

BWW Minutes
10/22/2018
6:30-8:30 p.m.
BWW Space

Attendees:

Karin Ames
Partridge Boswell
Terry Cleveland
Deena Frankel
Michael Freed-Thall
Erin Post
Rebecca Starks

1. Convene, review/approve minutes of the 9/24 meeting (lead: Rebecca)
2. Review financials (lead: Terry)
 - \$2400 short (short on book sales & sustaining & regular donations, and a bit above for MSR expenses by \$650- Terry will send detail of those expenses)
 - won't spend on food & beverage for annual meeting
 - \$15K in the bank
 - can't account for \$500 balance in Submittable- Danielle will send Terry an email and she will follow up
 - start working on 2 possible budgets for next year: Terry will bring to next meeting
3. MSR update (lead: Erin)
 - Issue yesterday, 1 day late, art issues; new art editor handled great
 - 1st issue where Julia was involved as mentor, Erin has sent out emails to see how things went for the editors; may need to tweak process in terms of timing
 - Mindy has some questions about financial model for MSR- would we charge a submissions fee? **Erin will have staff look into it, gather data, and then pass on to Financial Committee.** Question: are you making the journal not accessible to the kind of people you want to publish?
 - Michael volunteered to be on Financial Committee
 - Mailchimp: fee went back to \$30 for 2500 subscribers; can export list to CSV file and subscribe to MailerLite (make sure we don't export from Submittable in case people unsubscribed). **Erin will confer with Rebecca.**
 - Manuscript Review: need a standard & consistency. **Rebecca will send framework Nov 1 to Erin for F, NF, & P**, so she can pass along to genre editors. Secure people ahead of time. Erin will ask staff and have workshop leaders solicit people to do reviews—ask for suggestions. Aim for a January workshop on editing manuscripts (ask genre editors who is interested). Pay by end December.
 - Need online redundancy- suggestions: could ask art editor, could ask Julia, the rest of the staff.

4. Policy proposals, annual meeting (lead: Deena)
 - Post policy proposal online a month ahead in a forum that allows for exchange?
 - Have one board member attend each workshop and talk about it for 15 minutes face to face before the annual meeting
 - Have it come from the whole board (once we agree): continue to grow, have some model to support admin needs
 - Would not be hiring a staff person; would contract out.
 - Anonymous source offering a challenge to the BWW to match \$10K by the end of the year. We identify our strategic priorities for building capacity for the organization. Platform & admin help.
 - We should think of it as grant funding source. What would we want to spend it on? E.g. Platform & programming. Begin with a proposal for how to spend. **Deena & Danielle will work on it, have draft by 10/29.** Aim for Giving Tuesday: Nov 27.
 - A stipend of \$5000/year for someone in the organization? Split among types of problems: IT trouble-shooting, volunteer coordinator
 - Add to proposal: this is no replacement for fundraising; free peer-led workshops but not free author-led/retreats. Consider a stronger commitment from members as part of growth model. Need to separate membership model from financial piece. **Deena will put new draft on Google docs by tomorrow and board will give feedback by Thurs 10/25.**
 - Annual meeting: Dec 2 Sunday at 2:30pm-5:30pm
 - **Michael will finish draft of Values by next meeting. Will check with Riki and look at what emailed with Danielle & Deena.**
5. Member survey (lead: Rebecca)
 - **Deena will get a draft out this week**
6. Programming update (lead: Danielle & Partridge)
 - Mindy is interested in doing workshops for young people here, wants to be sensitive to YWP/offer to coordinate with them
 - Elisabeth Blair: new poetry workshops mapped out, feedback plus generative
 - Grier: discussion group around poetry, some generative; Riki also on Saturday mornings
7. Other business
 - Karin: interesting in presenting service-oriented opportunities as board member
 - Deena will be gone March 15-June 15 2019
 - For workshop leader meeting (Nov 10 at 10:30): should not be advertising workshops through the Meetup button; Barbie should be putting this info out.
8. Next meeting: Monday November 26, 6-8:30pm