

**Burlington Writers Workshop
Meeting of the Board of Directors**

Date: Saturday, October 21, 2017 at 10 a.m.
Place: 110 Main St. Suite 3C, Burlington, VT

Board of Directors Attendees:

Lauren Bender
Peter Biello
Partridge Boswell
Terry Cleveland
Deena Frankel
Rebecca Starks

Board of Directors Not Present:

Danielle Thierry

1. Discussed handoff logistics with Peter. Will need a new Paypal account and should encourage members to transition over. Peter has sent Danielle a list of things that need to be handed off/handled. Peter brought in a box of pint glasses that can be mailed out and envelopes for mailing MSR. Email address for Square will need to be changed.
2. Motion to accept Peter's resignation. Accepted without objection.
3. Motion to elect Deena as chair. Deena expressed concerns about the scope of the role: she is able to be chair but not organizer. Danielle has agreed to serve in an increased capacity for now to help us through the transition. Deena is elected chair unanimously. Deena and Danielle will share sending out Opps & Announcements for now. We may consider alternating among board members.
4. Discussion surrounding empty board seat. Should be filled by the next organizer, if it is decided that the organizer role is one that should continue to exist. If not, how choose? Criteria proposed: someone who would support the board dynamic, is active and invested in the organization, and would contribute to a diversity of skills and constituency. Could have an open meeting inviting those interested in serving. Should consider possible complications arising from overlapping roles. Board elections proposed. Concern: How do you ensure continuity in the organization and its mission? Consensus: this question should be part of the strategic planning process.
5. Revision of by-laws: decision to wait until after strategic planning.
6. Planning for Annual Meeting. Deena: overall message of community building and being good to each other. Danielle has started a Google docs. Partridge: we are in a listening phase. Possibility of a speaker or reading for the meeting? Idea: a sample of what the BWW provides: poems, storyteller, songwriting, reading from Ali Smith? Schedule: 12: food out, 12:15 start program: Danielle's opening, Deena's exercise, discussion of survey, open discussion; break at 1:15: highlight different aspects of the

organization. Survey is finalized and will be sent out: deadline Nov. 4. Will announce the open mike next week. Food: sign up on Google. Seating in the round or at tables.

7. Budget discussion:

Ways to trim expenses: Dropping MSR print issue: “creative hiatus”. Submittable accounts? Raise at all-staff meeting. \$600 for Poets & Writers—was this already set for advertising?

Modifying budget reporting: Should add category to donations: Pledges. Checks & monthly should be in same category: Charitable giving. Should split apart MSR income: manuscript reviews from book sales.

To-do: Sending out letter to everyone for tax deduction. VCF: use that funding. BCA funding: need to use it for programming. Confer with Danielle. BCA grant—could get reimbursement based on certain meetings; Terry will talk to Margaret about getting that. For November: Terry will have next year’s budget ready. Will continue to include P&L.

8. Mud Season Review: where are we? Role of editor-in-chief and other changes were discussed on October 14 with a board-staff meeting (3 board members and 2 staff members, Candelin and Grier, besides Lauren, were present).

Filling roles: Deena will contact the designer who applied for MSR print issue and ask if she is interested in Best of designing (replacing Deena). There was an application for Fiction editor from someone who is not yet a member; Deena will forward to Lauren. Lauren willing to stay as EIC until year-end, after discussions of editorial structure. Discussion on how to make EIC position easier. Ideas: Board of advisors? UVM? Other local journals who could advise? Erin is scheduling a staff meeting post-Nov (will be 11/29 and 12/3). Will talk about print issue, publication schedule, editorial structure, and improving community. Lauren will outreach to staff re: taking the survey.

9. Strategic planning: Deena has contacted the Coaching Center of Vermont, which provides a framework for thinking about organizational culture. A to B model. “honest ugly truth” and then spend 90% effort of what is possible. Liz Dallas offered a free half-day retreat, in return for advertising. Want to have it open to all interested while keeping it manageable.

10. Motion to approve minutes of September 16. Approved without objection. Deena can record meetings if people are absent.

11. Next meeting scheduled for November 29, 2017 at 6:00 pm at Deena’s house, at [1061 Pine Street, Burlington](#).