

Burlington Writers Workshop (BWW)
Meeting of the Board of Directors

Date: January 14, 2017 – Board Meeting
Place: 110 Main Street, Burlington, VT

Board of Directors Attendees:

Peter Biello
Danielle Thierry
Cynthia Close
Wendy Anderson
Lauren Bender
Rebecca Starks – call in via phone

Meeting called to order at 10:08AM.

1. Presentation of the 2017 Budget

The 2017 budget, which was distributed in advance of the meeting, was discussed in detail.

The biggest issue generating discussion was around the fact that the charge for MSR submission reviews was increased to \$25. There were several pros and cons discussed. There was concern that by raising the price, writers who might use this option before paying for a full length manuscript review would no longer use our service. There was also concern that the higher price would decrease the learning opportunities for MSR staff. On the flip side, MSR staff seem to be overloaded with responsibilities so fewer submissions may help with workload management for the all-volunteer staff. And the increase in price recognizes the value of the volunteers' time.

One option that was discussed was a multi-tier pricing scheme could provide writers with different levels of feedback. However, we will go with the current price, and revisit the multi-tier option in a couple of months.

The board unanimous approval the budget as presented.

2. Discussion of Board Member Roles

Overview of revised board structure presented in order to clarify roles and focus board members on strategy and fundraising efforts while the organizer and editor of Mud Season Review focus on the operational activities of their respective areas. Proposed board structure includes:

- Board Secretary - responsible for ensuring all minutes are prepared and approved by the board, and that the minutes are secured and available as needed.

- Board Treasurer – responsible for signing all financial documents, including the tax return, as well as accepting the responsibility for making sure someone is preparing the financial results and budgets as needed.
- Permanent Founder Position
- Chairman Position
- Organizer
- Past-Organizer
- MSR Editor
- General Board Member Positions
- A newly formed Grants Committee would now report to the Chairman instead of the organizer (because organizer is not responsible for fundraising)

The treasurer designation needs to be assigned to a board member at the next board meeting.

3. BWW Organizer Report

- If possible, it makes sense to have an organizer-in-waiting position filled a couple of months prior to taking the organizer position,
- Danielle expects to step down as organizer in the spring (target is May when her two-year term expires)
- Best of Editor will now be a separate position reporting to the Organizer
- Workshop update – the details around upcoming craft sessions detailed, including author led workshops at our two satellite locations
- The Winter Literature Series has a record turnout
- New member workshop update was given
- Danielle got invited back to Milton library for craft session – she plans to donate proceeds to BWW
- 2017 Best Of is on target for print
- Combined book scheduled for April 21st, Contois Auditorium at Burlington City Hall
- End of year tax donation letters are being prepared by Cathy B.
- Working on BCA grant with Margaret G.
- Working with Deena on open Mic Night
- Meetup file issue – Peter to coordinate the temporary solution and give workshop leaders ability to put up files on website

4. Other business

- The board will discuss the role of satellite offices in the next board meeting – formalize our position
- Send suggestions to Peter for organizer and MSR managing editor positions by Saturday, January 21st.
- The next board meeting is scheduled for Sunday, February 26th at 10:00AM.

Meeting is adjourned at 12:30PM.