

Minutes
Board of Directors
Guild of Book Workers
January 18, 2024

The Board of Directors of the Guild of Book Workers met on Thursday, January 18, at 7:30 p.m. EST via Zoom video conference. President Kate Levy called the meeting to order. A quorum was present.

The Roll Call noted:

Those present:
President: Kate Levy
VP: Todd Pattison
Treasurer: Larry Houston
Secretary: Jennifer Buchi
Membership: Eliza Gilligan
Standards: Jennifer Pellecchia
Newsletter: Bridget McGraw
Exhibitions: Jeanne Goodman
Journal: Susie Cobbledick
California: Rebecca Chamlee
Delaware Valley: Kristin Balmer
Potomac: Charlotte Hayes
Midwest: Parry Cadwallader
New England: Sephora Bergiste
New York: Jane Mahoney
Northwest: Jodee Fenton
Rocky Mountain: Petrina Bryce
Southeast: Jessica Hudgins

Those absent: Marianna Brotherton Crabbs–Communications, Kim Neiman–Lone Star

The minutes of the November 16 2023 Board Meeting, previously sent electronically to members, were unanimously approved.

Make Standards videos free for all members

Videos will still be available for non-members to rent or buy. (see attached spreadsheet for 2023 analytics). Videos for members would be free to stream/rent, but still available for purchase at a discounted rate. Coupon codes would still be used. Non-members can still rent and buy videos at the same rate.

Motion made and seconded to make Standards videos free for all members, with a 2 year embargo. **MOTION CARRIED.**

Next Steps: Logistics of creating coupon codes.

Move Annual Meeting (and beginning of board terms) away from Standards.

Discussion: Timing of Annual Meeting, Standards, and board turnover was discussed. Bylaws stipulate that board terms must end and begin at Standards, but a virtual meeting was proposed for mid-September. Discussion also considered content of annual meeting being more member-focused, inspiring and informative. A poll of members for preferred meeting content, time, and week or weekend day was proposed to get ideas and increase buy-in.

Motion made and seconded to to hold a general membership virtual meeting in advance of Standards to cover all annual business, and to hold a pro forma business meeting at Standards to share proceedings and introduce new board members.

MOTION CARRIED.

Next Steps: Conduct a poll of members on time and day of meeting, and meeting content. Brainstorm meeting content.

Unfinished business

Discussion: Strategy for change in membership dues. Messages can come from Kate and Eliza, suggest posting early and often in an email blast, newsletter, and website banner. Highlight new benefits including free Vimeo videos and Find a Bookworker. Members are welcome to renew before July 1 to get current rate, then rates will switch over.

Next Steps: Kate and Eliza will discuss further.

Discussion: Exhibitions catalog and budget. Vote in 2023 allocated funds from Journal budget to publish Exhibition Catalog instead of journal in 2024. Exhibitions operating funding was discussed: In 2023, board approved operating funds to exhibitions to offset losses, \$7000 over 3 years. The current budget was approved with journal not publishing in 2024. Journal is prepared to print, however, and has articles and authors lined up. Discussion of whether journal and exhibition catalog can both be printed, if not this year then in subsequent exhibition years.

Next Steps: Schedule supplementary meeting with Jeanne, Susie, Kate and Larry.

Discussion: Chapter Handbook. Linnea, Erin and Henry did a ton of work on this. It is currently available as a living document and feedback is requested. Changes will be ongoing, and suggestions reviewed every 6 months. Chapter chairs and members, please take a look, make comments on the draft, and share thoughts by March 1. We will have a future discussion about geographical challenges of large chapters, so folks from large chapters, please reach out to Todd.

Next Steps: Chapter chairs review Chapter Handbook by March 1. Members of large chapters share thoughts (if any) with Todd to contribute to future discussion.

- Officer Reports:
 - President: defer
 - Vice President: see above, Chapter Handbook
 - Treasurer:

