

Board Meeting Notes 8/11/2014

Day of Meeting: Monday, August 11, 2014 ☐

7:00pm **Northwest Independent Editors Guild Board Meeting**

**Monday, August 11, 2014, 7-9 p.m. 843 Hiawatha Place South at
Artspace Hiawatha Lofts Community Room**

Board members in attendance: Amanda Vail, David Downing, Tamara Neely-Tinney, Rich Isaac, Rebecca Brinson, Andie Ptak, Waverly Fitzgerald, Jenn Hager.

Absent: Elisabeth Rinaldi could not attend.

Visitors: Kathleen Walker, Cynthia White, May Waldron, Julie Klein

Committee Updates

Board Development Recruitment for the 2015 board has begun.

Programming (Oversight) Volunteer program (also see below)

Operations Investment update:

Paula Fedirchuk at Edward Jones is reviewing Rebecca's first draft of an investment policy. Once Paula has taken a pass at it, Rebecca will share a draft with the board for feedback.

Rebecca is also talking with Paula about what it would take to open a group retirement fund for the Guild. We may need to survey the members for some basic information (how much they'd plan to save in the plan annually, etc.); Rebecca will bring updates as soon as she has them.

Communications

Erik V. is in the process of making updates to the website (home page and job board) and should be done by Aug. 18. (\$300.)

Preliminaries

Approved removal of former treasurer Carrie Wicks's name from Sound Community Bank accounts.

Freelancer's Union event, September 3rd: Waverly will attend. Amanda will ask Toddie about putting out a message to the membership.

State of the Guild address in September: Amanda writing it. Jenn and Andie will help her review.

Conference coordinator position update: We've hired Carol and Rebecca with Well Done Events; we're meeting with them at 6 p.m. on August 28 at Oddfellows to present our initial ideas about the conference.

Reviewing and improving the consent agenda system. We love getting the information ahead of time; we need a better system for getting things on the agenda and "consented to" with enough time for review. We should determine monthly deadlines for the following:

Put call out to full board to ask for agenda items. Exec committee sets initial agenda with exec meeting, approve it. Full board reviews agenda and adds on anything necessary.

Being good financial stewards of the Guild: Waverly reviewed the current financials with Board members. The balance sheet should always include both the previous year and current year balances so Board members can verify that the current balance matches the

amount of net profit/loss on the profit and loss statement. Board members should also review the budget to actuals and ask questions about differences. Waverly reminds us that there is money in the budget for the United Way board training. She will update us when United Way posts more information.

Investments! Rebecca updated us on her conversations with Paula re: investing. Rebecca is working on an investment policy draft and will pass it along when she's on a final version--it will serve as a road map for moving forward. Rebecca also proposed putting together a SurveyMonkey survey for the membership to ask about retirement plan interest: board approved.

Discussions

Volunteer Program

Jenn presented the work and research she has done. Group agrees that maybe we could investigate the creation of a membership committee, perhaps chaired by a board liaison with other members from membership.

For our board retreat, rather than working on how to reconfigure the board, discuss "how to delegate and manage volunteers." Continue ongoing discussion, perhaps with emphasis on communications and programs committee (how can they use volunteers?).

Membership

We've agreed to create a task force to do research/information gathering about membership changes, especially the questions of rolling membership and the systems required to maintain it, putting into place tiered membership levels (incl. researching into

comparable organizations' fees), and vetting new members.
Decision: Rebecca and Tamara will be the board representatives on this task force; they will reach out to the membership for other volunteers.

Conference

Report on interview with Well Done Events: Carol and Rebecca are happy to be working with us! See action items above for details.

Logistics of moving forward: Rebecca will email them about a contract (it would be good to sign it on 8/28 meeting at Oddfellows) and will share our current draft timeline with them. It will be one day long (Saturday), in fall 2015, at Bastyr University (probably, unless there is some *great* venue that we should consider instead). It will be aimed at editors in the region

some *great* venue that we should consider instead). It will be aimed at editors in the region with two main ends: professional development/networking for editors and raising the profile of the Guild (we're not crazy about having a theme). Andie will put together a visual rebranding proposal that can be handed off to a designer.

Action Items

Waverly to attend Freelancers Union event September 3rd
Amanda to write State of the Guild (Jenn and Andie to review)

Meeting with Carol & Rebecca of Well Done Events at 6 p.m. on August 28 at Oddfellows to present initial conference ideas

Elisabeth will create a monthly schedule for the consent agenda system

Waverly will update the board when United Way posts information about their board training resources

Rebecca to continue working with Paula at Edward Jones re: investments and group retirement account. Rebecca will send the retirement member survey to the board as a test before posting it to the membership listserv; Rebecca will also provide the investment policy draft for board review after she's gone over it with Paula.

Rebecca and Tamara will serve as board representatives on the membership task force. They will put out a message to the listserv for member volunteers to join them.

Rebecca will share the draft conference timeline with Carol and other Rebecca at Well Done Events; our Rebecca will also ask about a contract.

Next meeting: October 13, 7-9 pm, 843 Hiawatha Place South at Artspace Hiawatha Lofts Community Room

Notes submitted by Rebecca Brinson, treasurer.