

Minutes of the HMWG meeting 1st April 2024

Present on Zoom:

Garvin Nunes, President
Anita Joldersma, Officer
Michael Wagstaffe, Treasurer
Christine Carleton, Officer
Lynda DiPietro, Secretary

The meeting commenced at 7:04 pm.

1. **The Minutes** of the meeting of the HMWG Board of Directors held on 4th January, 2024 were approved.

2.1 Review of HMWG Rules, Regulations, etc.

After much discussion regarding Item 2 noted above and the sub-terms (a) to (f) as listed on the agenda, the following was agreed:

- The President outlined his goal for the Board
 - to understand the Rules, regulations, etc. passed and in place by previous Boards.
 - to ensure that HMWG complies with Canadian law as a non-profit corporation
- HMWG is a non-profit corporation; Incorporation Number: 501441
- Fiscal year is the calendar year
- Investigation of past and current documentation

2.2 Records may or may not exist which define the administration of the HMWG. The President will consult Neil Chopp to ascertain the following:

- Clarify HMWG status as a charitable organization as defined by the law.
- Procedure for accepting donations.
- Document retention and storage.

2.3 All members agreed to consider for further discussion prior to the next scheduled Board meeting in August, 2024, the following:

- A charitable organization designation for HMWG may present onerous procedures to be followed. Members are to consider if this is the path the Board wishes to pursue.
- Definition of roles and titles for certain members of the Board, e.g.,
 - 1. President, 2. Treasurer, 3. Secretary
- Structure of the HMWG in the future.
- Appointment and roles for non-Board officers. e.g. Programming, Anthology Committee, etc.
- Compliance to Non-Profit Organization legislation
- Elections – procedure to elect Board members, term limits

2.4 Discussion re: Board documents going forward could be filed in the following manner:

1. Electronically on HMWG Google drive.
2. Electronically on two (2) separate flash drives.
3. Paper copies in a physical binder.
4. Minutes posted to the website.

2.5 Following the President’s meeting with Neil Chopp, the available information will be reviewed by the Board prior to the next meeting scheduled for August, 2024.

3. Review of HMWG compliance re: Non-Profit Legislation.

The president will consult Neil Chopp to ascertain any and all existing information regarding the above-noted items.

4. Following the President’s meetings with Neil Chopp the information with reference to the above-noted will be assembled, reviewed and discussed by the Board with a view to compliance and establishing formal records.

5.1 Anthology VI recognition gifts to book editors

It was agreed that Michael Wagstaffe will message the editors of Anthology VI requesting their presence at the Guild meeting scheduled for Wednesday, May 1st. The meeting will begin 15 minutes earlier at 6:15 pm.

5.2 Anthology VII

The 2024 HMWG Anthology Submission Guidelines draft was presented to the Board.

The following items were agreed to return to the Committee:

Under the ‘Eligibility’

Writer’s is incorrectly spelled. It should read Writers’.

Under ‘Submission’

Active full-members to be added to the list.

Under the ‘Submission Restrictions’

- 1.** The term ‘offensive content’ was deemed to be somewhat vague. It was recommended that the term be better defined.
- 2.** It was recommended that the term ‘plagiarizing’ be added to the list in the 3rd bullet point.

Under ‘Format Guidelines’

The term ‘Previous Published Works’ requires better definition.

Discussion regarding Barry’s donation affecting the outcome of the stories included in Anthology VII took place. The president will consult on this matter and report back to the Board.

5.3 (c),(d),(e),(f)Programming; Marketing/Promotions, etc.

Programming

Will continue to be arranged by the President.

Marketing/Promotions

Currently done by Michael Wagstaffe. Requires further discussion including recruiting volunteers, encouraging young people, etc.

Website

Currently being administered by Michael Wagstaffe.

7. Any Other Business

There was no further business.

8. Date of Next Meeting

There being no further business the President proposed that the meeting close, seconded by Lynda DiPietro. The meeting adjourned at 8:47 pm.

DRAFT