**HERITAGE WRITERS’ GUILD BOARD MINUTES**

A board and chapter meeting of Heritage Writers Guild was held on June 8thfrom 6:10 to 6:45 PM at the St. George Library in Community Room B. Denis Feehan presided over the meeting. Those in attendance were Denis Feehan, Joe Gordon, Marilyn Richardson and Marie Tollstrup.

**Business** **Items Discussed:**

1. Joe Gordon reported the current HWG bank balance is $500.17.

--Denis indicated we are not receiving the split report from the LUW

Addendum: Chris Jones reported later that the current bank balance is $877.23. In May HWG received $341.06 from A.R.T.s, Inc for the Wix website invoices submitted for reimbursement by Sue Leth. HWG also received LUW membership splits for $24.00.

1. Since Marilyn will be traveling for 3 weeks, the July mini-writing contest has been canceled which we’ll gear up in October with awards given out at the Christmas party.
2. Denis mentioned the HWG website is in need of updating. Thank you, Amanda.
3. HWG Board and Chapter meetings have been canceled for the summer, but we’ll gear up again in September. If need be, emergency board meetings will be called.

--Going forward, the board will meet at 5:30, and the chapter meeting will run from 6:30 until 7:40.

1. After some discussion, it was decided since HWG is a mini non-profit charitable business with gross receipts of less than $5,000.00, and we wish to attain a 501c status, we need to fix our EIN problem by doing the following:
2. Report the issue to the IRS who will revoke our current EIN #27-4574246.
3. Apply online for a new EIN which requires changing the name. The IRS agent suggested “Utah Heritage Writers Guild”.
4. Request an exemption by submitting Form 1023.
5. Close our bank account and open a new one with transferred funds.
6. Begin filing the 990-N form annually.
7. Because HWG is a mini non-profit business, Sue Leth cannot run her grant money through HWG because commingling grant and HWG funds is not legally permitted.
8. It is hoped we’ll feature future presenters and activities as we have in the past to entice HWG members to attend our chapter meetings. Members will be surveyed so we can learn what would motivate members to attend chapter meetings.
9. Chapter meeting—Gina Grissom, Becky Jackson, and Robert Paterson joined us. Marilyn Richardson presented a writing prompt where she separately displayed four glass objects: hourglass, spectacles on black/white, wineglass and crystal firtree. The attending members wrote down what ideas occurred to them with each item. Then for 15 minutes we were asked to generate a sketch using one item or combining all four. Each member shared their sketches where we discovered fictional, nonfictional, and poetic accounts.

The meeting adjourned at 7:35.