

MEETING MINUTES

**Virginia Writers Club, Inc.
Board of Governors Meeting
February 7, 2015 – Charlottesville, Virginia**

Attendees: Mike Hill (Valley), Susan Elliott (Valley), Dick Raymond (Valley), Betsy Ashton (Valley), Chuck Lumpkin (Valley, Lake), Fred Fanning (Riverside), Maggie Duncan (Blue Ridge/SWAG), Kim Dalferes (Valley), Jack Ferguson (Hanover), Harvey Tate (Hanover), Linda Layne (Richmond/Blue Ridge), Dennis Fargo (Write by the Rails), June Forte (Write by the Rails), Michelle O'Hearn (Riverside), Linda Hoagland (Appalachian Writers Guild), Linda Ensign (Northern Virginia)

1. 10:30 AM meeting was called to order with welcome and comments by president, Betsy Ashton. This was followed by introduction of all those attending.
2. The agenda was reviewed and two corrections of the year from 2014 to 2015 were noted. Chuck Lumpkin made a motion to accept the agenda as amended and Dick Raymond seconded the motion. The vote was held and the agenda was approved as amended.
3. The prior meeting was the annual meeting and the minutes of the annual meeting will be approved at the next annual meeting.
4. Linda Layne provided the treasurer's report. She presented the profit and loss statement to Chuck Lumpkin, the vice president for finance. Linda noted that the club experienced a loss of \$2,105.39 in 2014 that was due to investments in the annual meeting and the symposium. These investments were intended to increase activity and were institutionalized. For 2015 the club has received \$720.00 from membership renewals. The club has 80 memberships lapse. There are 424 members with 199 renewed and 146 not renewed. All renewals are due on January 1. Membership lapses after a second notice is sent to the member. There is a trend of 50% of members not renewing their memberships. If anyone is interested in treasury information they should contact the treasurer. Dick Raymond made a motion to approve the treasurer's report. Maggie Duncan seconded the motion. The vote was held and the treasurer's report was approved.
5. The president noted that no correspondence had been received therefore no discussion on correspondence was held.
6. The meeting was opened to discussion. The 2014 annual meeting was held in the same location as 2013. There were 57 attendees in 2014 vice 34 attendees in 2013. The goal of the annual meeting is to break even. In 2014 it did not. This in spite of a panic mailing done to get more members to come. This resulted in two additional members attending. The attendance might be increased if the club used social media to market the event. The annual meeting will be discussed more in the brain storming session of today's meeting.
7. Chuck Lumpkin, vice president for finance presented the budget to the board. Income was addressed first and Chuck described the format of the spreadsheet used for the budget. The budget recognized a decline in membership payments and donations. This was followed by a

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reduction in the education fund. The line item for board lunch was discussed and it was noted that those present for the board meetings pay for their own lunch and the treasurer collects all monies and pays the bill. This requires it to be noted in the budget. Chuck also reduced the amount that budgeted for the annual meeting and the symposium. This left the income side of the budget near the 2014 actuals. Chuck next expounded on the expenses for 2015. In the 2015 the website fees are broken out separately from administration. The cost of insurance remains the same for 2015. This solicited a question as to coverage of chapter events. The answer was that chapter events that indicate their being held under the umbrella of the club are covered in the club insurance. It was noted that chapter officers probably didn't know this. For 2015 there was a change in wording to the "Support/Development (General)" line item to "New Chapter Support and Development". The line item for chapter expenses to board meetings was deleted. The newsletter is budgeted as no cost because it will be entirely electronic. Speaker's fees is not provided a line item, but included in the event costs. The question was asked if the bylaws required that the budget be balanced. The answer was no the budget is not required to balance. For the cost of the symposium it was noted that the attendance is capped by 95 attendees due to the building fire load set by the fire marshal. Line item M was raised \$500.00. Maggie Duncan made a motion to approve the 2015 budget as amended. June Forte seconded the motion. The vote was held and the 2015 budget was approved.

