

Board Meeting Notes 9/24/12

Day of Meeting: Monday, September 24, 2012 7:00pm

Present: Helen Townsend, Elizabeth Johnson, MaryColleen Jenkins, Beth Chapple, Kyra Freestar, Carrie Wicks (Waverly Fitzgerald and Adel Brown not present)

Location: Third Place Books in Lake Forest Park

1. Website—Helen

The board discussed and ratified developer contract with Erik Vilinskas. PROGRESS! Helen went over board comments from Google Doc as well as lawyer's input (We sent attorney Bill Carleton a thank-you card, as well as to Jana Harper—the woman in Helen's office who helped to find Erik Vilinskas.). Erik is scheduled to complete the website and make it mobile-friendly within 60 consecutive days (job for hire), but we will wait to announce it to membership until we are sure it is done. Drupal is an open source (i.e., not to own), a public platform. Credits in footer s/b Erik's only? Mike (original developer) supplied files/data/access for Erik to migrate to his server. Erik to fix Search function for members' listings so that all keywords for locations, skills, specialties show up for prospective clients. Sherri more familiar w/ specifications of site. Should be done by Dec. 1 if Erik starts now so that Toddie will have time to learn how to maneuver around site before January renewals. Erik will train Toddie. Board voted YES to scalability for remote/mobile applications. All in favor of responsive design. Launch party for website w/ Toddie?

Board approved the expenditure of \$5,465, with 50% (\$2732) paid 9/24/12.

2. 2013 Officer Nominations—Elizabeth

Nominations are being taken now with a vote in December. (We already nominated Helen as president-elect and Waverly as treasurer, but the rest are TBD.) Elizabeth will stay on the board, taking on consulting role for Helen. Beth will assist Waverly in preparing for role switch; Waverly to become bank signer. Carrie agreed to stay on as secretary for another year: 2013. Kyra willing to be VP, but doesn't want to be president elect. Kyra wants to work on board development (will discuss at Oct. retreat). Mary-Colleen is also interested in VP role, working on membership development/building stable of volunteers.

(All officer terms are one year.)

3. New Meeting Space—Helen

Members have suggestions in response to Helen's email. One member responded, "I'm thrilled to hear this—Hugo House is the reason I no longer come to Guild meetings."

In addition, Waverly has been looking into a space on fourth floor at the Good Shepherd Center that looks quite promising (large w/ microphones, projectors, whiteboard). MaryColleen offered to visit some other potential options: University Heights, Elliott Bay, Eastside (for coffee hours but not meetings), public library, libraries of public schools.

4. Secretary's Report—Carrie

Carrie received D&O insurance renewal (\$1,057/yr.) in mail; however, Kara Ott's name is still on it w/ Carrie's address.

5. Treasurer's Report—Beth

We have \$16,938 in bank. The website will cost \$5,500 to finish. We'll get renewals in Jan. 2013 (we have 256 members now).

6. 2013 Member Meeting Topics and Update on Speakers for November 2012—Kyra

We need ideas now, with the goal of announcing our lineup to the membership in December (before our next dues/renewal announcement which goes out the last week of December. We don't need to vote to keep dues the same as last year.)

From Adel, here's the November 12 meeting update (in cabaret space at Hugo House):
Three designers have generously committed to present at our November 12 panel:

- Sibyl Perkins -- website design
- Zach Hooker -- book design
- Jason Petz -- marketing collateral design

Each will present for 15 to 20 minutes, and then we'll open it up for audience Q&A.

Ideas for January and further members' meetings: roundtable discussions to get to know other editors and discuss certain pertinent topics; might not need to have Show & Tell every Jan.; business advisors for freelancers (copyright and intellectual property law); great communication w/ clients; collaborative business; subcontracting; fiction editing; technical editing; Carrie to pull other meeting topics from old notes (last powwow?) and we are to brainstorm ideas at the retreat!

7. Potluck Report/Volunteer Sign-Up—Mary-Colleen

New members Kerrie Maynes signed up for leadership roles as well as Teresa Selfe (conference experience!). Guild photographer to be added to list of volunteer jobs. Everyone who signed up should be contacted soon to keep the momentum going.

Mary-Colleen willing to be board liaison for conference committee? Carrie could be secretary for that, too, again, if needed? Carrie to pull other volunteers from post-conference notes to send to MC. Also to send MC Helen's notes about how to run conference smoothly.

Jason Petz in town now and was at annual potluck; he could do conference brochure again?

8. Wordstock Plan/Portland Outreach—Mary-Colleen

New member Cynthia White can go to Portland for Wordstock: October 13/14. She will take Guild business cards (and maybe sheets about types of editing?). Need to start small w/ Portland to build enthusiasm (a coffee hour there?).

9. Speakers Bureau Update/PNWA Connection—Kyra/Elizabeth

PNWA was pleased with our first presentation (on Sept. 13). They have asked if we might be interested in reading entries for its next literary contest. We are also to submit our proposal for next year's PNWA summer conference by early November (Elizabeth will do that.) Northwest Bookfest panel also went well.

We could still use a volunteer to head up organizing speaking events.

Upcoming speaking events:

- Oct. 6: Write on the Sound panel in Edmonds (Brandon LeFave, Corbin Lewars, Sarah Martinez, Helen Townsend)
- Nov. 3: PNWA workshop in Issaquah (Beth Jusino, Christy Karras, Helen Townsend)

10. October 21 Board Retreat, 10 a.m. to 2 p.m. at Elizabeth's home (address will be emailed)—Kyra

Ponder members' meeting ideas and roles for self as board member/officer. To socialize/brainstorm for visioning/strategic planning. Kyra to put together an agenda.

11. Last board meeting of year: Dec. 3, 2012, Helen's conference room!

Minutes respectfully submitted by Carrie Wicks on September 29, 2012