

**Minutes of the Hamilton Mountain Writers Guild (HMWG)**  
**Board meeting held on Thursday, Jan. 4<sup>th</sup>, 2024**

**online via Zoom**

**Present online: Garvin Nunes, Anita Joldersma, Michael Wagstaffe, Christine Carleton, Lynda DiPietro**

The meeting commenced at 10:30 am.

1. The Minutes of the HMWG Board meeting held on December 13<sup>th</sup>, 2023 were approved. Motioned by G. Nunes, seconded by A. Joldersma. Approved unanimously.
2. The following Board Members were appointed and/or re-appointed for a further term of one calendar year.

Chair: Garvin Nunes  
Treasurer: Michael Wagstaffe  
Secretary: Lynda DiPietro

3. Some Bylaws, Minutes and other historical HMWG documents were inadvertently destroyed when the belongings of the former Chair Shane Clair were dispersed.

Anita Joldersma has a binder containing a hard-copy document entitled Non-Profit Rules and Regulations, for review by the Chairman and Secretary. The Treasurer will revisit previous Board Minutes with a view to updating any information that is available.

The HMWG Terms of Reference have been amended on occasion but those amendments may or may not be current.

The Chairman and the Secretary are tasked with reviewing and updating the required documentation for Non-Profit organizations as required.

4. It was unanimously agreed that the Board would conduct three regular Board meetings in 2024 plus the Annual General Meeting in December.

**The 2024 HMWG Board meetings are scheduled for:**

Monday, April 1<sup>st</sup>, 2024 at 7:00 pm.

Monday, August 12<sup>th</sup>, 2024 at 7:00 pm.

Monday, November 4<sup>th</sup>, 2024 at 7:00 pm.

Venue or method of meeting to be determined.

The 2024 HMWG Annual General Meeting is scheduled for December 11<sup>th</sup>.

5. All of the Board members present were in favour of publishing a further Anthology.

It was agreed that the Board Chair would take the lead in the development of the next Anthology.

There was some discussion of the parameters for the next Anthology.

It was agreed that further discussion would take place at the next HMWG regular Wednesday meeting.

Some discussion points to be considered:

- Board oversight as some issues may require Board approval.
- A Designated Project Leader
- Volunteer Recruitment
- Editor Recruitment

6. Committee reports and Promotion ideas will continue to be brought forward and discussed further at regular HMWG meetings and future Board meetings.

7. The Chair will confirm that HMWG basement meeting room at the Hamilton Public Library, Terryberry Branch is booked in 2024 for every second Wednesday evening from 6 pm to 7:45 pm. The meeting time is scheduled from 6:30 – 7:30 pm with a view to all members leaving the premises by 7:45pm.

**8. Any Other Business**

8.1 By-Law and Terms of Reference review will be conducted (see item 3).

8.2 Some HMWG decisions may not require formal Board approval. For decisions that do not impact or counter the bylaws, the

Chairman may consult the Board members by email. If the Board are in agreement, then action can be taken. If the Board is not in agreement, then those matters will be discussed formally at the next Board meeting.

- 8.3 New Officers may be required to oversee large projects. This issue as well as other issues, e.g. Officers to connect with other Arts organizations, will be added to the next Board meeting agenda and may be discussed further amongst the general membership.
- 8.4 With reference to Anthology Book 6, \$25 gift certificates for each of the Editors will be distributed as previously approved by the Board.
- 8.5 The next HMWG Board meeting is scheduled for Monday, April 1st at 7:00 pm.
- 8.6 The next regular HMWG meeting is scheduled for Wednesday, January 10<sup>th</sup> at 6:30 pm

- 9. There being no further business, the Chairman motioned that the meeting be closed, seconded by A. Joldersma. The meeting adjourned at 11:37 am.