8. A five-minute break was taken.
9. The meeting was again called to order. The president noted that the newsletter would be added to the agenda.
10. Maggie Duncan, first Vice President chairs the 2015 Symposium Committee. She provided a list to attendees of the many tasks that need to be done for the symposium. The theme this year is "Navigating Your Writing Life". As with past symposium there will be a lot of effort devoted to the facility. The lunch will be catered again this year and there will be a book fair. The book fair vendor will split the royalties with the club. The question of the college bookstore involvement was asked. It was noted that we had a good arrangement with a private bookstore. A panel will be developed to review bios and topics. This year sponsorship and publicity will be split because it is too much work for one person. The first meeting will need to be held in February to keep things on track. All website matters for the symposium will be handled by the club webmaster. There is a need for a lot of people to help. Chapters are encouraged to notify their members and asked for volunteers. It was noted that in 2014 that most of those attending the symposium came from the Charlottesville area. The second largest group came from northern Virginia. The reason members from other areas did not attend could have been because of chapter events that were held in and around the same time. Deficiencies noted in 2014 were that there was little consistency with the use of moderators and introducing speakers. This needs to be corrected in 2015.
11. The club annual scholarship was the next item of discussion. The scholarship was started two years ago to encourage young people to enter the field of writing or teaching writing. It is unclear whether the club is meeting the intent of the scholarship because of the difficulty in measuring performance in those applying. There are some pending changes to the

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scholarship rules that some believe would improve the measure of performance in those applying. That discussion was put aside to discuss whether there would be a scholarship awarded in 2015. The discussion focused on two topics. First there was no one chairing the scholarship committee and second the announcement for 2015 was not sent out in 2014 and it should have. The president asked if anyone in the room would volunteer to serve as committee chair of the scholarship committee. Fred Fanning volunteered to chair the committee. Dick Raymond made a motion to vote on his serving as chair. June Forte seconded the motion. The vote was held and Fred Fanning was approved to chair the scholarship committee. Fred Fanning made a motion for a vote on whether the scholarship would be awarded for 2015. June Forte seconded the motion. The vote was held that consisted of four people for, four against, five abstaining and two absent. The vote did not carry.

12. Lunch was called by the president.
13. The meeting was called to order after lunch.
14. Fred Fanning made a motion for a vote on whether the scholarship would be awarded for 2015. June Forte seconded the motion. It was decided to wait until two additional members returned before voting.
15. June Forte notified those present that Write by the Rails is participating in an event to be held at the Hylton Center in Virginia. Ron Smith will be appearing and there will be several poet laureates of Virginia present. Everyone was encouraged to attend.
16. The next subject discussed was the Golden Nib Award. The club needs a volunteer to chair the committee for the Golden Nib. The announcement needs to be sent out soon to run the contest.
17. The meeting was on break while Kim Dalferes held a brain storming session on to identifying ways the club could help chapters. From this actions will be identified that could be taken by the club. Separate notes will be provided on the results of the brain storming session.
18. The brain storming session was completed and the meeting was called back to order.
19. Jack Ferguson made a motion to vote on whether the scholarship would be awarded for 2015. Dick Raymond seconded. The vote was held and there were five for, four against, and four abstaining. Linda Layne asked if we had approved a volunteer to chair the scholarship committee, which was answered affirmatively. Jack Ferguson called for a second vote on the question. Dick Raymond seconded. The vote was held and there were 14 for and 1 opposed. The vote approved awarding the scholarship for 2015. Betsy Ashton will coordinate sending out the announcement.
20. June Forte started a discussion about an initiative that the Write by the Rails Chapter wished to pursue. The chapter asked that the club waive \$5.00 of the membership fee for four

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months for all new members of the Write by the Rails Chapter in exchange for the chapter paying \$10.00 for the club membership of the new member. This chapter is trying to increase the number of chapter members that join the club. Maggie Duncan made a motion to vote on the question. Chuck Lumpkin seconded. The vote was held and there were 15 for and none opposed.

21. There being no further business Dick Raymond called for the meeting to be adjourned. Kim Dalferes seconded the motion. The vote was held with 15 for and none opposed. President Betsy Ashton adjourned the meeting at 3:41 PM.