

Knoxville Writers' Guild Executive Committee

Planning Committee

09/30/2008

2009 Annual Plan Draft

The Board

- 1. Ensure that, at all times, there are 12 – 15 Board members and that the four officer positions are always filled (President; Vice-President; Treasurer; and Secretary.**
- 2. Ensure that each of the Executive Committees (Planning; Contests; Education: Advisory; Nominations; and Membership) have a capable chairperson and are adequately staffed to permit successful implementation of the Annual Plan.**
- 3. Ensure that all financial decisions are made subsequent to reviewing current performance and projected cash flows provided by the Treasurer.**
- 4. No later than the first EC meeting in December, communicate which grants should be prepared in the subsequent year, the filing date, the amount, and who should make the application. This is critical if the KWG intends to request support from organizations like TAC, ETF, and City of Knoxville.**
- 5. No later than March 31, 2009 evaluate the success of our recent anthologies and make a decision whether to proceed with a 2010 anthology.**
- 6. Raise \$2,000 - \$3,000 in grants and donations to finance a temporary Administrative Officer position (see 12, below). The cost of this position is not included in the 2009 Budget. Begin to develop grant proposals that will support the appointment of an Executive Director in 2010.**
- 7. Consider a motion to provide that 10% of any annual surplus should be transferred from the Operating Account to the KWG Endowment Fund.**
- 8. Consider giving the Executive Committee authority to authorize non-budget items as long as the total of the items does not exceed \$1200 for the year and the non-budget item does not create a deficit operating position for the year.**

The Executive Committee

9. The Executive Committee Chairpersons will recruit suitable members for their committees so they can implement the Board's delegated projects. A key goal is to give younger and less experienced members the opportunity to learn skills and knowledge that will enable them to advance to the position of chairperson of an Executive Committee or to Board membership.

Planning Committee

10. Now that the Peter Taylor law suit against the Guild has been dismissed, evaluate the potential to provide Directors and Officers Liability Insurance for Board members and the Executive Committee at a reduced 2009 cost. The Planning Committee also should evaluate the need and cost for the KWG to add General Liability Insurance. The Budget provides \$2500 to acquire both Directors and Officers Insurance and General Liability Insurance. In 2008, we spent \$1850 for D&O only. Both policies should be in place no later than May 2009.
11. Develop 2010 Annual Plan and Budget by September 30, 2009.

Advisory Committee

12. Develop a job description to recruit an Administrative Officer who would prepare the Guild for a future Executive Director. Ideally, the position will become effective in the first or second quarter of 2009. The Administrative Officer will define the records required to be maintained by the Guild to meet regulatory obligations (financial, tax, minutes, policies & procedures, contracts etc); pull the documents together (locate and then collect, organize and store; identify deficiencies in documentation, policies & procedures and work with the Board to develop a plan to resolve deficiencies. The work should be completed by September 30, 2009.
13. Develop and execute current contracts for the News Letter Editor and the Web Facilitator no later than February 28, 2009.

Membership Committee

14. In the first quarter, transition the news-letter to e-mail for those members who are willing to accept e-mail as the means of distribution.
15. In the first quarter, take over responsibility for maintenance of membership records and the related steps of welcoming new members, issuing membership cards etc. (Note: this is not the responsibility of the Treasurer).

Contest Committee

16. No later than January 31, 2009, issue written information and guidelines on the 2009 writing contests.
17. No later than February 28, 2009, issue written recommendations and an updated budget for the 2009 KWG gala.

Education Committee

18. Communicate spring workshop by February 28, 2009. Communicate summer workshops by May 15, 2009. Communicate fall/winter workshop by September 15, 2009.
19. If approved by the Board (see 5 above), appoint an editor(s) after written proposals are received from possible applicants. To be acceptable, the proposals must fully address who will edit and select submissions; the theme and size of the anthology; printing, design, and editor costs; who will market the anthology; who will handle setup with the printer. Proposals should include a preliminary projection of revenue and expenses.

Nominations Committee

20. Complete the Board nomination process by September 1, 2009 and publish information on candidates in the newsletter.
21. Conduct Board elections by mail so that results are available by October 31, 2009.