

## Minutes, AHP Bd Meeting

May 7, 2014, 7 PM, Project HQ at Belding Park

Present: Stuart Harris, Harry Keramidas, Phyllis Kirkpatrick, Dave Fessenden, Don Robinson, Corey Cusson (Minutes drafted by DR)

**Minutes of April meeting** – approved as drafted.

**Pat Thayer to join AHP Bd of Editors** – approved. DR will approach her.

**Spreadsheet format** Corey Cusson is preparing a spreadsheet that will list each article, its writer, her/his coach, approximate length, and where it stands in editorial process: has the Board given preliminary approval to proceed with this article as drafted? Has it been fact-checked? copy-edited? The Sheet will sort articles into sections, by topic. Corey will monitor the sheet, keeping it up to date. Editors will be responsible for informing and updating Corey on the status of articles as they pass through the process.

**“Portraits”** Writers may submit verbal portraits of people who have lived in Ashfield over the past half-century. These may vary from 300 to 1,000 words and may be accompanied by illustrative material: photographs, works they have produced (written, built ...), etc. Guidelines will evolve (must subjects be no longer living? who may write the portraits? do we want to invite submissions in the Ashfield News, etc.)

**Policy re: fact-checking** We reviewed a draft-policy to invite people to assist us with fact-checking. We decided not to invite advice or suggestions about “balance.” It is our job to strive for that. When we have agreed on a policy, we will invite members of the Ashfield Historical Society and the Ashfield Historical Commission to join in this effort, so that we can publish a book and archive that are as accurate as possible. We agreed that we must be practical about deadlines. We also agreed that we would not prepare whole books for review prior to publication. DR will incorporate these thoughts into a revised draft and circulate it for Board review by next week (May 14).

**Mid-month meetings to review submissions** We agreed that we would meet on Wednesday, May 21, at 7 PM in the AHP HQ, with the sole purpose of reviewing drafts that have been submitted and deciding whether they need further work or are ready for fact-checking and copy-editing.

**Hans Teensma** We will meet with Hans Teensma on Friday, May 16 (hour and place to be determined) to discuss his thoughts about designing and producing the book.