IFWA MEETING
Thursday, September 3, 2020, 7:00 PM
ONLINE
MINUTES

Information Items:

New Members:

Attendance: 32 online on Zoom

Time	Topic	Person
7:00 PM	**Critiques** • Crit 1: Cassandra – Fantasy novel in free verse Crit by Shannon and David • Crit 2: Renee – 2700 post-apocalyptic (not Mad Max) Crit by Heather Wilkey, Sandy Fitzpatrick	Selene Shannon / David Heather / Sandy
	Crits for October, 2020 • Crit 1: Kevin Weir – YA Superhero novel – chapter 1 – Liz and Suzy will critique	Selene
8:00 PM	**Skills Session** Speaking Online •	Michael
8:30 PM	**Call for Agenda Items** •	Michael
8:35 PM	**Brags** • Susan Forest – 1) Launched Book 2 of series, 2) Video made to go with it, 3) Aurora Award for Best YA Novel • Marc Watson – On Sept 25, releasing Between Conversations: Tales from Ryujin. • JP Cooper – Opened up a YouTube channel • Ron Friedman – I created a space on Quora called "Spacefaring Civilization" Link: https://www.quora.com/q/spacefaringcivilization • Randy McCharles – IFWA put together full track for WWC • Kevin Weir – released collection of novella serials – All Gods Fall – sneak peak of Season 2 coming soon • Suzy Vadori – 1) 50 word contemporary spec fic. Is out there. 2) Book coaching certification – put out word to IFWA and ARWA for practicum – working with IFWits – Rachel, Amurlee, Kevin	Michael
8:40 PM	**Discuss / Decide** • IFWA Memberships due – E-transfer – will email receipts – payments may be made to Sandra Fitzpatrick (email attached to minutes). • WWC Online Festival – Hosting Report • WWC Shared Authors Table Report • Possibility of our own Clarion Lecture Session later this fall via Zoom (Pro Author to be paid)	Michael

Time	Topic	Person
	• Will Government of Alberta accept Zoom AGM? Our Bylaws are silent on the subject of having in-person or electronic AGM meetings. Discussion ensued. Our discussion ended with a unanimous vote that because our bylaws are silent on the subject, we can have an AGM over Zoom. • Rex Lenicek resigning – need new Skills person – looking for volunteers.	
8:55 PM	**<u>Announcements</u>** • none	Michael

Next Meeting: Thursday October 1, 2020 (ONLINE) (including AGM)

Next Skills Session: Michael Gillett – The Importance of Story

WWC IFWA Hosting Post-Mortem Comments

The comments regarding hosting for the WWC were very positive. Here are some of the comments we received from our written Post-Mortem:

- The team worked really well together, everyone pulling their weight and supportive of each other. Our combined history, including having a common understanding of how panels run, made communication smooth, and each person's positive enthusiasm contributed to the energy of the group

- Calvin was an amazing resource: knowledgeable, available, patient and helpful. He gave me not only specific help (and was supportive despite my own failings--missing a meeting, not reading instructions) but was calm and cheerful the entire time, reducing my stress. The whole experience would not have been as effective or enjoyable without him

- Great topics, great panelists, great moderators, that led to a very high quality of panels (at least, the ones I experienced)

- Some other kudos, though these are really WWC, not IFWA, but without Randy, Celeste, and many others, IFWA would not have received the support it did--too many here to mention individually

- Webinars worked really well. It made it easy to keep the Host from distracting from the panelists, and the format was resistant to the standard griefer/troll tactics. (One attendee commented that seeing the other attendees made the session more real for them, but I'm not sure whether this concern outweighs the benefits.)

- Local Recordings worked fairly well, especially once armed with the knowledge that the host's view is what would be recorded. I had no difficulties uploading the videos once the sessions were complete. (I look forward to seeing some of the other panels that I couldn't attend!)

- Locking down options probably significantly reduced griefer behaviour. I was not aware of any problems during my hosting sessions.

There were also some good, constructive feedback as well and we can be prepared if we need to do this again:

- Sometimes you don't know what you don't know until you do something. I hosted 2 panels and after the first panel I viewed the recording and realized I'd left it on Grid View the entire time. If I had put it on Speaker View, it would have made a better video, so I corrected that for my second hosting, but in future, we might add that tip for hosts. Or maybe we did, and I missed it.

- For the second panel, I put it on Speaker View but had a dilemma: I wanted to keep the list of participants up in case I needed to add someone new (which happened several times) or get rid of a bomber (didn't occur). But the recording has a list of all participants' names for the entire time, so didn't know what to do about the privacy there.

- (One Host thought) things worked well with one exception: we needed to come up with a best practices procedure for handling bombers as soon we could (e.g. Friday night). It needn't be polished, just a list of things to do when starting a meeting (e.g. disable self-renaming, turn off annotation, mute all), and how to deal with bombers during the meeting. I ran into people during sessions who had no idea what to do with bombers, or had only limited knowledge. A simple "do this, then this" document would have made life much better.

- Names: I feel there should be an option available to change one's name. There's also a possibility of an individual of diverse gender whose system is set up using another name (say for work

purposes) who would be denied the use of their preferred name during the festival. (However, given our experience with a griefer abusing the renaming utility, I can understand where you're coming from as well.)

- Host Handles: Standardizing the Hosts to read WWC Host could and did lead to some confusion. During the Dead Dog, nobody could figure out which person was attempting to join using the WWC Host label. A clever griefer could also use the tactic of joining with the "WWC Host" name to circumvent the initial screening step when joining the meeting.

- Logins: (one Host) had two meetings prematurely terminated when it claimed "the host has started another meeting." In one case, the meeting was just starting, and in the other, we were about to wrap up. Neither situation gives the "volunteer, but professionally run" image we'd prefer to project for the Festival. I am quite certain this was caused because another one of the IFWA hosts was still logged in to the Zoom account I was using, and either attempted to try out the process, or tried to work around a problem they were having. We should ensure that all hosts either clear the "Keep me logged in" checkbox, or explicitly log out of the account once their meeting has ended. (Another alternative would be to arrange a separate account for each unique Host. It costs more, but avoids the problem.)

- Communication: We should ensure there's a more immediate communication channel between Hosts in future. Some of the login problems above could have been avoided if we had an IFWA Host Chat (for example) which we expect the Hosts to monitor prior to and during their use of one of the Host accounts. Similarly, it would have been easier to troubleshoot most of the problem scenarios I have above if we could have simply reached out to that chat channel to check.