

Approved by JW, RK
Reviewed by (for Absent or Admin): JG KF PmW pz

NW Independent Editors Guild

Minutes for Board Meeting on June 12, 2017

Place: Phinney Neighborhood Association, Blue Building, Room 3

Attendees

- Board Members: Jill Walters, Pm Weizenbaum, Kristin Carlsen, Elaine Duncan, Kerrie Schurr, Christina Johnson, Donita Leeson, Roberta Klarreich
- Absent: Kelley Frodel, Polly Zetterberg
- Admin: Jen Grogan

Preliminaries

- Jill called the meeting to order at 6:35 pm.
- **The Consent Agenda was unanimously approved.**

Prior Action Items

Membership Update (Jen)

[\[Membership Report\]](#)

We now have 299 members! And we've sold one more *Chicago Manual of Style*, so we haven't lost any money in this endeavor.

A whopping 43.6% of applications are coming from the UW certificate program. We should try to get on the certificate program's panel.

GSuite Move Updates (Jill and Jen)

We got our website domain released (at last), and Rebecca set up GSuite before she departed the admin role. Jen hasn't deactivated Rebecca's GSuite account because it seems risky to have only one "super admin." We might want to consider who else should have that level of access.

With GSuite, we have some new Guild email addresses: jen@edsquild.org, rebecca@edsquild.org, jill@edsquild.org. Some older addresses forward to these.

Financial [Update](#) and Current Bank [statements](#) (Elaine)

The budget hasn't been changed, but Elaine updated revenue and expenses since the last report. There's also a listing of recent checks.

The current bank account balance is \$16,958. Jen notes that we have around \$15,000 in the PayPal account; we should transfer this.

Elaine's not sure she's paid for the March member meeting at The Good Shepherd Center. It's likely they haven't billed us.

Member Meeting Locations Going Forward (Kristin, Pm)

We're not planning to have any future meetings at iLeap / The Good Shepherd Center. The next meeting is at the Phinney Neighborhood Association, where the WiFi can be spotty and livecasting the meeting might be a problem.

We're also looking at the Mt. Baker Community Club for November. It's a nice building, but parking might be a problem. We should keep an eye out for more locations that are in the south.

Archive Project Update (Kerrie)

Not much progress. The committee is trying to find a time to meet.

[Make it official] Programming Workshop Pricing Structure Vote Results

We approved a pricing structure via email. Elaine suggested that we create a more formal document about the thought process for future use. Pm will ask Kelley to gather her notes into such a document.

Current Action Items

Strategic Plan Review

[\[Strategic Plan\]](#)

How are we doing? What do we need to work on? Do we need to make any changes?

Overall, we're on track to meet our goals. Jill suggests adding a column to record things we've accomplished (or at least steps we've taken). Each committee can fill in as appropriate.

A few progress notes: The Speakers Bureau still needs to be revived. We're not sure how successful the job board is, though there are anecdotes of people getting jobs through our job board postings. Podcasts and webinars are a little beyond our reach at the moment. No NaNoWriMo editing event this (conference) year. Regular Guild workspace is still a ways off; Hugo House doesn't seem like it'll be an option. Health insurance research has been done, but as long as the Affordable Care Act remains in place, it's not financially workable for us to offer plans. If it's repealed, it may become possible.

Parking Lot:

No parking lot items.

Discussions

Potluck and Anniversary Celebration: Form Planning Committee (Jill)

Yes, we are having a potluck this (conference) year! It's also our 20-year anniversary. If anyone is interested in helping Jill plan it, let her know.

The executive committee had the idea to ask founding members about the old days of editing, and maybe do a "Wait, Wait ... Don't Tell Me!" thing where we have audience people guess which story is true/false.

We should figure out a date and location by early July. Discussion to follow via email. The programming committee could help with location scouting, since they've already done some research for member meetings.

Insurance Updates (Elaine)

Last year, we removed Employee Practice Liability (EPL) coverage because we don't have any employees. However, it turns out that EPL covers claims by third parties.

Do we want to reinstate that coverage? Our policy renews in July. The cost could be around \$300–\$400 per year (Elaine to get exact amount). Pm notes that as we're broadening and diversifying our membership, it might be good to protect ourselves against claims of (fill in the blank).

Vote: The board unanimously agreed to reinstate the coverage, as long as it's under \$600.

Board Vacancy: Comms Committee/Social Media Person Moving Forward? (Jill, Christina, Jen)

According to the board handbook, we can replace Jen's position on the board.

In her role as admin, Jen is currently posting Guild events on social media. For the long term, we could make social media management into a volunteer position. Jill would like to do this after her board service. Do we want to bring someone on for the interim?

The programming committee has offered to help write Facebook, etc. posts for Jen to post, but it might be nice to have someone who's very interested in the role.

Vote: The board unanimously agreed to approach someone to join the board for the next six months. The board doesn't think it's necessary to get a social media manager for the interim.

Closing Items and Adjournment

Outreach Events: PNWA and Willamette Writers (Jill)

PNWA now specifies only two volunteers can staff a table for its entire weekend event. We've negotiated two people per day, but we haven't heard back from PNWA about whether it's possible for us to send more volunteers. We've decided not to pursue.

By contrast, Willamette Writers is very excited to have us at their conference.

Portland Updates? (Pm, Jill)

Pm invited all of our Portland members (and will follow up with Ooligan Press people and some others) to a meetup in two weeks to discuss their interests. She got 17 responses. She might offer to come down once a month for a while to facilitate discussions and perhaps interest people down there to revive the Portland chapter of the Guild.

The meeting was adjourned at 8:40 p.m.