

Mission

The Northwest Independent Editors Guild connects clients with professional editors in the Pacific Northwest. We foster community among our members and provide resources for their career development. Organized on August 24, 1997, and incorporated on August 18, 2010, in the state of Washington.

Consensus Tools

In general, we try to approach discussion with the following tools. We may use as few and as many as necessary: proposal > clarifying questions > taking everyone's "temperature" > discussion > checking agreement (yes/no/stand down) > consensus is reached > assign responsibility > document decision > celebrate!

Consent Materials

The **consent agenda** is a tool to help run meetings and manage communications efficiently while respecting everyone's limited time. The consent agenda will include the meeting agenda, financial reports, correspondence and updates that don't require discussion, and the like. We ask that everyone review the consent agenda before the meeting so that reporting is limited and discussions and plans for the future are prioritized. Please take a look at [this overview](#) for more details.

Executive

- We've continued to communicate with Cindy Bouchard on web development plans; see Current Action Items for more on the state of the website.

Board Development

- The board development team will now be offering one concrete resource (article, blog post, class opportunity, etc.) with every agenda. First up: [a one-page PDF](#) comparing the difference between a "traditional" agenda and a consent agenda (the model we use, but one that we could tweak).
 - **Please review** and bring any thoughts you might have on it to the meeting.
- There are two scheduled happy hours for potential board members. Please try to attend at least one, if possible, to get to know potential board members and help answer their questions:
 - Thursday, August 6, 6:00 p.m. to 7:30 p.m. at Naked City Brewery (Greenwood)
 - Rebecca and David represented the board, while two prospective members, **Mary Lindberg** and **Kelley Frodel**, also stopped by.
 - Wednesday, August 19, 4:00 p.m. to 6:00 p.m. at Bar Sajor (Pioneer Square)

Programming

- The programming committee will be meeting for an hour tomorrow prior to the board meeting.

Operations

- Balance sheet
- Profit and loss
- Investment update

Communications

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Other

- CONFERENCE
 - Marketing:

- Sept 1 for ad placement deadline, also sponsor deadline; Sept 7: sponsor ad copy deadline. Hope to have a month to have program book written and edited, proofread once, twice
 - Finished a 2-pg program ad spec sheet: lists rates and details, ad production specs, ad deadlines
 - Looking for volunteer to update/verify PR list, write/send press releases, calendar listings
 - Attendee swag under discussion
- Programming:
 - Getting AV requirements from speakers, then will finalize schedule of sessions
 - Pre-party (10/9/15): up in the air. **Board** will be asked to keep that date open to attend. Pinker will be approached early Sept for yes/no
 - Discussing sales of speakers' books with UW Bookstore
- Sponsorships:
 - Another ad sold; several payments received; CMOS bags received
 - Discussing how to produce, pay for our own bags (if not sponsored)—will **Board** chip in?
 - Exploring sponsored lanyards
- Logistics:
 - Posted session info on FB for 2 weeks; made another push before early-bird deadline: got 50 in the last week!, from 80 to 123 sales (members: 79; nonmembers: 27; free: 14; affiliates: 4; roundtable leader: 1)
 - Monitoring email account, responding & forwarding
 - Collecting contracts
 - Ice-breaker: in progress
 - After-party: looking for a coordinator, also looking for off-site (cheaper) venue
 - No videotaping of sessions; looking for volunteer photographer; everyone will be asked to tweet in welcoming remarks
 - Ridesharing is on the radar; same for speaker gifts (more than just keynoter?)
- Volunteers:
 - Looking for help with registration, AV issues, setup & breakdown
 - Jenn Hager is the lead for the Guild table (let's discuss logistical details)
- Any awards/recognition? **Board** to decide, pay?

Agenda: Editors Guild Board Meeting

Date and Time: August 10, 2015, 6:30 to 8:30 p.m.

Location: Good Shepherd Center, room 223 (NOTE: *not* the iLEAP room)

6:30 Preliminaries (15 minutes)

- Call to order
- Vote to approve consent agenda
- Anything else for the discussion tonight?
- Ice breaker to meet everybody.- what we've been reading.

6:45 Prior Action Items (30 minutes)

- Review action items not covered in consent agenda from prior meeting:
- Unanimous acceptance of agenda.
 - Programming committee and Financial will add something, not in paper.

