

# Lake Winnipeg Writers Group Meeting Minutes

---

*Executive Meeting - 01/13/2018*

## Agenda:

### Reports:

President

Membership

Treasurer

Editor

Contest

Business Registration renewal

Website and payment for webmaster

Honorary membership for Victor Enns

Discussion of PayPal changes / possibility of e-transfers?

New Business

Other business

Meeting Called To Order: ~ 12:45

Meeting Adjourned: 14:00

### President report

I have worked with our webmaster Kyle Furedi on updating the website, delivered signed minutes from the AGM to Noventis in Selkirk to change the signing privileges, and written to Noventis in Gimli to thank them for the donation for a trophy. I will continue to inform members of upcoming events and to liaise with the webmaster for publication of events, minutes, agendas and other items.

### Membership Report

- As of January 12, 2018 we have 2 life members, 21 regular full members, one e-member and one student member for a total of 25. As of January 13, 2018, the membership
- Membership duties have been passed along with file to Lindsay Ball, Vice President.
  - o Copies have been sent to Tyra Masters-Heinrichs and to Dorothy Adrian.

Live Members	2
Regular Full Members	21
E-Member	1
Student Members	1
Total:	25

### Treasurer Report

- Balance as of December, 9th is \$1419.19
- Confirmed Business registration cheque for \$25.00 has been written, previously outstanding.
- 3 full memberships and 1 E-member paid via PayPal.
- Brendan Terrick and Ann Timonin have attended a Noventis branch to sign for to authorizing cheques.
  - o Maurice Guimond has agreed to be the third signer, but has yet to visit a branch. Will follow up at next meeting.
- Motion proposed to pay the webmaster \$143.00 for 11 hours of work at 13/hour. Vote passed, none abstained.
- Motion proposed by Pam Larner to pay BK Publishing \$221.20 for layout and design of the last edition Voices, Volume 17-2. Vote passed, Tyra abstained.
- Motion proposed \$25.03 be paid to Tyra Masters-Heinrichs for postage of Voices:
  - o Copy of Voices, Volumes 17-2 sent to Archives of Canada and Manitoba Archives.
  - o And Alex Rinehardt (Cover Designer) was sent 2 contributor copies, for Voices, Volumes 17-2 and Voices, Volumes 17-1. Vote. Passed, Tyra abstained.

Lake Winnipeg Writers Group Meeting Saturday January 13th, 2018 Treasurer Report

**Noventis Balance as of December 9th, 2017 LWWG AGM**  
**\$1,419.19**

**Total Deposits as of January 6th, 2018**  
**\$1,045.60**

e-transfer	books	membership
\$30.00	\$0.00	\$30.00
cheques	books	membership
\$711.60	\$351.60	\$360.00
cash	books	membership
\$340.00	\$280.00	\$60.00

**expenses**

cheque for Tyra December 16th, 2017  
**\$974.70**

Business Registration renewal  
**\$25.00** Cheque not processed yet

Other cheques signed on the 13th to be reported at next meeting

**Noventis Balance as of January 13th, 2018 LWWG Meeting**  
**\$1,526.09**

**paypal**

Balance as of December 9th, 2017 LWWG AGM  
**\$118.00**

send money  
 \$0.00

receive money	books	membership
\$95.90	\$0.00	\$95.90

Balance as of January 13th, 2018 LWWG Meeting  
**\$213.90**

Editor Report

- As of January 10/18, there have been 18 submissions (8 poems, 1 visual art, 9 prose) from 10 authors for Voices Spring 2018 comprising of about 50 pages.
  - o Of the 18 submissions, 6 are finalized while 8 are awaiting re-submission by the authors after editing and 4 are in the editing process. There has been one visual piece submitted thus far. One person was emailed that their submission would be accepted but they need to pay their yearly dues.

Voices Spring 2018	
Authors	10
Total Submissions	18
Poems	8
Visual Art	1
Prose	9
Finalized	6
Waiting for Re-Submission	8
Editing in Progress	4
Waiting for Membership Payment	1

- There are still authors who think they do not need to follow the Submission guidelines for Voices submissions or their biographies. The biggest problem is that authors do not see a need to do a separate attachment for each submission. This is necessary to streamline the editing process and to print a hard copy of the submissions. I give both an electronic version and a hard copy to the Publisher as sometimes the electronic copy gets scrambled when changing computer programs so with a hard copy the Publisher knows exactly what the author wanted. This is most important for poetry. Each submission needs to be a separate attachment when printed and electronically as this simplifies things for the publisher as well as the Editor. Each submission is its own entity within a file. I make a separate document of all the biographies so they are redundant (and it has confused the Publisher and Editor) when they appear within the poetry and prose submissions. Authors also are failing to send a separate attachment for the final copy which means I spend time either retyping (for poetry) or finding the attachment and then having to add in their edits to make a final print and electronic copy. This is both time intensive labour and costly when extra ink is needed for submissions in the body of an email rather than as an attachment. Another problem is that authors are not attaching their biography as a separate attachment or are exceeding the 100 – 150 word count. Slowly this is being corrected as authors are asked to resubmit their bios as an attachment. This will be a process and has improved greatly since one year ago. I am working on three examples of how submissions are to be done for the website and should have this done by the end of January 2018. The examples will be poetry, prose (any writing which is not poetry), and biography attachments. I will also try to make a sample email of how to correctly attach submissions but we need the help of the web master for that.
- No theme has emerged thus far in this edition though the weather and seasons might become it. Two submissions are serials. There have been at least another 3 authors that have notified me that they intend to submit so I look forward to their submissions.

### Contest Report

- Confirmed contest genres:
  - o Youth Fiction & Youth Poetry with 2000 words
  - o Adult Fiction & Adult Poetry with word count of 2500
- Honorary mention will be kept
- Judges given pre-sorted entries and given 3 weeks time to judge.
  - o Trynda Adair, will pre-sort entries.
- Pieces cannot be previously published, including electronically (e.g. Blogs, Mailing List Giveaways, Patreon, Anywhere on the internet for readers to consume...)
- Tyra Masters-Heinrichs and (potentially) Helma Rogue Raiders will make contest poster.
- 2 months proposed as a timeline to find judges, poster created and set up contest on website. Votes will be passed at next meeting.

### New Business

- Motion proposed to provide Honorary membership for Victor Enns. Tyra Masters-Heinrichs moves, Pam Larner seconds. Vote passed, unanimous.
- Brendan Terrick, Treasurer, will look into setting up e-transfers for memberships into our business account and report back at next meeting.

### Other Business

- Motion proposed by Tyra Masters-Heinrichs to reinstate paper and/or e-receipt for memberships. Seconded by Brendan Terrick. Vote passed, none abstained.
  - BK Publishing agrees to donate 5 receipt books to Treasurer.
- Tyra Masters-Heinrichs will bring mock cards to next meeting.
- Voices, Volume 18-1 will not be available in ebook format.
  - Will revisit topic for Voices, Volume 18-2.
- Certificates are available and will be sent out along with free edition of voices provided to contest winners.

[Return to Top](#)