- 1099s for speaker honoraria workshops and vendors sent out for 2023.
 - RI doesn't charge sales tax for charitable organizations, 7% savings on standards bill!
 - working on corporate tax return
- Secretary
 - Zoom: membership still sharing accounts. Lonestar/Potomac sharing issue resolved with creation of gmail account for access. Still only have 5 licenses in addition to main account.
- Standing Committee Reports:
 - Membership: Eliza will set up a time with Larry to talk finance and will contact Newsletter. If you have needs for membership, please be direct about what is needed and when.
 - Standards:
 - Thanks Kate for posting standards videos from last year, available to rent/buy on 1/20/24. Need to iron out division of labor for posting videos.
 - Video editor was wonderful. Will factor editing cost into standards budget and hope to work with same team.
 - Have a host committee and creating standing committee for first time in a couple years, which will meet in a month.
 - Spent a couple nights at The Graduate, the Standards hotel, and visited potential tour hosts. Providence very walkable, hosts very positive.
 - Financials: might be able to charge the same as Decatur and be budget neutral.
 - Presenters lined up for 2024.
 - See Attachment D for full Standards report.
 - Communications: Absent.
 - Newsletter:
 - Rachel Paine from Midwest Chapter has volunteered to update index from 2001-present. Margaret Johnson, who created the index, is turning 100 in April. If you want to send a card, let Bridget know and she'll get the address to you.
 - In reference to earlier conversation about journal publication, journal authors could publish in newsletter if they want to publish sooner.
 - Exhibitions:
 - Close to 100 entries/intents to enter, and still needs final spreadsheet of everyone who entered.
 - Preparing to order replacement cases for exhibitions. Switching from UPS to art shippers and allowing more time between exhibitions, safer for artwork.
 - Locations: Seeking venue for opening. Will meet with Hayes library in Rhode Island soon; if not Rhode Island, then Boston. Georgia, RSW is second venue.
 - Preparation: Soon meeting with Erin in Austin, planning reminders to start talking to entrants and sending teasers, fun buildup to May

1-15 deadline. Virginia Green at Black Hair studios in Waco is receiving, and where jurors are meeting.

- Journal: Kyle is experiencing family pressure and may need to transition sooner. Susie taking over. Has all articles lined up and ready to go for March, but now not sure what's going to happen.

There being no further business, the meeting was adjourned. The next meeting will be held on **March 21, 2024**

Attachments:

Attachment A: Q2 Balance Sheet

Attachment B: 2023-2024 P&L

Attachment C: 2024 Standards Anticipated Expenses

Attachment D: Standards Report

Jennifer Buchi, Secretary

Guild of Book Workers

Balance Sheet

As of January 18, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of America - checking	69,907.00
Bank of America - savings	6,358.27
Morgan Stanley	236,027.76
Total Bank Accounts	\$312,293.03
Accounts Receivable	\$0.00
Other Current Assets	\$0.00
Total Current Assets	\$312,293.03
Other Assets	
Clearing	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$312,293.03
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	188,179.70
Retained Earnings	181,741.24
Net Income	-57,627.91
Total Equity	\$312,293.03
TOTAL LIABILITIES AND EQUITY	\$312,293.03

Guild of Book Workers

Profit and Loss

July 1, 2023 - January 18, 2024

	TOTAL
Income	
CH Inc	
ca	1,450.00
dues	440.00
Total ca	1,890.00
dv	
dues	350.00
Total dv	350.00
ls	
dues	220.00
Total ls	220.00
mw	1,875.00
dues	410.00
Total mw	2,285.00
ne	
dues	580.00
Total ne	580.00
nw	
dues	220.00
Total nw	220.00
ny	
dues	330.00
Total ny	330.00
pot	610.00
dues	240.00
Total pot	850.00
rm	-410.00
dues	310.00
Total rm	-100.00
se	100.00
dues	140.00
Total se	240.00
Total CH Inc	6,865.00
Contributions/Grants	2,300.00
Exhibitions	
Entry Fees	7,450.00
Total Exhibitions	7,450.00
Interest Income	5,959.80

Guild of Book Workers

Profit and Loss

July 1, 2023 - January 18, 2024

	TOTAL
Library Income	
Video Rentals	818.10
Total Library Income	818.10
Membership	
Annual Dues	23,783.00
sustaining	100.00
Total Membership	23,883.00
Publications Income	
Journals	70.00
Total Publications Income	70.00
Standards income	5,315.74
Auction for Bursaries	15,650.60
Contributions	496.32
Registration	26,834.10
Special Events	3,306.20
Vendors	250.00
Total Standards income	51,852.96
Unapplied Cash Payment Income	0.00
Total Income	\$99,198.86
GROSS PROFIT	\$99,198.86
Expenses	
Administration	2,425.00
Bank Charges	15.00
cc fees	853.69
insurance	5,443.00
rent pd	1,201.78
web development	7,045.25
Total Administration	16,983.72
CH exp	
ca	4,113.53
DV	450.00
ls	650.00
mw	3,137.97
ne	1,182.50
nw	465.26
ny	150.00
pot	20.10
rm	4,124.79
se	910.50
Total CH exp	15,204.65
Exhibitions Expense	663.65

