

NZSA TE PUNI KAITUHI O AOTEAROA (PEN NZ INC) ANNUAL BUSINESS PLAN 2019

Month	Comms	Branches	Programmes and events
JANUARY	<p>Literary Bulletin x 1</p> <p>New Books Bulletin x 1</p> <p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p>	<p>Ashton Wylie OPENS</p> <p>Hachette mentorship ANNOUNCEMENT</p> <p>StartWrite opens: runs all year round. Promo monthly CNZ reporting</p> <p>Update Strategic Plan 2019-2021</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p>
FEBRUARY	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>NZ Author magazine</p> <p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p>	<p>Youth Mentor Program OPENS</p> <p>Mentor Programme DEADLINE (adult)</p> <p>Prepare annual accounts</p> <p>Branch capitation</p> <p>Board meeting</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>Announcement NZSA Waitangi Day Honours</p>
MARCH	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Northland branch Northwrite conference</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p>	<p>CompleteMS OPENS</p> <p>Mentor Programme panel selection DEADLINE</p> <p>Mentor Programme selection ANNOUNCEMENT</p> <p>Mentor Programme pairing throughout March</p> <p>Early/Mid-March Youth Mentor reminder</p> <p>Ashton Wylie DEADLINE</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>LAUNCH: WEBINAR #1 Marketing Yourself and your work</p> <p>Face TV/social media book content project in collaboration with NZ Book Council</p> <p>Interactive Webinars: Agent pitch and contract advice</p> <p>Author Readings videologs</p>
APRIL	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>Website updates: launches,</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p> <p>Launches and events</p>	<p>Youth Mentor Programme DEADLINE</p> <p>Youth Programme results back from panel</p> <p>Late April – CompleteMS reminder</p> <p>Funding application Creative New Zealand</p>

	<p>events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM Ak Planet FM</p>	<p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p> <p>Branch elections and office holders</p> <p>Branch AGM's</p> <p>Branch liaison re: AGM</p>	<p>We Create Workshop Day digital business MFAT and NZTE</p> <p>Storylines AGM Day and Margaret Mahy medal</p> <p>2019 accounts back for AGM and Board</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>Board elections – regional delegates</p> <p>Face TV/ meeting with NZ Book Council - planning</p>
MAY	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>NZ Author magazine</p> <p>Branch AGM's</p> <p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Hawkes Bay workshop day – travel to 3 spots across central districts</p> <p>Chch branch Free workshop weekend</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p>	<p>Youth Programme results ANNOUNCEMENT</p> <p>CompleteMS deadline</p> <p>CompleteMS applications go to Selection Panel</p> <p>CLNZ Writers Award applications open</p> <p>Board meeting</p> <p>Auckland Writers Festival & Ockhams & Gifkins launch</p> <p>PEN International and Writers in Prison</p> <p>Announcement President of Honour 2020-2021</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>CLNZ AGM</p> <p>Launch of Oral History Podcasts Series 2</p> <p>Appoint interviewer for Oral History Podcasts Series 4</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding</p> <p>NZBC/Face Tv ongoing</p>
JUNE	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>AGM</p> <p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Auckland Branch Winter Writers Lunch free speakers' series – Ak Library</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p> <p>Flash Fiction competitions - regions</p>	<p>Peter and Dianne Beatson Fellowship OPENS</p> <p>CLNZ/NZSA Research Grants OPENS</p> <p>Lilian Ida Smith Award applications for 2020</p> <p>CompleteMS shortlist from Selection Panel (notify recipients, request full MS to send to Assessors)</p> <p>Romance Writers conference</p> <p>Staff reviews</p> <p>We Create AGM</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>NWF 2020 Planning, programme and venue booking</p> <p>NZBC/Face Tv ongoing</p>
JULY	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>Website updates: launches, events, news,</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p>	<p>CompleteMS ANNOUNCEMENT</p> <p>Michael Gifkins Prize OPENS</p> <p>CLNZ/NZSA Research Grants DEADLINE</p> <p>CNZ reporting</p>

	<p>opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>		<p>Launch of monthly appointment digital meetings: contracts and agents</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>NZBC/Face Tv ongoing</p>
AUGUST	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>NZ Author magazine</p> <p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p>	<p>NZSA / Auckland Museum Research Grant OPENS</p> <p>Peter and Dianne Beatson Fellowship DEADLINE</p> <p>NZ Book Council annual lecture</p> <p>Board meeting</p> <p>CYP Book awards</p> <p>Going West</p> <p>Storylines Hui - Dunedin</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>NZBC/Face Tv ongoing</p>
SEPTEMBER	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p> <p>Christchurch Branch annual Heritage Book Awards</p>	<p>CLNZ / NZSA Research Grants ANNOUNCEMENT</p> <p>Peter and Dianne Beatson decision from panel</p> <p>Word Christchurch</p> <p>Peter and Dianne Beatson Fellowship ANNOUNCEMENT</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>Annual Janet Frame Memorial Lecture by NZSA President of Honour</p> <p>NZBC/Face Tv ongoing</p>
OCTOBER	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p>	<p>Hachette Mentorship OPENS</p> <p>2020 Budgeting for Nov board meeting</p> <p>National Bookshop Day</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>NZBC/Face Tv ongoing</p>
NOVEMBER	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>NZ Author magazine</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p>	<p>NZSA / Auckland Museum Research Grant DEADLINE</p> <p>Hachette Mentorship DEADLINE (midnight)</p> <p>Michael Gifkins Prize DEADLINE</p> <p>PEN International and Writers in Prison</p>

	<p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p>	<p>PEN Courage Day events around country</p>	<p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>Board meeting – 2020 Budget approvals</p> <p>NZBC/Face Tv ongoing</p>
<p>DECEMBER</p>	<p>Literary Bulletin x 2</p> <p>New Books Bulletin x 1</p> <p>Website updates: launches, events, news, opportunities listings</p> <p>Radio shows: Dunedin: Planet FM Nelson: Fresh FM</p> <p>Christmas comms</p>	<p>8 regional branch monthly meetings with speakers</p> <p>Launches and events</p> <p>Dunedin branch monthly salon</p> <p>Weekly writers' group and hub meetings</p> <p>Christmas branch events</p>	<p>Mentorship Programme OPENS</p> <p>NZSA/Auckland Museum Research Grant ANNOUNCEMENT</p> <p>Hachette mentorship ANNOUNCEMENT</p> <p>Youth Mentor Programme for following year to be advertised</p> <p>PEN International and Writers in Prison</p> <p>Advocacy work: PLR, Copyright Law review, Sector collaborations: Steering Group and Coalition, We Create, Library and literacy funding, Whitireia, Northtec, Robbie Burns, Book Awards Trust</p> <p>NZBC/Face Tv ongoing</p>