

**Hamilton Mountain Writers' Guild (HMWG)**  
**Executive Board Meeting**  
**Saturday, February 22, 2025 @ 1:00 pm (via Zoom)**

**MINUTES OF MEETING**

**In attendance:**

Garvin Nunes, Chair  
Michael Wagstaffe, Treasurer  
Wendy Sammut, Secretary  
Anita Joldersma, Officer

**Regrets:**

Christine Carleton, Officer

**1. Approval of Minutes (deferred to e-mail approval as soon as possible).**

- a. Garvin has the minutes of the November 4<sup>th</sup>, 2024, Board Meeting and will locate and forward them to the Executive. Once approved, Michael will add them to the HMWG Website.
- b. Michael will forward the recording of the AGM held on Wednesday, January 8<sup>th</sup>, 2025 @ 6:30 p.m. via Zoom to Wendy for the creation of Minutes, as well as a copy to Anita for her records. Wendy will forward a copy to the Board for approval once completed.

**2. Promoting and Growing HMWG**

- a. This item was too broad to be discussed all at once. It includes Membership, Volunteers, and Writing Teams. Any discussion specific to promotion and HMWG growth is listed here. Other discussion points are listed below under the appropriate sections.
  - i. Garvin stated the Terryberry Library is now hosting another writing group on alternate Wednesday evenings to HMWG. He will reach out and see if there are ways that the two groups can support and encourage each other.

**3. Membership**

- a. Wendy asked for clarification of HMWG's definition of "Membership".  
Anita will forward a document re Membership Privileges, that is currently not on the website.
- b. The benefits of the annual paid membership include:
  - i. AGM Voting privileges and right to run for a position on the Board of Directors
  - ii. Permission to submit stories to the Anthology for approval and publication

- iii. Access to bi-weekly Zoom sessions if unable to attend in person.  
*(Michael is unsure about this last benefit point, as writing teams are forwarded the access link through their team leaders, so Zoom sessions may be accessible to anyone on a writing team – He will look into this.)*
- c. Anita tracks new members by obtaining their email address and contact information and gives them a list of the current Writing Teams.
- d. Michael updates an Excel sheet that tracks all members, and any fees received. He will provide the executive with an updated list of paid and unpaid members. Anita mentioned that several members are inactive and need to be removed.
- e. Wendy suggested that it would be helpful to create a Welcome Package that includes information on membership, writing teams, newsletter, zoom options, in-person events, etc., and assign one or two volunteers to welcome new visitors, present the package, and answer any questions.
  - i. Anita offered to pull together information to be included in a package. Wendy offered to assist Anita by creating a draft handout for board approval. Michael will send the document from the website that explains what we do and what we don't do.

#### **4. Volunteers**

- a. Garvin discussed the need for volunteers to help with the various committees within the Guild. He would like to recruit volunteers for:
  - i. Marketing/Promotion – The initial focus would be for someone to create social media posts, memes, updates, etc. on Facebook and Instagram
  - ii. Newsletter - currently has two people working on creation and distribution, but they need more articles and input from Guild members.
  - iii. Programming – Assistance needed with booking speakers, workshops, and creating topics for bi-weekly Guild meetings. A backup AV Tech is needed for meetings when Michael is unable to attend to set up Zoom and record.
- b. Garvin suggested that a Letter of Recommendation regarding Volunteer Service might be an incentive to become involved.

#### **5. Writing Teams**

- a. It was agreed that an updated contact list of all current writing team members be compiled, including the information of anyone in the green room.
- b. Some of the teams are defunct or have regrouped outside HMWG. There is a need to connect and understand what is happening. Garvin will look into this.
- c. Garvin will also work on moving Green Room people onto teams and create new teams if necessary.

## **6. Anthology**

- a. Discussion took place on the current direction of Anthology 7 with consideration given to possible changes for Anthology 8. There was concern expressed regarding the responsibility of fact-checking and how artistic license impacts this issue.
- b. Garvin and Michael will obtain Amazon account login and password information from Barry Gottlieb for Books 1-4.

## **7. HMWG Executive Board**

- a. Garvin noted that the board can govern and vote by email. Any updates to by-laws and operational procedures would need to be decided and voted on at a quarterly meeting.
- b. Garvin will set Board Meeting Dates for the remainder of 2025 in April, August, and November. The AGM will tentatively be held on Wednesday, December 10, 2025, this will be confirmed at a later date.

**Meeting adjourned at 2:19 pm.**