- The bylaws don't require us to have two VPs (one is fine), so we don't specifically need to replace Cynthia in that role. However, we should replace her on the Programming committee.
 - Programming feels they might be OK until the end of the month, so we'll plan to start fresh in the new year with at least 2 new people (to replace Cynthia and Jenn H.
- Our handbook calls for two VPs: one of board development, and one of membership. So while we aren't required by bylaws to have two, do we want to stick to the letter of the law of the handbook and nominate someone to take the membership VP role for the rest of the year?
 - Membership a key role next year because of the survey.

7:15 Current Action Items (15 minutes)

- [Parking lot](#) featured item: website update
 - Cindy Bouchard has a sandbox site she's pulled together; a working draft (without full functionality, plugins, etc.) is at <http://demo.flipflopfreelance.com/>. As things are still in flux, **please hold** any design/content notes for now; we'll have a chance to get into that soon enough! This is just an FYI so we can all see progress.
- Thoughts on board development resource? Is there any tweaking we can do to our current agenda model to make it more efficient/easier to manage?
 - We need to make an effort to have consent agenda ready at least 5 days in advance of the meeting, so people need to make sure to get their additions put in early.
 - (Check this link later)
 - Deadline for contributions to 5 day, weds of previous week - unanimous approval.
 - August is a busy month for a lot of people, so it would be great to do another board recruitment event in the fall. Unfortunately, there's a finite number of meetings between now and the end of the year, and potential board meetings are encouraged to come to a meeting.
 - September happy hour asking people to come to October meeting.
- Sign card celebrating Toddie's five years working with the Guild (came on fall of 2010) & also Sherri Schultz's birthday
 - Cards are being signed!
- Prepare social media strategy for NaNoWriMo (to be ready for review at October board meeting)
 - We talked in January at the retreat about preparing a social media strategy for NaNoWriMo-- regularly scheduled posts that can support and encourage NaNoWriMo participants while also promoting the Guild. It seems likely that this would be a Communications committee project, but let's discuss a) whether we want to commit to it, and b) who would be responsible for executing it.
 - promote event of follow-up after NaNo to allow writers to meet editors, maybe do a speed-dating kind of thing at a happy hour after NaNo. Get the communication out during the month of November and then do some regular reminders until February.
 - Something explaining the different types of editor and when you need them.
 - Tweeting - definitions would make great tweets. Explanations, etc.
 - It would be nice to approach PNWA, which has meetings in Issaquah this year or next year, moving toward NaNoWriMo, having a slot in one of their meetings to go over the different types of editing and how to prepare. Christy Karras (speaker bureau) would be the person to ask if we can make inquiries. Maybe types of books about self-editing, things like that.

7:30 Break (optional, 10 minutes)

7:40 Discussions

- (Please include estimated discussion time with each item)

- Location - do we like the location in Wallingford? Unanimously agreed that it's OK.
- September member potluck--needs to be decided and announced to the listserv/posted to website ASAP (10 min)
 - *Time and date:* It usually happens the Sunday before what would otherwise be the normally scheduled Monday member meeting--that would make it **Sunday, September 13**. Do we think that is a good date? And what time should it be?
 - *Location:* We've discussed using the community room at Mi Ae's apartment again; we've also talked about using the Cabaret space at Hugo House. Elisabeth Rinaldi has also offered to host at her home in Maple Valley (she has enough room and a nice deck and yard, evidently). Any other ideas to add to that list? Let's make a decision tonight.
 - Mi Ae is out.
 - Maple Valley is pretty inaccessible.
 - Andie Ptak has offered her place in Seward Park - but that was quite a while ago
 - If Andie falls through we'll have to have someone go through and visit the places on Rich's old list of meeting locations and try to make reservations. Kathleen will do that.
 - Andie can't do it unless it's on the 20th, or we could see if Amanda can get us Hiawatha Lofts again, maybe?
 - Probably a vote before Thursday by email.
 - Final decision by Thursday with
- Anything to be discussed about the email Toddie received 7/6 about clients unhappy with a Guild member? (15 min)
 - Should we change the current language on the job board?
 - "Note: The Northwest Independent Editors Guild is not an employment agency, and as such does not test or certify our members. You are responsible for ensuring that the editor you hire has the skills you need, and for negotiating the details of the work arrangement with your editor. Issues that may arise between you and your editor should be addressed directly with the editor."
 - Since it's only happened once, just table it maybe and see if it happens again. Use Rebecca's letter as a beginning template. I will take that on.
 - Maybe duplicate the language on the member directory to another spot on the site. Put this into the About Us section, too. Jenn H. will work on this.
 - Both of these by January 1 for the new board members.
 - Draft letters and have them in the hand book - one a very complimentary "thank you for letting us know," kind of letter, and another for bad responses.
 - Should we let members know when clients contact us directly about them (good or bad comments)? What are the pros and cons of doing so?
- Conference questions for Board:
 - Any awards/recognition? **Board** to decide, pay? (see below)
 - Email to board with a ballot with some names that have come up.
 - Andie Ptak is another nomination.
 - Discussing how to produce, pay for our own bags (if not sponsored)—will **Board** chip in?
 - Sponsored bags to go in the EdsGuild bags.
 - Maybe get an estimate from Cafe Press or whatever and then we can approve.
 - Pre-party (10/9/15): up in the air. **Board** will be asked to keep that date open to attend.
 - Steven Pinker was noncommittal, check back in a month, September.
 - For the board and planning committee to meet him on the 9th if possible.
 - Post-Party would be for everybody, trying to find an off-site location for that.

