

Minutes
Board of Directors
Guild of Book Workers
March 21, 2024

The Board of Directors of the Guild of Book Workers met on Thursday, March 21 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
Secretary: Jennifer Buchi
Communications: Marianna Brotherton Crabbs
Membership: Eliza Gilligan
Standards: Jennifer Pellecchia
Newsletter: Bridget McGraw
Exhibitions: Jeanne Goodman
Journal: Susie Cobbledick
California: Marlyn Bonaventure
Delaware Valley: Kristin Balmer
Potomac: Charlotte Hayes
Midwest: Parry Cadwallader
New England: Sephora Bergiste
New York: Jane Mahoney
Northwest: Jodee Fenton
Rocky Mountain: Holly D'Oench
Southeast: Kirsten Wehner

Those absent:

Treasurer: Larry Houston
Lone Star: Kim Neiman

The minutes of the January 18 2024 Board Meeting, previously sent electronically to members, were unanimously approved.

Officer Reports

President

- Update on Journal and Exhibition Catalog: Going forward, both will be published and mailed together, and both editions are smaller at 64 pages.
- Update on Vimeo videos for members: At least one video will be posted by end of June before membership fees go up. We will create a page on the members-only side of website that will have embedded videos, so people don't have to deal with platform.

- Spots open on board: Exhibitions and Communications. Send nominations to Kate or Mary Uthuruppu, nominating committee chair.
- Awards committee is accepting nominations until April 15. Fill out web form to make nomination.
- Call for volunteers for onboarding new board members—contact Kate if willing to volunteer
- **Treasurer update given by President:**
 - 1099s were sent in January and cleared by IRS.
 - working on tax returns and sales tax exemption for Rhode Island; we may avoid sales/use taxes for standards.
 - Acknowledge hard work of journal and exhibitions and thank them for their efforts.
 - 3rd quarter reports will be available at the end of March for chapter finance and will be sent to board for email review.
 - Checks have been issued to cover expenses and presenter costs. if you've been waiting, it should be in mail.
 - Treasurer is reviewing new requirements for mail forwarding service in NY.

Vice President

- Chapter Handbook updates and discussion
 - Thank you to Linnea, Henry, and Erin for work on Chapter Handbook.
 - Right now there are 2 versions of handbook, one working copy and one edited copy. Comments are hidden in the document and should be available. Will discuss where to place live document and working document with Communications.
 - Future handbook editing: Current handbook is a living document which will change as people use it. Questions will continue to come up and be responded to.
 - Question: If we approve the handbook, do we have to approve all edits or can those get made? Answer: Depends on the edits. Wording changes and clarifications probably not.
 - Communications: Chapter handbook will stay on board area, with a rough draft available for reference. It is a static file, so edits will not be processed immediately. Updates would need to be collated and sent to Communications as a new version.

Motion made and seconded to approve Chapter Handbook in current form and to make it available to chapters for use. **MOTION CARRIED.**

- Chapter handbook next steps: VP will meet with chapter chairs in smaller group settings to go over handbook and see if there are questions. VP will hold a follow-up meeting in a few months to see how it's working.
- The handbook will be part of the chapter officer onboarding process; Communications will help collaborate in onboarding for new members.

Treasurer

Absent; see report from President above.

Secretary

No report.

Standing Committee Reports

Newsletter

- Creative commons licensing information will be included in newsletter going forward, so people can credit us without having to ask.
- Picked up previous newsletters from Cheryl Ball
- Mailing list is getting ironed out, thanks to Eliza and Henry
- next issue at the printer's now

Standards

- 200 days out from next Standards, have signed agreements from four presenters: Sue Doggett, "Context and Content, Materials and Methods - Making Artist's Books and Bindings"; Sarah Pike, "Laser-Cut Metamorphosis: Transforming a Single Image"; Christopher Sokolowski, "Mending Paper Using Pre-coated Asian Tissue: quick and subtle techniques"; Samuel Feinstein, "Titling: Gold Tooling with Leaf"
- Not quite ready to confirm conference rates but getting close. Expect the charge to be 20-25% less across the board than San Francisco 2023. Expect about 7% on Standards overall if the tax exemption is approved.
- Standards Chair will not be at May meeting so contact Jen to volunteer or get involved. There are a lot of opportunities, especially on tours on Thursday.
- Standards videos: Would like to add closed captioning to videos. Will address once videos are online. A volunteer may be able to help.
- Standards should forward information on registration to Communications as it comes in, so the website can be worked on beforehand.

