

Burlington Writers Workshop
Meeting of the Board of Directors

Date: Saturday, June 10, 2017 at 10 a.m.

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

Board of Directors Attendees:

Peter Biello

Danielle Thierry

Rebecca Starks

Terry Cleveland

Wendy Andersen

Guest Attendees:

Margaret Grant

Board of Directors Not Present:

Lauren Bender

1. Minutes from April meeting approved without suggestions for revision.
2. Discussion of grant. Several topics regarding the grant were discussed.
 - Margaret Grant says she is submitting a revised budget to BCA (grantee), which is typical when it comes to grants. Revised budget removes rent, utilities, insurance. Includes instructor travel, more money for materials, supplies, and advertising. Travel is not fixed to mileage and could go to one or more instructors. We should ask instructors for an invoice so that we have a paper trail for the final grant report. The invoice may or may not include travel.
 - Margaret told the board that the BWW must take some photos of these workshops and make them available to BCA. The workshop must also gain written permission from anyone who appears in the photos. Some discussion of the feasibility of getting hundreds of permission slips, which would be typical, given the number of people in the pictures we take. We concluded that we will select a few photos for BCA from the many photos we take and seek permission from those people. Once we obtain permission, we will send slips and photos to BCA. Margaret says BCA is not necessarily looking for permission slips, but they might ask for it in the course of an inspection.
 - Workshops for this grant need to be held before June 30, 2018. Scheduling committee will handle this. Peter will design digital and print publicity. Margaret will send BCA logo to Peter. This logo needs to be on the publicity. We have \$676 for marketing in this budget.
 - Terry will begin tracking spending for this grant in her accounting software.

- We have to get written permission from Lee Anderson who owns the Lit Club Lamp Shop. If we are unable to get written permission from him.
 - Margaret says she can help with the final report and answer questions or respond to inspections if they occur.
 - Margaret urges that we spend all grand funds.
 - Peter signed tax forms, which Margaret will send to BCA.
 - Retreats will not be rolled into this BCA grant, but the grant frees up funds for retreats.
3. Financial update from Terry Cleveland. We spent more than we took in during the month of April. That's due to printing expenses for MSR/BoBWW. Some discussion ensued about selling these books. The books are in a few book stores, but there is at present no concerted effort to sell these books. There is about \$5,000 budgeted income for book sales. Need to create better incentives for editors to help sell books. Terry offered to call Phoenix, Crow, and the bookstore in St. Albans to make sure that our books are there. Rebecca may go to Flying Pig. Danielle says Nina Gaby may be interested in doing an event. We need a better plan to sell these books. Perhaps a Submittable option that comes with a book purchase would make sense. Might also want to cut down on Submittable and ask people to share accounts. Sustaining members have been an issue. Also some discussion about drastically reducing print copies and relying on eBooks. Fluctuations in rent cost include costs for Montpelier space, which is not paid every month. Donations in May are not close to \$5,000. Terry reconciles PayPal with the bank account. Need to dig a little deeper on why \$5,000 did not appear in that line on the numbers. Danielle says she's happy Rose is handling the money now.
 4. Resignation of Walt Mahany. Walt's resignation was accepted.
 5. Resignation of Cynthia Close. Cynthia's resignation was accepted.
 6. Discussion of open board member seats. Board came away with ranked list. For privacy purposes, the board will not list the ranked list here in these public minutes. The board did come up with a list of ten names and put five of those names in this ranked list. Peter will work down the list, sending invitations until two members accept our invitation.
 7. Discussion of resignation of Wendy Andersen. Wendy submitted a letter stating she will resign when the board is "fully constituted" at seven members.
 8. Next meeting is July 8, 2017 at 10 a.m. We can set up a conference line to accomplish two things: (1) Welcome new board members and (2) accept resignation of Wendy Andersen.