

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

Date: April 15, 2017 at 10:00 a.m.

Place: 110 Main St. Suite 3C, Burlington, VT 05401

Board of Directors Attendees:

Peter Biello

Wendy Andersen

Danielle Thierry

Terry Cleveland

Lauren Bender

Board members not present:

Walt Mahany

Rebecca Starks

Cynthia Close

1. Minutes from March 18, 2017 approved.
2. Discussion of committees and people who could get things done. Some discussion of the organizer role. After dividing the roles in the spreadsheet (see link below) organizer position seems to boil down to communication, fundraising, and vision. The organizer is in some sense the keeper of a checklist, making sure all the committees are getting stuff done. Discussion of board members was brief, but some terms are expiring. See bylaws for rules on this.

As of April 15th, some of the names listed here as owners of a task have not been contacted to see if they'll actually take those roles. Danielle/Wendy are checking with folks to see if they'll take on those roles. See chart:

<https://docs.google.com/spreadsheets/d/1ufEYBGOF58p5nB2If6KcohsgGWGREFWQiGRHXzaaSUSU/edit?pli=1#gid=0>

3. Financially we're doing well. Budget-wise, we're 17% behind on donations, but we're way ahead on Mud Season Reviews. Terry will send a digital copy of the financial details. Terry will get binder for financials so they will be publicly available.
4. Fundraising in May will focus on sustainers, 9 MSR manuscript reviews. Peter will assemble list of folks who could possibly set up sustaining memberships, the idea being that we'd like to get rent paid automatically every month.
5. MSR plans print issue on 4/20, next digital on 5/20. Will check with Erin to see if she's uploading Submittable email addresses into MSR's Mailchimp account.

Next meeting likely June 10th at 10 a.m.