

Approved by Board Members in attendance: KVD, KF, KEW, JW, KC, JG, ED
Reviewed by Board Member(s) not in attendance and by Admin: RB (Admin), JK

NW Independent Editors Guild

Minutes for Board Meeting on June 13, 2016

Place

Phinney Neighborhood Association, Brick Building, Rm. 32

Attendees

Kathleen Walker, Donita Leeson, Kristin Vorce Duran, Jill Walters, Rob Esene, Elaine Duncan, Jen Grogan, Kelley Frodel, Rebecca Brinbury, Rich Isaac, Kristin Carlsen, Kerrie Schurr.

Absent: Julie Klein.

Preliminaries

- Kathleen called the meeting to order at 6:30 p.m.
- **The Consent Agenda was unanimously approved.**
- Donita led an icebreaker about what we would each like the title of our memoir/bio to be.

Prior Action Items

UW Editing Certificate Outreach: Elaine will be leaving the Board meeting early to go to the UW Certificate Program meeting tonight. She provided a draft statement about the Guild to put on the class board for the program. She also reported that Kris Fulsaa had requested that the statement be fairly neutral in nature. **Other board members suggested edits to the statement, which Elaine will incorporate.**

Insurance: Elaine reported on her research into the current insurance status of the Guild and provided a handout. **She requested and received approval to see whether TRC Insurance (her agent) can provide a better rate for Directors and Officers insurance, as well as an estimate for comprehensive general liability insurance (CGL).** The Guild does not currently have CGL, but it appears that this is a gap because it is needed for our various events and required for our room rentals.

Admin Contract: Kathleen reported that **progress is being made on getting a real contract drafted up for Rebecca**, since none was found in the archives.

Free Membership for Programming Committee Volunteers: Kristin D. led a discussion about **creating a short agreement/policy** (½ to 1 page) to be signed by volunteers who get free membership. The agreement would outline what the expectations they need to fulfill in order to receive the free membership. This applies to the Programming Committee only (member

meeting setup volunteers and note takers), and the names would need to be shared with Rebecca so she can ensure they receive the free deal. It would also be helpful to **have a linked PDF on the Volunteers page** that shares this info.

PNWA Conference: Kristin C. had a couple of questions from Polly Zetterberg, who is coordinating the Guild volunteers for our table at the conference: (1) Can Guild members display their personal business cards on the table? The answer was no, **offer Guild business cards**. However, if a Guild member is directly asked for their business card when conversing with someone who stops by, they may provide it. (2) Is it okay to **create a poster** (for use on an easel) that lists the different editing types alongside the Guild logo? The general feeling was that it would be okay only if the editing types are listed *below* the Guild logo.

This led to a short discussion about supplies for the conference, including business cards (Rebecca has more). It would be good to **add a link to the member directory on the Guild website**. In addition, **Polly will talk to Andie about creating a half-sheet flyer** to offer to conference visitors. The vinyl banner is also available if it works with the table, and there is an ample supply of sticky notes with the Guild logo.

Willamette Writers Conference: Kelley and Donita have been working on this. There is an opportunity for sponsorship (\$800) or an ad (\$350), but the deadline was just announced as being 6/15! Holly in Eugene is not interested in participating, so it seems best to **consider participating next year instead** and see if some of the Portland people can help. The conference will be held at the Sheraton Airport Hotel.

Password Management: Kerrie has not made much progress due to recent travel, but **will compile a list of individual password-storage companies** that Board members can use. She will provide the password info **before the next Exec Committee meeting**.

She also advised that it would be good to consider a thorough assessment of security of the Guild's information, which someone pointed out included the Admin's 1099 forms with SS or tax EIN numbers. She asked whether the Guild takes credit cards for dues payments; it does not, so that is one area we do not need to worry about. Doing a more thorough assessment would come further down the road.

Finance Report: Rob gave the Treasurer's report and provided handouts on the budget status as of 5/31 and assets/liabilities as of 5/31 (not 4/9 as on the handout).

Video Camera and Equipment: Kathleen reported that the Canon video camera, hot shoe for the mic, and tripod were purchased and used successfully for the May member meeting. She requested and received approval for **spending \$150 to upgrade to a higher, more smoothly panning tripod**. Kyra Freestar has the camera gear now and is learning how to use it.

Online Video Storage and Public Availability: There was a discussion of the merits of Google Drive vs. Dropbox vs. flash drives to store videos for the long term. Rich thought the cost of Google Drive was ~\$25/yr for 100 gigs or \$10/mo for 1 terabyte. **Storing the videos in two different places online (Google Drive and Dropbox) was considered sufficiently good backup**, as well as reasonably priced.

This led to a discussion of how long each meeting video would be left up for the public to access, and the unanimous consensus was to **put all but the current video in the**

members-only area. (JPG thumbnails could be put on the website to entice people to join the Guild.) This means that each video will be up for about 60 days.

Current Action Items

Membership Report: Rebecca presented updated information contained in her detailed report at the link in the Consent Agenda. This has changed only slightly since the previous report, but new members may join as a result of Elaine's visit to the Certificate Program class. Rebecca mentioned that next year is the 20th anniversary of the Guild, and it would be great to get to 400 members. **She will continue to update the info over time.**

Programming Committee:

- The committee is interested in having a more coordinated publicity effort for its events.
- Mia Lipman's presentation on copyediting fiction will be held on Saturday, October 22 or November 5, from 9 am to 12 noon. There was some discussion of venues and reserving a projector for her use. Options include the PNA (cheap), Mt. Baker Community Center, or a venue from the list that Rich compiled of possible Guild meeting spaces. **Rich will give the list to Kristin D.**

Biennial Committee POP Updates: Kathleen asked whether we should spend time on these during the meeting or have each group do these on their own. The group agreed that **each committee will meet on its own before the next meeting to review and update its POP.**

Minutes Issues: Kerrie asked whether there were any issues with the new way of including nonattendees and the Admin at the top of the minutes; none were expressed. She will also continue to mark action items for easier recognition.

Discussions

Blog Brainstorm Discussion: **Kathleen will solicit blog ideas from the Board, followed by reaching out to members.** She asked for someone to **be a liaison from the Board to the Blog Committee, and Jen volunteered.** The purpose of the committee would be to agree on (and enforce) standards for the blog.

Kathleen suggested that the **blog launch be in September**, with posts made twice a month or so; this was agreeable to everyone. A question arose about whether blog post authors would have bylines, and the board was agreeable--though this could be decided by the committee. **Kathleen is looking for brainstorming ideas to be added to her blog document.**

Draft Strategic Plan: Kathleen led a discussion on Focus Three of the Draft Strategic Plan. **The group suggested some revisions and additions, which Kathleen will incorporate before sending the final plan out for approval in June.**

Adjournment

The meeting was adjourned at ~8:30 p.m.