

Minutes of the Hawaii Writers Guild (HWG) Board Meeting, held *via* Zoom due to pandemic protocols. All times noted refer to Hawaii-Aleutian Standard Time.

Officers and Directors present via Zoom:

Diane Revell —*President and North Kohala-area Regional Representative*

Bruce Stern — *Vice President*

Bob Lupo —*Treasurer* [present for only a portion of the meeting due to technical difficulties]

Donna Beumler —*Secretary*

Joy Fisher —*Public Relations Director*

Others Members present via Zoom:

Duncan Dempster —*Webmaster*

Note: The meeting was delayed due to unexpected problems with the Zoom platform. These technical issues included a request for a “passcode” which had not been previously required, and the possibility that the Kauai Reading and Responses group was meeting at the same time and attempting to use the identical meeting i.d. number. Zoom also limited the time for the meeting, and Bob was not able to get back in once he was timed-out. Duncan will contact Zoom and endeavor to resolve these issues prior to the May meeting.

1. **CALL TO ORDER:** President Diane Revell called the meeting to order at **6:54 pm**.

2. **MEMBER RESIGNATIONS/FAILURES TO RENEW:** Bob Lupo had previously asked to bring to the Board’s attention the issue of a significant number of member resignations and/or failures to renew, and had previously e-mailed the BOD in this regard. However, Bob was not able to access the Zoom platform at this point in the meeting. Bruce did mention that he has updated the Member Logs to reflect recent resignations, but there is still some confusion regarding the status of a few long-standing members who appear to be delinquent in their dues.

Reference was also made to a prior e-mail from Bob in which he had forwarded a written resignation from a member who mentioned that the Guild’s §501(c)(3) status —and the Guild’s inability therefore to directly participate in the sale of members’ books— precipitated her decision to resign. It was noted that this particular point is one which the Guild definitely needs to clarify. Diane will work on devising a way to make sure that members know there are many benefits to being a part of HWG, and that HWG can in fact assist members with promoting their

work, and even indirectly with selling their books. In this regard, Donna referred the Board to the website for “**Mystery Writers of America (MWA)**,” which is one of the oldest and most popular writing groups in the country. MWA is also a §501(c)(3) non-profit organization, and Donna believes that its website does a very thorough job of setting forth the myriad ways in which writers can benefit from membership.

3. COMMUNITY OUTREACH/STUDENT WRITING PROJECT:

a.) Opportunity to attend presentation/readings in Hilo (Maui-based “Peace Poem Project”) on April 29, 2023: Diane advised that she has been reaching out to the coordinator of the “Peace Poem Project,” Melinda Gohn, regarding conflicting information concerning space-availability at the Hilo ceremony. Diane did recently hear back from Melinda, and —due to some last-minute cancellations— there is room for HWG members to attend the ceremony and support the student writers. Joy will send out a detailed e-mail to Guild members, and ask that those members who’d like to attend please contact Diane in advance.

b.) Maui public reading with guest Minelle Mahtani: Diane followed up with Minelle Mahtani with respect to her April 21, 2023 reading at the “Coffee Attic” venue on Maui, which was supported by HWG and facilitated by Maui-based HWG member Phil Anderson. Minelle reported that the reading was sparsely attended; however, it was a very enjoyable event for those who were there, and the venue was excellent. Minelle noted that there was an extensive question-and-answer session following her reading. She also indicated that one of the attendees expressed interest in HWG, and Diane has followed up with her *via* an informative e-mail about the Guild.

c.) Follow-up with respect to special BOD meeting re: community outreach/student writing project, held on March 9, 2023: *please see sections a.) above, and d.) below.*

d.) Request for support of proposed “Creative Writing Club” for students: Diane made reference to the written proposal from member Carol Prescott, attached to the agenda for today’s meeting, seeking Guild support of a student writing project. The Board reviewed the proposal, and discussed with enthusiasm the project to be developed by members Carol Prescott and Michael Foley to reach out to students ages 12 to 17. After Bruce moved to grant Carol’s request, seconded by Diane, the Board voted unanimously to support this project, noting that it has long been a goal of the Guild to find ways to assist and encourage students to express themselves *via* the written word. Donna will notify Carol of the Board’s decision, as Carol is traveling and unable to attend today’s meeting.