Guild of Book Workers

Profit and Loss

July 1, 2023 - January 18, 2024

	TOTAL
Publications	
Journal	14,441.73
Newsletter	11,449.09
Total Publications	25,890.82
QuickBooks Payments Fees	164.13
Special Projects Expense	121.01
Standards Expense	97,399.79
Videos	399.00
Total Expenses	\$156,826.77
NET OPERATING INCOME	\$ -57,627.91
NET INCOME	\$ -57,627.91

2023 Anticipated Standards Costs										Providence	Actuals			
		Stipend	Supplies	Copies	Lodging	Banquet	Travel	Totals						
Presenters	Feinstein	\$700.00	\$350.00	\$0.00	\$676.62	\$100.00	\$600.00	\$2,426.62						
	Doggett	\$700.00	\$250.00	\$0.00	\$676.62	\$100.00	\$600.00	\$2,326.62						
	Pike	\$700.00	\$250.00	\$0.00	\$676.62	\$100.00	\$600.00	\$2,326.62						
	Sokolowski	\$700.00	\$250.00	\$0.00	\$676.62	\$100.00	\$600.00	\$2,326.62						27

Committees:

Met with **NE Chapter Board** to discuss tours, workshop opportunities the chapter may want to host in PVD, Chapter Sponsorship, and logo/nametags/packets. Yi Bin Liang was nominated to design the logo, as well as some materials for the welcome packets. Logo should be complete by March 1.

Local host committee: **Jeff Altepeter** has provided suggestions for self-guided activities in Boston, including an NBSS open house and a visit to the Athenaeum for [this exhibition](#). **Kate** has suggested a conservation open house at Harvard. The Boston Antiquarian Book Fair will overlap Standards on Friday and Saturday; we will suggest it as a Sunday activity for anyone traveling through Boston.

Amanda Hegarty suggested a few locations for a Newport tour on November 7, but communication has been spotty with Newport venues, and they may prove cost prohibitive. Amanda is a resident of Providence and has provided many helpful recommendations so far.

Members interested in joining the **Standards Standing Committee** have been contacted, we'll start meeting next month. Focus for 2024 will include:

- presentation video accessibility (including transcripts/closed captioning)
- Event sustainability
- Finding upcoming locations and presenters. We have almost exhausted our wish list of requested presenters, which is kind of great, but it means suggestions are welcome!

2023 videos have been posted, thanks to Kate, and will be available for rent or purchase January 20,

2024. **UPDATE:** videos will be free to members beginning soon, with the most recent two years embargoed. We did not pin down exact dates for releasing the more recent videos; should it be two years from the date of the presentation?

Travel: Jeannie and I spent a couple of nights at the Graduate in December. It was very comfortable and I had the chance to review the event spaces and we spent a bunch of time walking around town

and meeting with potential tour hosts. Many tour venues are small and might be better suited to an open-house style format.

Some highlights:

- the RISD Museum is free on Thursday
- the RISD Nature Lab is the coolest place ever
- PVD Public Library will be holding an exhibition on printing

I'll paste hotel booking info below. NB: Graduate has not included accessible rooms in our room

block because people who don't need them may book them. We can add them later, or anyone needing accessible rooms can call the Graduate or get in touch with me. Graduate is very accessible to public transportation, and while it is easy to get to and from the local airport, flying into Boston and taking a train tends to be the cheaper option (Commuter rail, Amtrak, and Acela from Back Bay or South Station are all options, and the Silver Line Bus is free from the airport to South Station). We plan to make liberal use of the website and **Newsletter** for travel advice!

Budget and registration fees: I don't have all the financial information yet, but I think we may be on track to charge about what we charged in Decatur for registration, especially after Larry found out about the significant tax break we can expect as a 501c3. All numbers are subject to change, but the working anticipated expenses document is always [available for Board Members to peruse](#).

Presenters and topics (CONFIDENTIAL): I have a verbal agreement with three presenters, and a signed agreement from one. Please refrain from sharing this info, as I've given everyone until the March 1 Newsletter deadline to return their agreements.

- Sue Doggett - design approaches
- Christopher Sokolowski - paper and dust jacket repair
- Sam Feinstein - titling
- Sarah Pike (signed agreement) - laser cutting

Auction: We could probably use additional help with the auction. If you are interested in getting involved with any aspect of the auction, please let me or Larry know.

Hotel Booking info:

[Graduate Providence | Formerly Providence Biltmore](#)

GROUP RESERVATION CODE: 2410HISBOO

PHONE: Guests can call a Hotel Reservations Agent directly at 401-421-0700 and choose Option 1, open seven days a week, twenty-four hours a day, and use your group code or event name when speaking with the reservations agent.

REMINDER:

CUTOFF DATE FOR THIS BLOCK: October 15th, 2024