

North Florida Poetry Hub Chapter - Minutes

Location: Jacksonville, Florida, Zoom platform

Date: February 25, 2023

Time: 2:00 - 3:30 p.m.

Attendees: Ruth Van Alstine, Patricia Krause, Chris Kastle, Cynthia Butler-Jackson, Patricia Daly-Lipe, Sipra Roy

Minutes from the January meeting were up for approval. A mistake in the first line was seen (name of previous month in that and other minutes). Ruth will correct, submit revised minutes for January, December and November minutes. The revised minutes will also be uploaded to the Chapter website.

Old Business Reviewed as follows:

Old Business:

1. Facilitator signup sheet ~ we need people to volunteer to be facilitators for Open Forum and Poetry Hub Workshops 2023. You can use the following link to sign up or contact Ruth via email with your dates. Thank you
https://docs.google.com/spreadsheets/d/1JbKWGwztH9y8bVE9pHeNwLZSJia2I0SZ-ETC0DR_p4/edit#gid=1386834576 (or see attachment)
2. **March 25th "First Coast Poetry Showcase"**. Everything is set to go for the showcase. **WE NEED VOLUNTEERS** FOR: Setup and break down, help behind the sales table, and greeters. Pat and Cynthia have volunteered to assist as greeters (see list at the end of these minutes).
 - Ruth has designed and purchased **programs** from VistaPrint.
 - Pat will coordinate the **purchase of refreshments**. Pat has collected monies for the refreshments.
 - **Please arrive at 1:30 pm to help setup on Saturday** to help setup for the showcase. We have to setup the chairs, tables, refreshment table and organize the room. Chris will need your books to organize her sales table.
 - Bring your books but **DO NOT SET THEM OUT ON THE TABLE!** Chris will do this. **Plan to be at the event until the very end** of close out as you need to be there to cash out with Chris and take your inventory home with you.
 - **Press releases have begun. NOW IS THE TIME TO PUSH PROMOTIONS.** Please tell and invite EVERYONE you can. We want a full room to share our poetry with! **Hand out fliers, share the FB advertising banner on your Facebook page.**
 - **Book Sales** will be coordinated by Chris Kastle. Look for an email this week.
 - **Readers ~ First Coast Poetry Showcase:** Readers for the showcase make sure your presentation is no longer than 3 minutes. It was decided NFPH theme was the Goals Anthology so please include one poem from the Goals anthology and the other selection can be whatever you wish.

- **First Coast Young Voices High School Poetry Contest** status (Shutta / Sharon). A Gathering of Poets is sponsoring the Contest with Prizes set at 1st \$200 2nd \$100 and 3rd \$75 with honorable mentions \$50. Entries are beginning to come in from the schools to Sharon Scholl.
- **First Coast Poetry Showcase Event webpage** has been created on the NFPH website. The authors of the Goals Anthology are featured on this page with author statements and links to individual bio pages. <https://www.northfloridapoetryhub.org/first-coast-poetry-showcase>
- 3. **GOALS ANTHOLOGY** – The anthology has been completed and each reader will get one copy when they arrive at the event for the reading. Their additional copies will be handed out at the end of the showcase. Ruth will be the only one allowed to sell *Fruition* on the sales table.

Participants who are in the anthology can pre-order additional copies (in addition to their 2 complimentary copies) for \$3.50 each. The only people who will receive an anthology are qualified members who are in the anthology. These people will be able to distribute their books however they wish.

- 4. **Enrollment for 2023 Create-Submit-Celebrate Goals Project** is open now. Please contact Ruth if you would like to be in the 2023 program. Same rules will apply as for 2022. Please submit your monthly goals at the time of enrollment.
- 5. **Project Planning Committee** – The Project Planning Committee will meet in April or May (preferably April) to discuss projects and programs for years 2023-24 and to set the new calendar. All those who want to participate in this important committee are encouraged to join this committee. Bring your ideas and help us plan for the chapter’s future!

New Business:

- 1. There was no new business.

Action items	Owner(s)	Deadline	Status
The Poet’s Pen	Ruth Van Alstine / Poets who are involved in their Poet’s Pen volumes	None	Ruth Van Alstine working with Suzanne. Contact Ruth
NFPH/FSPA Bookmarks	Ruth Van Alstine/members	On-going	Being distributed and is on-going - contact Ruth for more bookmarks
“Create-Submit-Celebrate”	Enrolled Participants	Enrollment open now for 2023 year.	Active - Contact Ruth to enroll for 2023.
Open Forum/Poetry Hub workshop facilitators	All Members	On-going	Sign up/volunteer to be a workshop facilitator for these workshops.

Action items	Owner(s)	Deadline	Status
First Coast Poetry Showcase	All Members	March 25th	Volunteers for set-up, greeters, breakdown and help watch sales table. Select your books you might want to sell at Showcase. Await more instructions. Assist in publicizing Showcase - hand out fliers, share FB event page on your timeline/ invite people to event. Promote event
Project Planning Committee	All Members	April-May	Projects and programs for years 2023-24 for Chapter Project Calendar

Next Chapter meeting April 29th, 2023 at 2 pm.



North Florida Poetry Hub is sponsored by Hope-At-Hand, a local non-profit organization providing art and poetry therapy sessions to vulnerable and at-risk youth populations to facilitate healing and personal growth for children and adolescents in the Northeast Florida area.