Communication

- Web hosting: A significant update was just completed. GBW has the option to purchase a new package that will reduce the need for ad hoc security updates and patches for \$9,100 per year. Current cost is \$4,500 year. Communications opted to remain with current package paying hourly for necessary updates and will plan to increase Communications budget to about \$6,000 to cover web updates. Hosting billing is now in June so budgeting will be easier going forward with our fiscal year
- Notes to chapter chairs: If you haven't let Marianna know you're stepping down or if you haven't introduced yourself if you're new, please do. Marianna needs to make sure folks are in the board area and on the listserv, so contact her.
- Contact Us form: This form is now disabled. Bots are signing up email addresses, hundreds of spam messages. Contact option is now static email addresses on the website for people to contact the board.

Journal

- Managed to resolve the conflict of catalogs. Five articles are prepared and ready to send in the first half of April. Will print a little later than planned to accommodate double mailing.

- Advertisers: Journal and newsletter will work together to try not to overlap advertisers
- Back issues of journals: Will contact Treasurer and Newsletter to streamline mailing of lost journal issues/back issues.

Membership

- Membership chair traditionally has back issues to deal with things getting lost in the mail, but current back issues are with Newsletter. Will follow up with Newsletter and Treasurer to determine who should keep these.
- Paper membership form: Some people cannot download from website and want a paper form mailed. Membership recommends getting rid of paper membership form, because it's unnecessary for record keeping. Will write a blurb in the newsletter telling people to communicate membership updates by email if people want to send a check instead of paying online.
- Changes to generating mailing list: Membership will come up with a process incorporating drive share so that membership and newsletter can cross-check lists for mailing.
- Member communications (from President): Letter in newsletter will talk about dues changes. Will create a banner for the website and email to all members at the same time. Encourage folks to renew membership before July 1 for current rate.
- Find a Bookworker: People need encouragement and reminders to sign up. Will add Find a Bookworker signup to renewal reminder emails and all new member emails.

Exhibitions

- 60 days out for submissions for Night Circus. Jurors will meet in person at Blackhare Studios in Waco, TX.
- Exhibitions is preparing an info letter for all entrants because many folks are inquiring about their registration status.
- Communications will send link to Night Circus registration excel spreadsheet to Exhibitions.
- The opening will be in Boston, currently being confirmed.

Unfinished Business

none

New Business

Chapter discussion: Vice President is looking at how regional chapters are organized. GBW needs more members, and needs more activity at the local level in order to accomplish this.

Questions: Can we tweak the model to make the regional chapters more vibrant? Sustainable? Encourage more membership? Regional chapters have more opportunities for interaction than Standards or Exhibitions.

Any thoughts/ideas/challenges please share with VP.

Initial Thoughts:

- Technicalities of handing over listservs and website management to new chapter board members makes communication with individuals difficult. To what degree can the national guild keep an archive of websites and passwords?
- More consistency in blogs/newsletters, perhaps Communications could hold a master account that chapters use. Currently huge variation in quality of chapter websites depending on tech savvy of members. Onboarding could also include template for chapter chairs to use for website/blog/communication and to get volunteers and new members.
- City-based chapters rather than regional chapters, or city-based concentrations within chapters?

Follow up:

- VP will meet with chapter chairs to discuss in a smaller group setting.
- An email chain discussion will be started where board members can share their insights.

There being no further business, the meeting was adjourned. The next meeting will be held on **May 16, 2024**

Attachments:

None

Jennifer Buchi, Secretary