

MEETING MINUTES

**Virginia Writers Club, Inc.
Board of Governors Meeting
May 2, 2015 – Charlottesville, Virginia**

Attendees: Linda Layne (Richmond/Blue Ridge), Betsy Ashton (Valley), Maggie Duncan (Blue Ridge/SWAG), Carol Bova, Michelle O'Hearn (Riverside), June Forte (Write by the Rails), Jack Ferguson, and Dennis Fargo (Write by the Rails).

1. Betsy Ashton called the meeting to order at 10:55 AM with welcome and comments. Introductions by those attending followed.
2. The agenda was reviewed. Maggie Duncan made a motion to accept the agenda. Linda Layne seconded the motion. The vote was held, and the agenda was approved.
3. Fred Fanning read the minutes of the February 7, 2015 meeting. Maggie Duncan made a motion that the minutes be accepted as read. June Forte seconded the motion. The vote was held and the meeting minutes were approved.
4. Linda Layne provided the treasurer's report. Linda noted that the website fee increased from \$100-\$130 per month. She explained that if she paid in advance we could get the \$100 per month charge for two more years. Maggie Duncan made a motion that Linda prepay the website fee for two years at \$100 per month charge. June Forte seconded the motion. The vote was held, and the measure was approved. Linda Layne highlighted that the club membership was at 249 current (paid) members. June Forte mentioned that a new (paid) member was not on the list. Linda explained she was aware of this person, and they were now on the list. The discussion changed to the need for chapters to get new members. It was mentioned that the Club included a membership with a paid symposium fee. This was recognized as a good practice that we should continue. June Forte said that the Club should see an increase from Write by the Rails with the implementation of the new member effort approved by the board at the last meeting. Linda Layne explained a correction that she made to the account from an entry that was incorrect. Linda Layne noted that the check for the 2014 annual meeting had been cashed. This was good news because it allowed her to close the record. Linda Layne also noted that a foreign fee transfer has been recorded. Betsy Ashton said she was looking forward to the bump from Write by the Rails. This completed the treasurer's report. Fred Fanning made a motion that the treasurer's report be approved. Dennis Fargo seconded the motion. The vote was held, and the report was approved.
5. Linda Layne asked for two straw votes for grants to Chapters that were approved by email vote. The first was for a \$100 grant for the Riverside Writers Poetry Event. The second was for \$300 for the Appalachian Symposium. June Forte moved that the grants be approved. Maggie Duncan seconded the motion. Two votes were taken, and both grants were approved.
6. Linda Layne announced a new grant request received from Write by the Rails for a poets laureate event. June Forte distributed information and gave a summary of the event titled "In the Company of Laureates". She said that they had increased the time for the event that will include and honor reading, niche reading, as well as others. June Forte mentioned that they were trying to get donations for travel expenses for speakers. June Forte also mentioned that

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they were looking for and got approval for a Pennsylvania representative since Pennsylvania does not have a poet laureate. The event starts at 1:00 PM and runs through 5:00 PM October 11, 2015 at the Hilton Center. The event will also provide opportunities for young people. Linda Layne noted that \$400 was not a normal mini-grant request, but in light of the activity being a one-time, full-day event, it was appropriate amount for the purpose and venue. Carol seconded the motion. The vote was taken, and the action approved. Betsy Ashton said that Joanne will put the information on the Club website. It was asked if the Appalachian Symposium will also be put on the website. Betsy Ashton said it would.

