

Hamilton Mountain Writers' Guild (HMWG)
Executive Board Meeting
Saturday, April 12, 2025 @ 1:00 pm (via Zoom)

MINUTES OF MEETING

In attendance:

Garvin Nunes, Chair
Michael Wagstaffe, Treasurer
Anita Joldersma, Officer

Regrets:

Wendy Sammut, Secretary
Christine Carleton, Officer

1. Acceptance of Agenda

- a. Due to the absence of two board members, it was decided to discuss updates to tasks assigned from the previous meeting.

2. Approval of Minutes

- a. Minutes from the Executive Board Meeting held on February 22, 2025, and Minutes from AGM, January 8th, 2025, were forwarded by Wendy to all Board Members for approval.

3. Status Report – Garvin Nunes

- a. Email Contact List:
 - i. Up-to-date emails are required so that the Board is aware of the number of members and can contact them as needed. There are currently 95 names on our member list, with 75 email addresses.
 - ii. Creating a single email list would streamline the process of disseminating event information, placing new members on writing teams, and distributing the monthly newsletter.
 - iii. Some members are concerned with having their email shared. It was suggested that a disclaimer be added to the New Member Information sheet informing them they will be added to HMWG'S contact list and will receive information about meetings, events, and the monthly newsletter under BCC to protect their privacy. He will connect with Anita on how to proceed with this.
- b. Volunteers for Programming
 - i. Garvin reiterated the need for volunteers to program events and bi-weekly meetings. He has spoken to a few people but is still working on this. He felt it would be a good fit for anyone looking to expand their experience and skills in publishing, self-promotion, or event planning.

Status Report – Anita Joldersma

- c. New Member Welcome Package & Procedure
 - i. Anita is working on procedures for greeting new people when they attend bi-weekly meetings at Terryberry Library. Anita and Michael will tweak the FAQ page, currently on the HMWG website and include it in this package, along with a revised writing team list, information about the Guild, and the benefits of paid membership. At the last meeting, Wendy offered to help Anita with the creation of a brochure and assembling this information.
- d. Website Member Link
 - i. Anita noted that paid members have been trying to access/create accounts on the Membership Page of the HMWG website. Unfortunately, this link is not functional. Michael will look into removing the login portal and replacing it with HMWG's contact email instead. Any website additions to the paid Members Page will go through him.
- e. Anita will be away for a week in May. She will need someone to greet people, take attendance, and obtain information from anyone new. The total number of attendees needs to be given to the librarian after the meeting. Wendy has offered to do this.

4. Status Report – Michael Wagstaffe

- a. Michael has been in contact with Barry Gottlieb and is working on Barry's old computer to obtain the files for Anthology Books 1-4. Barry was helped with publishing the books on Amazon by Andrew Rud. Michael has several possible email addresses that may have been used when setting up the Amazon account and is attempting to gain access. It has been confirmed that HMWG owns the rights to these books and can copy and publish as needed. Ref: Amazon.ca (copyright 2019 HMWG).

5. Anthology

- a. Michael reported that there have been 16 submissions to the Anthology, and 1 has been withdrawn. The process of editing is moving along and is scheduled for completion by the end of June.

6. Other Business

- a. Michael received a login warning from RBC, so he has changed the login information, just to be on the safe side. He has this information printed and will share it when anyone else requires access to the account.
- b. Team 3 Writing Group is down to four members. Anita will encourage new guild members to consider joining this smaller group.

- c. Garvin discussed the issue of voting by proxy if Board members are unable to attend a meeting. The other option would be to use email to present any items that require consensus and vote through email.

- d. Due to the challenge of scheduling Board meetings at a time when all can attend, Garvin is considering having the summer meeting via email and spread out over a few days. He will ask the Board to discuss and vote on this.

Meeting adjourned at 1:38 pm.