4. PROPOSAL: POLLING MEMBERS REGARDING INTEREST IN ATTENDING GENERAL MEMBERSHIP MEETINGS WITH READINGS: Diane reported that she had distributed to the general membership a Google-based e-mail survey inquiring as to the interest in Guild-sponsored membership meetings with readings. The breakdown is as follows: 18 members responded, with 6% of those responding indicating no interest in such meetings. Of those who did express an interest in attending membership

meetings with member readings, 67% indicated a desire to read their work at such an event. 72% of respondents were in favor of in-person meetings, while 28% indicated a preference for Zoom meetings, or for gathering in a well-ventilated or open-air venue due to continuing pandemic concerns. 50% favored a one hour meeting, while 50% favored a two hour meeting, with the majority weighing in in favor of 10-minute reading periods. Only 11% of respondents thought there should be a theme to the readings, and most favored holding them quarterly. In terms of expressing a preference for the scheduling of these meetings, most of those who responded asked that the meetings be recorded so they could be viewed anytime, with the second choice being for scheduling the meetings on weekday evenings. Most who responded suggested that the meetings be held quarterly, with the second most popular choice being twice per year.

Note: The Zoom platform ended the meeting at 7:19 pm. Duncan had explained that he is under the impression that we may have been inadvertently using Diann Wilson's Zoom account. Most Board members were able to reinitiate participation in the meeting, but Bob, who joined the meeting at 7:17pm, was not able to access Zoom after that point.

5. MEMBERSHIP REPORT:

Prior to the meeting, Bruce e-mailed to Board members updated Membership Logs. Current active HWG members total 71, with ten of those listed in the “delinquent” category in terms of dues. With respect to those members who have either resigned, or dropped off of the membership rolls due to non-payment of dues, Bruce has updated the Google-groups e-mail list to reflect this. He has also added new members who have paid their dues to the group e-mail list. Bruce advised that he is waiting until membership numbers stabilize a bit before he updates the “opt in” list for those members who wish to have their e-mails made available to other members for mentoring or other support purposes.

6. TREASURER'S REPORT:

Although Bob was not able to participate due to technical issues with Zoom, information he provided prior to the meeting *via* e-mail indicated that, as of April 26, 2023, the Guild's ASB operating balance is \$10,109.67

7. SECRETARY'S UPDATE:

Regarding Donna's previous proposal to add questions to the membership application along the lines of: *Are you interested in volunteer opportunities within HWG?* and, *If so, is there a particular skill set or area of expertise which you believe you could bring to HWG?*, Duncan advised that all fields available on the application under the software license have been utilized. However, some consideration has been given to eliminating or combining one or more of the questions currently posed on the application in order to make room for these volunteer-type questions if there is an interest in doing so. All Board members present indicated an agreement

with going forward to add volunteer questions to the membership application. Duncan indicated he would work on making those changes.

Additionally, Donna reminded the Board that it may wish to consider in the future an amendment to the Bylaws. In particular, referring to §6.3.1.3, she believes the language appears to be contrary to HWG's non-profit status. In the event that the Board does find it appropriate to amend the Bylaws and delete reference to assisting with book sales, that might also be the time to work on other amendments, such as re-defining or expanding the definition of "member."

On the topic of participating in free on-line grant writing classes (as discussed in her Memorandum of March 3, 2023), Donna asked to defer this discussion, as she has not yet had an opportunity to participate in the course. She did advise that she has heard from a member who is also interested in on-line grant-writing training.

8. COMMITTEE REPORTS/UPDATES:

a.) EVENTS COMMITTEE: Bryan was not present this date and no update was available. Diane reported that she has not heard back from the Parks and Recreation Department in response to her e-mail inquiring as to how the Guild might be assured of a space for an informational table at future Cherry Blossom festivals in Waimea. The Board referred Diane to a former member, Jada, who, it is believed, may know who to contact in this regard.

b.) PUBLIC RELATIONS: Joy indicated that publication of the most recent issue of the Guild's newsletter, *Member News*, has been unfortunately delayed due to circumstances beyond her control. She continues to make progress on the newsletter, and plans to forward this to Duncan for posting to the website soon.

c.) WEBSITE UPDATES: Duncan reported that HWG's newest member, an Oahu-based writer, is now on the website's "author's page," and that a "personal page" is also in the works.

