

Attendees: Rose, Howard, Sharon, Greer, Lori, Bill

Note that items which are tasked to a particular member as a “to do” item are highlighted in yellow

Note that concurrence items (Executive Committee agreement) are **bold underline**, with CONCURRENCE noted

Notes that Lori thought about while Lori reviewed/finalized minutes are in a text box to the right, in *italics*

Howard asked Lori to prioritize 3 items from the agenda

- Lori replied: committees, finances, and issues for the pro bono attorney
- Rose asked to focus on Anthology and Dues

Lori summarized the committees and upcoming actions

Howard indicated we need to do succession planning; overlap of skills for each job

- HS teacher in PST-NE; Howard proposes talking to him, perhaps connect with Frances; no committee with only one person (assistant wants to learn)
- Lori will contact Frances to find out her plans
- Think about who can be coordinators — all Executive Committee members
  - (Howard Festival Coordinator for 2022)

Monthly contests

- Howard recommended modifying our contests so that we have a better sync up with current activities and Membership year

Month	Contest Due Date
May	No contest – change in Membership year
June	May 15
July	June 15
August	July 15
September	No contest – everyone is preparing for PST submittals
October	September 15
November	October 15
December	November 15
January	December 15
February	January 15
March	February 15
April	No contest – everyone is preparing for NFSPS

- First contest in May; run 9 contests
- **CONCURRENCE with plan above**
- **announce winners directly from contest chair, not PST-West Tennessee meeting? CONCURRENCE with idea, but see note at right.**

Are there old anthologies for last 5 years for Knoxville? – Lori to check

Other folks have struggled with GoogleMeet; Sharon asked if we have other options? Once we get the budget under control, yes, we can get a PST subscription to Zoom.

*Lori note regarding announcing winners: we need to resolve how PST-wide communications will take place, given the number of complaints I receive. We did not discuss (in the interests of time). The Contest Coordinator is not going to maintain the ever-changing email distribution list...it will need to be the person(s) in charge of communication. Contest Coordinator may need to email communications chair for each of the chapters to ensure optimal/fastest communications.*

#### Anthology

- Brief review of problems with anthology (errors, problems with distribution, costs)
- **review self-publishing/pay-on-demand approach - CONCURRENCE**
- do honorary/lifetime members get their copies? write a letter and explain we are changing the process
- **start with the year starting 2021/2022 decouple anthology - CONCURRENCE**
  - keep w/dues this year, but then explain planned change
  - members as of April 30 of 2021 shall receive 2020/2021 anthology
  - members as of April 30 of 2022 will be invited to purchase from Amazon
  - Rose recommends that we do the e-book as well **Howard's action item to research digital publishing**
    - is in the middle of research
    - no additional cost, but there are all kinds of royalty options
- Patron Poems?
  - We will no longer offer patron poems
  - We will ask for patrons at 3 levels, with these benefits:
    - Platinum \$50, 1 copy of anthology; provides link to author or business website
    - Gold Patron \$25, 1 copy of anthology; provides link to author website
    - Silver Patron \$15, no copy/no link
  - We will have a patron page in the anthology to recognize donors
  - **CONCURRENCE WITH APPROACH OUTLINED ABOVE**
- Anthology Task Force is dissolved; Editorial board will report back to Executive Committee with progress

#### Finances

- Do we charge for associates? - NO
- Do we charge for festival?
  - We can, but Lori will need to figure out how to get PayPal onto the Website
  - (can also help if people pay us for anthology directly, rather than checks)
  - Knoxville is interested in PayPal Sharon can provide a link, not home address

- Howard Proposal for dues 2021/2022
  - assume we are virtual, assume we have decoupled anthology
  - we will break even
    - Lori's note — we will still need to pay for the anthology, but we can dip into the bank account. **Lori will report back once she sorts through the finances.**
  - Propose we keep dues the same as they are now
  - Evaluate status quo for state/chapter levels
  - **3 NFSPS/12 state/10 chapter – total \$25 for this year, re-evaluate next year – CONCURRENCE**
  - Raise Chapters' portion to \$15?; can people afford an increase?
    - Multiple concerns – that would adversely affect folks on a fixed income, or those affected by the downturn
    - Future goal, have an "Angel fund" to cover members who are in distress
- Festival planning
  - Remote festival in October 2021
  - Plan for a hybrid (in person/live-streamed) festival October 2022
  - **CONCURRENCE that this is a good approach for right now, both budgeting and festival planning** (Howard can figure out how to live stream!)

#### Management of books

- need to separate out PST from PST-West Tennessee's finances
- may need to show 1-3 years of "clean" books for long-term endowment goals
- **manage in single account, for now - CONCURRENCE**

#### Additional questions for pro bono counsel?

- two bank accounts
- endowments
- **Lori to send a list of preliminary questions & goals; Committee will review and provide additional questions**

#### Rose asked whether we need to sponsor additional contests?

- **Editorial board will review existing anthology material and come back with recommendations**