptions?

- I'm disappointed to report that AP turned us down on this (apparently they prefer to limit their partnerships to the very big organizations), and Merriam-Webster never responded at all. If anyone has other style guides or resources they'd like me to pursue, please let me know and I'll give it a shot.

Membership Criteria (10 minutes) - Kristine Hunt 8:18–8:38

- Discussion of how to retain potential new intro members to reduce people dropping out after 1 year: meetings, workshops targeted to them
- Julia and David discussion with Margie about impact of intro membership level on mentoring program and idea to restrict intro members to proposed group mentoring meetings
 - She is supportive, especially if we do workshops etc. rather than the Mentor program.
- **Proposal:** Intro membership for one year with no directory listing, then at renewal they provide resume/LinkedIn page to become full member.
Motion by Kristine, LauraLee seconded: approved unanimously
- Jen to set this up on the website with \$35 fee

Treasurer Report (5 minutes) - Julia Anderson

- Plan to go over committee budgets soon. Probably by July.

Committee Updates (15 minutes) 8:39–8:50

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

- Board Development
 - Board recruitment effort coming up
 - Will ask board members in the next few weeks: Who is remaining on the board for their third year?
- Communications
 - Marketing plan development: on Kristy's to-do list
 - Marketing- and business-related article series effort status (Blog follow-up - [Blog material tracking chart-draft.docx](#) - [Google Docs](#))

- Blog (Jill Walters - social media - [Social Media Report is available here.](#))
- Newsletter ([June Website, Blog, and Newsletter report is available here.](#))
- DEI
 - David: Could we align with orgs that offer reading/writing tutoring to underrepresented groups – future writers and editors? Align with other publishing-related orgs like desktop publishing? Align could mean helping mutually promote at events.
 - LauraLee: Could we align with LGBTQ editing group?
 - Dawn: <https://lgbtqeditors.org/> is a national group
- Operations
 - Jen: We are moved into the new storage space.
- Programming
 - July Member Meeting: Disability, Language, Access, in process
 - Dawn will talk to Jill about meetings after that
 - Mentoring program status (see Guests)
 - Jen: Mentors are working well with our Zoom access
 - Mastermind groups effort
- Outreach
 - Michael is putting together survey for Advisory Committee about possible events we could table at.
 - We are tabling at the Portland Book Festival in November
 - Laura Lee emailed Lin Laurie, Society for Technical Communications-PSC president, on collaborating with NWEA on a potential Fall networking event/job fair in the Seattle area.
 - Still collecting info for potential events and organizations for tabling/speaking. Now looking at Fall 2024 and ahead to 2025. Goal is to have a comprehensive list by the August Board meeting.

Closing items and adjournment (10 minutes) 8:50–9:02

- Action items
- Closing comments, observations, or other matters to bring up
- Anything you want to share with other board members?

Meeting adjourned at 9:02 pm.

Date and time of next meeting: Monday, August 12, 2024, at 6:30 pm

Tasks for Next Meeting

- **ALL**: Send any names to David for possible Red Pencil coordinator volunteers.
- **Jen** to set up introductory membership on the website with \$35 fee on the back-end for us to review
- **Kristine** to look at imposter syndrome topic/David's suggested books for possible blog post

* * * * *