- Question from Jenn H: Could we coordinate with whoever is designing the post-conference survey to tweak the questions so they will be helpful for the Guild Board for the next year. Also allow an online option?
- Guild Table at the conference - can table volunteers have free conference membership, talk to Pm about getting these volunteers set up.
- People standing up to be recognized for different things.
 - Kyra wrote a list that someone could add to.
 - Do this in the welcoming remarks.
- Should we continue the tradition of recognizing a volunteer at the conference, and if so, how to go about it? (10 min)
 - In the past, it's been the previous recipient presenting to the new one (Sherri Schultz > Anne Moreau > Kyra Freestar)
 - Kyra's recent email to Rebecca:

The person I have in mind is Bill Thorness. But if the board has it in discussion, I think the board should decide.

In case the current board doesn't know Bill well:

- co-chair of first conference committee
- host of every keynote speaker we've had so far
- behind-the-scenes yet active supporter/backup for all the conferences, and the website overhaul
- single-handedly creates more conference bathroom space for women by standing in front of the men's bathroom as traffic monitor
- and probably other things: if we went with Bill, I'd be soliciting memories from other old-school members such as Sherri, Brie, Beth and so on

In a related but separate dramatic idea, I'd love to see various levels of contribution/engagement recognized visually ... such as asking groups of people to stand and remain standing if they:

- founded the Guild
- served on the board or as administrator
- served on conference committees
- on other committees
- represented the Guild at panels or presentations or tables
- hosted coffee hours
- attended coffee hours
- attended meetings
- is a current member

For me, it's about finding ways to recognize that the Guild is all the wonderful things it is because we all *do* things together.

Programming: For next year's meetings - January: Build your referral network with a show and tell, March have a discussion about getting the most money for your hours, higher rates and strategies for paying for sample edits, etc. Trying to think of veteran editors to discuss - Kathleen suggests Ina Chang. There's also a similar presenter topic for the conference, maybe use that presenter. Is repeating a topic a bad idea, or maybe it would be jumping off what's already been covered / letting more people see it. Evergreen topic, so people aren't going to get bored of it, and maybe take a different slant on it.

Also developing program for next year based on results of conference survey.

At January meeting have everybody share a sheet about themselves, possibly set up some interest group coffee hours for follow-up.

Financials: Renewed Washington state and filed report to keep non profit status. Balance sheet and profit/loss will come out later because we're still getting the program - a cheaper, cloud-based version of Quickbooks called Zero. This will be \$10 a year most months, \$30 in more complicated months, free trial, connects to banks and so on. This info will not be tied to current treasurer or their computer, etc. Multiple accounts, for president, treasurer, etc. Make handing over the role a lot easier, and info will be more easily accessible online, paperwork won't get lost or whatever. Should also be able to do phone photographs of receipts, splitting costs, etc.

Investments - 12,500 out of funds, invested at Edward Jones into 2 Templeton Franklin mutual funds, slow growing and safe but will grow over time.

Happy Hour August 19th - Pioneer Square, Bar Savor. 4pm to 6pm.

8:15 Closing items and adjournment (15 minutes)

Date and time of next meeting: October 12, 6:30 to 8:30 p.m., location TBD

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