Duncan, working with Bob, has resolved the PayPal dues-payment issue, and dues can now be paid on-line through the website. There are four options in terms of the amount of payment, depending upon which quarter new members are joining in.

Duncan plans to add information concerning the new Kauai Readings and Responses group to the website's writers support group page, and will communicate with Frank Reilly in this regard. He also noted that, despite many efforts to obtain information about the Volcano-area group from Bryan, that information has not been forthcoming, and Duncan will be deleting reference to the Volcano-area writers on the support group page. He continues to invite Bryan or any member of the Volcano-area group to submit a one-paragraph description of the group's activities for posting to the website.

In terms of the long-sought assistance for website management, Duncan has been in touch with member Carol Prescott, who indicated an interest in this regard. He has tasked her with reviewing the website and reporting back with respect to any improvements that she might recommend; he expects to meet with Carol sometime in May to solicit her thoughts and ideas.

Finally, Duncan notes that he will communicate with Frank regarding the Zoom difficulties encountered this evening, and will endeavor to iron-out problems caused by having more than one meeting under the same host at the same time.

Following-up with the details of the nascent Kauai writers group, Donna referenced an e-mail update which she'd received from Frank. Frank did confirm that the Kauai-based group intends to meet every other Thursday at 6:30 pm *via Zoom*, with the second meeting taking place this evening. At this point, writers may join the group by way of invitation only; once the group has a sustained foundation of regular members, invitations may be extended more broadly. Frank advises that membership in HWG is not required to participate in the Kauai group, but that he is encouraging Kauai writers to look into the benefits of joining the Guild. Donna reported that Frank would like to send out e-mails to the entire HWG membership prior to each meeting, encouraging attendance *via Zoom*. The Board requested that Frank send those e-mails to Donna for her to distribute them to the membership using the Google-groups e-mail list. Donna will let Frank know of this decision and invite him to forward these e-mails her way.

d. *LATITUDES I - print version*: Due to technical difficulties in accessing the Zoom platform, Bob was not available to provide an update. Reference was made to a prior e-mail sent by Bob in which he expressed concern over how to handle the publication of work by writers who are no longer Guild members. Donna mentioned that she and Joy have been discussing with Bob *via e-mail* the necessity of obtaining releases from ALL authors whose work appeared in *Latitudes I* prior to converting their work to the planned print version, which is not something that Bob had previously anticipated. Bruce adamantly agreed that an author's prior permission to publish their work in the on-line journal does not translate to blanket permission to publish in other formats.

e. REGIONAL DIRECTOR REPORTS:

—**Volcano-area**: Bryan was not available to report at this time.

—**North Kohala-area**: Diane reported that North Kohala writers met over Zoom this afternoon, with three writers participating.

—**Tutu's House**: Joy and Bruce reported that the Tutu's House group continues to meet *via Zoom* every Tuesday, with seven writers attending the most recent meeting. Bruce is quite pleased with the level of participation and the degree of feedback provided at the meeting.

ANNOUNCEMENTS:

The next **Board of Directors meeting** is scheduled for May 25, 2023 at 6:30 pm.

Due to the on-going pandemic, all meetings for the foreseeable future will be **held via Zoom ONLY and will be hosted by Duncan**.

Requests for items to be added to the agenda for the next regular Board meeting should be sent via email to President Diane Revell (diane.b.revell@gmail.com) and Secretary Donna Beumler (dmbaumler@gmail.com) at least 10 days prior to the next meeting (no later than May 15, 2023). The final agenda will be emailed to the full membership five days prior to the meeting.

The **meeting adjourned at 8:01 pm**.

Respectfully submitted this 11th day of May, 2023.

By: ___Donna Beumler_____

Donna Beumler
Secretary
Hawaii Writers Guild