

**DRAFT Minutes of the Hamilton Mountain Writers' Guild
(HMWG) Board meeting
held via Zoom on Monday, August 12th at 7:00 pm**

In attendance via Zoom

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

The meeting commenced at 7:00 pm.

1. MINUTES OF THE LAST MEETING

The Minutes of the last Board meeting held on April 1st, 2024 were approved.

2. BUSINESS ARISING

2.1.1 HMWG Designation: Non-profit or Charity ?

- It is generally believed that Hamilton Mountain Writer's Guild is an incorporated non-profit.
- This designation will be checked by various Board members to confirm.
- Discussion will follow once designation is confirmed as to the benefits of dissolving HMWG as an incorporated non-profit.

The Board will decide by SEPTEMBER 16TH, 2024.

2.1.2 Legislation Compliance

- Before compliance can be ascertained, it is necessary to determine the Hamilton Mountain Writer's Guild status (see 2.1.1).
- After much discussion including the question of dissolving the corporation, it was agreed that Anita Joldersma, Garvin Nunes and Lynda DiPietro would research the HMWG official status. Once determined, then compliance regulations would be further

researched with a view to fulfilling the Guild's obligations under the legislation.

2.1.3 Role Definitions: a) President, b) Treasurer c) Secretary

- President is renamed 'Chair'
 - Chairs Board meetings, Represents the Guild, etc.
- Treasurer
 - Coordinates financials; Produces budget reports; Maintains the financial integrity of the Board and the Guild; Files Board documents.
- Secretary
 - Records Minutes of Board meetings; Prepares Agendas.

2.1.4 Non-Board appointment procedures

- Roles to be defined as positions arise, e.g. Newsletter Committee, Anthology Committee, etc.

2.1.5 Elections: Term Limits; Board Appointment procedures

- It was agreed that the Board will continue to consist of five (5) persons made up of: 1. Chair 2. Treasurer 3. Secretary. 4. Two Officers
- Each Board member will serve for one (1) year. There will be no term limits.
- Board members to be elected at the Annual General Meeting (AGM) by fully-paid up members.
- The above-noted will be reviewed by the Board at the next Board meeting scheduled in November, 2024.

2.2 HMWG Rules, Regulations

2.2.1 Formal Record

- After much discussion, it was agreed that this matter requires further investigation once the Guild's designation and legislation compliance details are confirmed.

2.2.2 Board Documentation

- The Treasurer will upload Board documents to the Guild's Google Drive
- The Chair and the Secretary will each also keep electronic copies of the Agendas and Minutes on a flash drive.
- The Treasurer will upload Board documents to the website as and when possible.

2.3 Anthology Recognition Gifts

- Gifts to the Anthology VI team were distributed at the HMWG meeting on Wednesday, May 1st, 2024
- Decisions about gifts for the Anthology VII team will be discussed at a later date.

2.4 Anthology VII Committee

- The Committee members are: **Liam, Alexander**, Linda Lambert, Karen Wood.

2.4.1 Submission Guidelines

- The submission guidelines were updated as per the Board's recommendations from the April 2024 meeting.
- Submissions for consideration for inclusion in the new anthology will not be allowed until 2025.
- Submissions can only be considered for prizes if they come from full HMWG members.

2.4.2 Barry Gottlieb Donation

- The Chair will consult the Anthology Team
- The Anthology Team will review this issue before making any decisions about prize allocations.

2.5 Guest Programming

- The Chairman has agreed to continue arranging guest speakers and presenters.
- Suggestions are always welcome.
- Anita is in possession of a suggestion list and will forward same to the Chair

2.6 Marketing/Promotions

- Michael Wagstaffe is the current manager.
- There is a Zoom link currently on the website for participation electronically in meetings. A link is also posted on the Facebook page.
- It was agreed that the Board will look into ways to recruit younger people to the Guild and to encourage volunteering.

2.7 Guild Website Maintenance

- Presently, Michael Wagstaffe has sole responsibility for maintaining the website (WordPress).
- The drop-down menus on the website for members logging in and membership will be removed in the near future as they currently are not functioning.

3.0 NEW BUSINESS

3.1 Anthology Committee Report

- The Anthology Team will provide an update at the next Guild meeting on Wednesday, 21st August, 2024.

3.2 HMWG Newsletter

- Linda Lambert and Edward Martins-Berki are the **Newsletter Committee** members. They create and distribute a Newsletter on a monthly basis sending it out to all HMWG members electronically.
- Social media sites such as Facebook can be complementary to the Newsletter.

3.3 Authors in the Park

- The Annual Authors in the Park event is scheduled for Sunday, August 25th, 2024 from 1-4 pm.
- Bob Nothnagel will have a table at the event.
- Anita Joldersma is to ask Bob if Anthology books can be displayed at his table.

4.0 ANY OTHER BUSINESS

4.1 Meeting Zoom function

- Presently setting up the Zoom function at HMWG meetings for off-site participation by members as well as posting the recording to the Facebook page is solely Michael Wagstaffe's responsibility.
- Some discussion about having a backup for him in case he's unable to attend a meeting, took place. This matter is to be further discussed and investigated.

5.0 DATE OF NEXT BOARD MEETING

- The next Hamilton Mountain Writers' Guild Board meeting is scheduled for **Monday, November 4th, 2024 at 7 pm.** via Zoom.

The meeting adjourned at 9:06 pm.