

Minutes for BWW Board Meeting
8/31/2018
6:30-9:00 p.m.
BWW Space

Attendees:

Partridge Boswell
Terry Cleveland
Deena Frankel
Michael Freed-Thall
Erin Post
Rebecca Starks
Danielle Thierry

6:30 Convene, review/approve minutes of the 6/28 meeting (lead: Michael, who took June minutes)
6:35 Review financials and fundraising (lead: Terry)
6:45 Anthology update (lead: Michael)
6:55 MSR update (lead: Erin)
7:05 Follow-up on sustainability meetings (lead: Deena)
7:30 Annual meeting and member survey (lead: Deena)
7:45 Board vacancy (current and future) (lead: Deena)
8:00 Programming update (lead: Danielle & Partridge)
8:10 Check-in on committee formation (all)
8:25 Other business

1. Minutes (Michael): 6/28 Minutes approved

Note to all members: put all documents into Google folder going forward

3. Financials and fundraising (Terry): BCA grant arrived in August, not July. A little shy on income, but lower than projected expenses. More Mud Season manuscript reviews came in; \$800 short. Submittable not sending all the money? Owed us \$3200, paid only \$2900. Because of a manuscript refund? Danielle will look into. Budget accepted.

4. Anthology (Michael): Cover designed. Copyediting done. Book will be compiled and sent in September 4. Proofs Sept 21? Tight deadline. Kat will contact printer and ask if schedule will work. Editor doesn't have the program to lay out, so Deena will be doing it. Launch is Friday October 5 at 6 pm (cocktail hour, readings at 7) at Contois; Skinny Pancake will do bar. Michael will put together the flyer and program. Erin will supply list of who is reading for MSR. Julia, "author & MSR staff mentor". Deena will create Facebook and Meetup events. Deena will speak, make fundraising pitch. Editors will introduce authors. Danielle will order food (we have budget for). Danielle will ask Seth for music. Danielle will send Michael last year's program.

5. MSR (Erin):

- Aug 5 workshop with Julia went really well. Staff seemed engaged & got a lot out of it, met from 9-2, broke for lunch. Remote reader came from Massachusetts, had a Google hangout participant. Figuring out how to integrate Julia into choosing pieces for future issues; Julia would like to funnel through Erin, and then she can follow up with teams.
- Art editor moving to Spain; through Vermont Arts Council found a new, well-qualified art editor Jennifer. The Take is going well: more visibility between issues, publish poetry and flash, teams feel continually engaged.
- Mailchimp has reached max of incorporating new submitters, so would charge \$75 over \$50/month. Danielle will look and see if you can scrub inactive email addresses; will follow up with Erin (who can call Mailchimp, otherwise).
- Got a good number of manuscript reviews. Should provide a rubric for manuscript feedback, template, training. It would be great to have an editing workshop. Retreat? Debrief? Rebecca will create and consult on templates. Reviewers should first email with the people to ask what they are looking for. Partridge will follow up with the programming committee about scheduling an editor workshop/retreat.

6. Sustainability meetings (Deena):

- Found there to be a general understanding that we need to move to some level of financial commitment to the organization. Could try it out before have to make that commitment, and create some kind of incentive. One member very strongly wants a cooperative governance model, proposed it through the bylaws, whereby more will be taken to the membership. People will contribute work and not just money. Talking about finances is cart before horse? Want to find out where people want the organization to be. Models: Food Coop, Stowe Mountain Bike, UU Church, BCA, RETN. A significant contingent wants to partake of programming and not necessarily be part of governance. Want to move to electing the board through the annual meeting—current bylaws are ambiguous.
- Deena will put together 2-3 specific proposals to circulate. Put it on a blog that allows for online comments. Then take it to the annual meeting and ask for a straw vote. Then restructure the bylaws based on that decision. Need these in hand before Oct 5 so can talk about importance of going to annual meeting.
- Elections where people run for the board? But people need to work well with each other or they won't stay on. Standard: board nominates, membership elects. Bring a slate with a bio, people say why they want to do it. Job description: have to commit to doing a certain amount of work.
- Side note: Dennis found someone willing to clean up our website (in danger of breaking because so old).
- Should we expand board members by adding two? Are there talents we want to add? Someone to do Opps & Announcements? Committee Leadership/structure. Fundraising piece. Want to get board terms aligned Nov to Nov. – staggered terms, half have one more year, half have two years- reelecting board with 3/4 or 4/5 (if increase board). Terry will come up with a proposal about this to make a decision by email how to move forward.

7. Annual meeting and member survey (Deena): Saturday Dec 1 (south end City Market, with Fletcher Free as backup plan). Deena will start to announce meeting. Rebecca will work on survey, have a draft within 2 weeks. What temperature taking/input do we want/need apart from the model?

8. Committee updates:

- Programming Committee (Partridge): Karin will be chair of Programming Committee. Meeting to talk about workshop leaders. Committee should take over Schedule.
- Wendy is doing a Workshop group; Rebecca will email with suggestion there be a trial run of workshop leaders with feedback after, before bringing someone on permanently.
- Elizabeth Blair is interested in being a poetry workshop leader. Could start at 7pm on Mondays. (Replacing Rose.)
- Experimenting with more craft workshops. Riki is doing one in September based on McLean retreat.
- No report on Marketing.
- Membership Committee (Danielle): question about charter, board members being on committee. Board agrees that a representative of the board should be on each committee to help maintain continuity and interconnectedness. Additional ideas for the future: invite satellite leaders/committees to come & report to board once a year and explore other ways to accomplish objective.
- Fundraising: Terry needs more names to approach.

9. Next board meeting: Sept 24, 5:30-7:30.