

**HMWG Board Meeting February 21, 2023 @ 7PM**  
**Meeting held via Google Meet**

**Present:**

- Michael Wagstaffe
- Stan Barber
- Christine Carleton
- Anita Joldersma
- Sarah Farr
- Shane Clair (arrived late)

Prior to the meeting officially beginning, Anita noted that 8 writing teams were listed on the website and asked if that was correct. It was confirmed that we do currently have eight teams. Anita also mentioned that it would be good to have a Zoom meeting for all group coordinators. A date will be arranged for this. She noted that a catch-up would be beneficial to understand how often and when each team was meeting, and their general set-up and meeting procedure.

**The meeting was called to order at 7:12 p.m.**

**Approval of Minutes.**

The minutes of the HMWG board meeting held January 7, 2023, were reviewed for errors and omissions.

With no errors noted, Christine moved that they be approved. Anita seconded this motion. It was passed with all in favour.

**Board of Directors**

The Code of Ethics form is believed to be in the binder with our Not-For-Profit number. The names of the new Board members need to be registered. Stan will review the binder for details.

**Zoom Account**

The purchase of a Zoom account for use by HMWG was discussed. It was generally deemed to be a good idea so that meetings could be booked easily without time limits. Stan motioned for approval of a Zoom account. Christine seconded. With all in favour, this motion was passed.

Mike Wagstaffe will look into how we can make payment for it from the HMWG account.

**James Bowick**

A donation to the Peter Munk Cardiac Centre in honour of author James Bowick was discussed. A \$100 memorial donation was motioned by Stan. Sarah seconded this motion. The motion passed with all in favour.

### **HMWG Potential Speaker - Amanda Leduc - McMaster Writer in Residence**

Garvin is speaking with Amanda Leduc about possibly speaking at a HMWG meeting. Sarah motioned a donation of \$100 donation for her time. Christine seconded. This motion passed with all in favour.

### **Plagiarism Software**

It was noted that many of the programs seemed geared toward thesis writing. We are to look at what software is best for creative writing and revisit this. It will not be needed for Book 6 since this has already been checked.

### **Board Meetings**

Anita noted that the board meetings were typically every other month. A schedule will be worked out so we all have advance notice.

### **Book 6**

Sarah will check with Maryanne on if she had a sign-off sheet completed. The Neighbour to Neighbour logo will not be on the exterior of the book this year. Sarah will follow up with James Bowick's daughter for his story to be included.

### **Website**

We will look at updating the minutes and the best format for this.

### **Memberships**

People should still be submitting their \$25 for the membership if they wish to have it and have the power to vote, be on the Board, etc.

### **Next Meeting**

The next board meeting is TBD.

It was noted that the next Guild meeting was the next day: February 22, 2023. We will be discussing editing techniques.

### **Close of Meeting**

The meeting closed at 8:01 p.m.