

Northwest Editors Guild

Minutes for Board Meeting on February 10, 2020

Approved by: **MLH, BM, MB, AC, EC, AR**

Reviewed by (absent or admin): **JG, KA**

Place: Zoom

Attendees

- Board Members: Alicia Ramos, Alison Cantrell, Erin Cusick, MariLou Harveland, Michael Schuler, Jesi Vega, Matt Bennett, Brendan McLaughlin
- Admin: Jen Grogan
- Absent: Kris Ashley

Preliminaries

- Call to order
- Introductions to our new board member, Brendan McLaughlin
- **The Consent Agenda was approved.**

Prior Action Items

- **Update from Matt on the writer mentor program:** Matt met with Mark Baumgarten and Mason Bryan at Crosscut and discussed the possibility of working together for the second year of the writer mentor program. They were enthusiastic and made recommendations.
 - Looks like this year the program will take 5 rather than 8 writers to make it more manageable and improve retention. Writers will also be paid \$600 per article, an increase from \$250 last year, the program will run between April and September 2020 and two editors from CrossCut will participate plus two editors from NW Editors Guild.
 - Matt is currently developing copy to recruit writers/editors and to describe the program to external organizations. Erin recommends working with Alison on recruitment, who also offers to help with copy, social media, listserv and job board. So Matt will first secure an agreement from Crosscut, then create the application and send it to Alison
- **Recap regarding [strategic plan](#) purpose and implementation**
 - Erin shared that people felt intimidated by reaching for lofty goals of strategic plan, but those were more like aspirations rather than promises. If we need to scale back, that's fine
 - Each committee should look at its section, tactics that apply, and discuss whether the plan seems achievable for the year. Updates about committees position on their strategic plans should be presented by the next Board meeting
- **Re. Speakers Bureau:** Right now we don't have a Coordinator. Last year Jessyca did it in addition to being on the Outreach committee, which was too much. Pm and Karen are rejoining Outreach and we (who?) will ask if they would be interested in the position.
 - We already have one speaking engagement scheduled, but it may be too much to seek out more without someone in the position. For the time being, requests will be forwarded to Board.
 - Laura suggests developing a presentation (i.e. "What is copy editing and where do you get it?") that could be used by multiple people and given to writers groups and libraries. (Strategic Plan includes "developing presentations and recruiting people.")
- **Re. Zoom** Matt is doing a talk at Ketchikan public library and requests Zoom account.
 - We have a one-host Zoom account but someone other than Jen can log in and use the account to host a meeting (the library would need to download the software but wouldn't need their own account).
 - Jen will make sure that Matt has Guild account/password in time
 - Jen will create a calendar to keep track of who is logged in and when, so that nothing overlaps and she can keep track of who has password (when she needs to change it, she can let them know).

Current Action Items

- **Re. Julie Swearingen filling in as Volunteer Coordinator while Alison is on maternity leave during the summer**
 - Julie has been involved with the Guild since 2018, and is available right away. She works with independent authors/presses, and just started a position with Blue Dot in SF.
 - In 2018 - 2019 (prior to moving to Bend, OR) Julie organized Portland Guild happy hours and coffee hours, and worked with Pm and Alison on the first Guild retreat on the Oregon Coast in Rockaway Beach
 - She knows the ins and outs of recruiting, having worked with Pm to recruit volunteers in Oregon. Was at Write to Publish in January, and will shadow/train under Alison so she can take over while Alison is gone.
 - We can vote her in as an interim Board member once Alison is gone, which would give her voting rights (even though there may not even be enough time for her to be present during a Board meeting)
 - Matt seconds her nomination and Erin has no reservations.
 - Alison will check with Julie about whether she's comfortable being interim Board member - she'd thought of herself as a non-Board committee volunteer.
- **Re. Volunteer Recruitment:** Alison shared a proposed [process](#) for submitting volunteer opportunities
 - Send opportunity to Alison with description of role and she can help write summary of role (mentor program is autonomous of this)
 - Talk with Alison about refining role, establish whether there's a set of desired qualities/experience or questions for the role, as well as whether we would need to create training materials (i.e. best practices and style guide for Blog Coordinator)
 - Once those are established, Alison will work with Jen to get it on the board, on social media and accomplish advertising it
 - Send further thoughts to Alison at alisonjcantrell@gmail.com

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Discussion

- **Re. Recent Legislative Actions regarding Freelance/Contract Workers:**
 - Board discussed issue and decided to investigate further with an eye toward a blog post or other educational content later in the year.
 -

8:05 Discussions (20 minutes)

- Should we allow board members to vote by proxy or by email when they are unable to attend board meetings? (10 min.)
 - From Robert's Rules of Order online:
 - In a strictly deliberative assembly no member can vote who is not present when the question is completely put. But in many societies the membership is scattered all over a state, or even still wider, and it has been found expedient to provide a method of voting that will enable all the members to vote upon certain matters, as upon amendments to constitutions, by-laws, and in elections of officers. This provision, when it is deemed advisable to adopt it, should be placed in the constitution or by-laws.
 - *Proxy Voting.* A proxy is a power of attorney given by one person to another to vote in his stead and it is also used to designate the person who holds the power of attorney.
- **Re. Technology, such as Slack or Trello, for committee communication and tracking**
 - Screen shares of Slack and Trello
 - People can try it out once they know what they want to use them for

Closing Items and Adjournment