

**GULF COAST WRITERS ASSOCIATION
GCWA Executive Committee Meeting
Location: Fairfield Inn Snack Area
Thursday, June 15, 2017**

Executive Committee Members attending: Don Cappelli, Mike Cole, Bob McCarthy, Geneva Kelly, Joanne Hughson, Ned Gamsky, and Geri McArdle.

Corporate Board member also attending: Larry Stiles

President Don Cappelli called the meeting to order at 4:06 PM.

May Committee Minutes: approved by all.

Treasurer Report:

Financial Report distributed by Mike Cole. The cash balance as of May 31, 2017 is, \$9,051.74. The Treasurer presented the Proposed Budget for Fiscal Year 2018. The Committee reviewed both the *Estimated Proposed Expenses and Revenues*, line by line, and provided suggested changes. The Budget for Fiscal Year 2018 was approved by all.

Program Report:

Bob McCarthy presented a draft of a one-page *Presenter Guidelines* to be posted on the Website and be made available to all proposed program speakers/presenters. The Committee all approved the Guidelines. A copy is attached.

Special Projects:

Ned Gamsky announced that we would sponsor one (1) writers' contest; the contest dates are Labor Day through February 1, 2018. The specific contest submission guidelines will be presented to the Committee on a future date.

Membership Report:

Irene Smith reported membership to date is 128. Also, Irene suggested changes to the first-time sign in sheet to capture new member information and add a caption on the form that states that GCWA member information is confidential and not shared. New Procedure: Irene stated that she will announce at each meeting that new member to GCWA receive red badges

and that we all make an effort to “welcome” each new member during the “networking session.”

Web Manager Report:

Joanne Hughson shared changes that she and Judy Loose made to the Website to improve ease of user navigation and speed.

Communication Report:

Geneva Kelly again reported that a photographer for the general meetings is still needed. Geneva stated that we are receiving many inquiries about GCWA due to the publicity campaign put in place, and the improvements made to the Website which include more new ways to contact GCWA.

Officer in Charge:

Geri McArdle, with the assistance of Judy Loose, created a handout entitled, *Creating a Memorable Presentation*. This handout provides specific steps that an author/presenter can use to structure their presentation. It was agreed to post the handout on the Website.

New Business: None

The next general meeting will be Saturday June 15, 2017.

The next Executive Board meeting will be July 11, 2017.

Meeting adjourned at 5:33 PM.

Respectfully submitted
Geri McArdle
Acting Recording Secretary