7. Betsy Ashton noted that no correspondence had been received. Therefore, no discussion of correspondence was held.
8. The board moved on to the next topic, which was the Code of Ethics. Betsy Ashton discussed a previous incident that might occur in the future. Betsy Ashton provided the Code of Ethics and a discussion ensued. The code was needed so that editors would not include their work in an anthology. The ethics were briefed as a guideline. Fred Fanning made a motion to end the discussion. Maggie Duncan seconded the motion. A vote was held and approved. The discussion was ended. Fred Fanning made a motion to approve the Code of Ethics as written. Carol Bova seconded. The vote was held, and the Code of Ethics was approved.
9. Maggie Duncan discussed the 2015 Symposium. The schedule was provided and looked good to those discussing except a need for moderators. Betsy Ashton explained the moderators will not get paid or get in the symposium free for moderating a session. The need for volunteers was discussed. Maggie Duncan requested that volunteers show up around 7:30 AM to help set up furniture and prepare for the event. Maggie Duncan went through each session briefly. She noted that postcards were available in the back of the room for those who wish to take them and hand them out. Several people volunteered to fill in as moderators and to set up the furniture. Additional discussion was had with respect to sponsorship opportunities and the selling of books. Over the Moon, the Bookstore will be selling books for the Club again this year. The bookstore usually returns about 30% of the proceeds to authors. Maggie Duncan requested a volunteer look into food for the event. Discussion ensued about the box lunches that the Club contracted for a couple of years ago. These boxes were very well received and the preferred method of feeding attendees this year. The price for the event was discussed. It was noted that normally a conference of this size would cost \$80, and the Club was charging \$65. Those in the discussion believed that the conference fee was competitive and appropriate.
10. Betsy Ashton called lunch.
11. Betsy Ashton called the meeting back to order at 1:00 PM after lunch.
12. The next discussion was about the Teen Golden Nib Contest. It was announced that Garrett Carlson had volunteered to manage this contest. Linda Layne said she would get the verbiage

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to him for the email. It was also noted that Sarah Hornberger will coordinate the Golden Nib Contest. The contest coordinators handle coordinating entries and pick the judges. A volunteer is still needed for the Summer Shorts Contest. Linda Layne volunteered to serve as a coordinator for the Summer Shorts Contest if she could use "Submittable." This is a software program that allows the contest to be done through electronic means with no paper. Linda Layne is familiar with and uses this software. Betsy Ashton thought this was a good idea and if it worked the Club might be able to use for other contests. Maggie Duncan made a motion that we accept the Linda Layne's condition for her coordinating the competition. Jack Ferguson seconded the motion. The vote was held, and the motion was approved

13. Fred Fanning discussed the annual scholarship. Fred Fanning notified the group that the application deadline was May 1, 2015. As of this meeting, he had received no applications. Betsy Ashton recommended that we wait one more week and if no applicants are received we would close the scholarship for this year. Betsy Ashton said that we should complete the scholarship changes at the next meeting that included the amount of \$1,000.00.
14. The Board then discussed the results of the Brainstorming Session that was held at the February meeting. It was noted that one of the recommendations that came out of the brainstorming was to have a newsletter. That newsletter has been published, and the process is in place for additional newsletters in the future. It was highlighted that only two chapters submitted info for the newsletter. The Board was disappointed that more information was not provided by the Chapters to recognize their member's successes or efforts. Another item from the brainstorming session was the Member Benefits Statement. A volunteer is being sought to rewrite the benefits statement. First Board members will look at what other clubs and associations are doing. The next item of discussion was The Member Spotlight. A form is being created and will be placed on the website for use by members to submit their successes. This information will be published on the website. It was agreed that the individual members should be getting the same spotlight service from the chapters.
15. The Centennial was briefly discussed. One topic for that event is a Club "Book of the Year. This contest would recognize one book by a member of the Club. Members would be able to nominate theirs or another member's book. The popular vote of members would make the selection. The discussion was that this could be done through the Club website that requires login to vote. Linda Layne made a motion to establish an initial budget of \$250.00 to cover Jack Ferguson's club history research in 2015. Maggie Duncan seconded the motion. The vote was taken, and the motion was approved. Jack Ferguson briefly discussed the history of the Club and its role in the Centennial.
16. There was no new business to be discussed by the group.
17. Jack Ferguson made a motion to close the meeting. Dennis Fargo seconded the motion. The vote was held, and the meeting was adjourned at 2:27 PM.

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