

MINUTES

Hawaii Writers Guild

January 2, 2018

Rev.1

Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting
Held at the home of Eliza Cahill

Officers and Directors of the Guild present:

Eliza Cahill – *President*, Diane Revell – *Secretary*, Duncan Dempster – *Treasurer and Website Officer*, Joy Fisher – *Public Relations Director*, Cece Johansen – *Events Director*

Others Present:

None

[Note: Items in **bold** indicate decisions made or actions required.]

President Eliza Cahill called the meeting to order at 12:35pm.

The Secretary, Diane, requested the **minutes of the December 12th meeting** be moved to be approved and **were approved unanimously**. They will be posted to the Guild's website in an archive location for minutes. **When this is done by the Webmaster, the Secretary will send an e-mail to all members with the link**. Diane reported on the status of current membership: 43 active members with two more pending payment of their dues, so no change from the December 12th report.

Diane passed out a **sample of the ballot** she suggested for use in the upcoming annual election. It was agreed to also **make it serve as a proxy statement**, so **Diane will** update it send it to Eliza and Joy for review, then **send it to the membership**.

Duncan reported on the **results of the ad hoc Nomination Committee**. We have one candidate for each of the four elected Board positions. The ballot will also include a place for write-in candidates. **The slate of candidates is as follows:**

President: Eliza Cahill

Vice-President: Bruce Stern

Secretary: Diane Revell

Treasurer: Bob Lupo

The **Treasurer**, Duncan, provided the Secretary with the latest bank statement through the end of November as the December statement was not yet available. The actual balance now includes the additional payment of dues by new member Bob Lupo, and two checks written related to reservation of Anna Ranch for our annual meeting leaving the **current balance as of this meeting at \$818.72**. Related to the **Bylaws statement** [Bylaws, Article IV, C, 4, Treasurer] about **an audit prior to the annual general meeting**, Eliza suggested, and Duncan concurred to request a 1-month delay. The financial records require some work to get them in order. Duncan believes the finances are accurate, but not in a very understandable layout. With a new treasurer expected after the election, it was thought the period of transition in February would put the records in a useful order. It was **agreed to accept a 1-month delay in the audit, but it should**

be completed no later than the end of February. The question of taxes that may be owed was raised. Cece indicated **if the specific questions and documents that would need to be asked to determine HWG tax status were given to her, she would check with her tax CPA** before the end of February **to determine an answer** to this issue. Joy suggested the CPA might also help with the audit. Diane volunteered to help with the audit if needed.

Committee Reports:

Duncan provided the **Webmaster report.** He **added a section to the Website for archiving the Board and General Meeting Minutes as well as a few other items.** On the website top tabs select “More” and then “**Guild Business**” on the pull-down menu. Currently, on that page you will find the list of **Board of Director members** and their associated e-mail addresses, **Board Minutes, Financial Reports, and the Bylaws.** Some of these are still in work. The minutes will be placed on the website when approved by the Board, so usually a month after the meeting.

It was suggested we **remind the membership to send updates as appropriate to Duncan to update the author write-ups and the author’s personalized pages on the Hawaii Writers Guild website.** For example, if a new publication by an author, they should provide that information including a link to where it can be purchased to Duncan.

Duncan asked if any final comments on the updated “**Benefits of Joining Hawaii Writers Guild**” without any changes suggested, just **agreement with the current update that can now be posted.**

Next was a **discussion of the use of social media by members of the Guild and the feedback from members to the change that no longer allowed postings or replies by other than Board members to the Hawaii Writers Guild Google Group.** This involved discussion of the pros and cons of leaving as it or changing it back to the prior policy. At the end it was **decided to leave the policy in place as it now is,** but to **provide a set of communication guidelines for the membership relative to use of HWG internet and social media** that would include suggestions specific to promotion of a member’s publications. The HWG Google Groups (general membership and Board specific groups) would be used for HWG business only and not for author self-promotion. The HWG Members Facebook site could be used for author self-promotion as well as sharing of general writing related information. **Eliza asked Diane to provide a draft of the guidelines** to her for eventual distribution to the members.

The **Public Relations Director,** Joy, provided information of the near term coming events and also indicated information she would need to publicize the events. Her **general deadline for publicizing events is 2 weeks prior its date.**

For the General Meeting to be held January 30th, Joy needs the information on the election from Diane. She will update the information on the calendar page of the website and send a link to members. It was agreed **Eliza should send out the invitation for the General Meeting** to the membership and it needed to be **done soon as it will include an RSVP deadline of January 15th with Cece’s e-mail address given as to whom one should RSVP.**

The next Waimea area **Lit Nite will be on February 7th** and **Joy will need the list of speakers for publicity releases by January 23rd.**

Also, for the **Thursday, February 22nd event at the Tutu House** open house that will be **dedicated to the memory of John Holland, Joy will need information for a press release by February 6th.**

Joy summarized her coming PR actions as follows:

- **Will update the information on the HWG website events calendar page for the Jan. 30th Annual Dinner Meeting and election of officers stressing the RSVP deadline of Jan. 15th and noting the option for each member to invite one guest, and send a link to the updated information to members.**
- **For the February 3rd Cherry Blossom Festival in Waimea, will send a message to the membership to drop by the HWG booth** where books by some of our members will be on sale. Will invite Jim Gibbons to participate at the booth, if he is still in town.
- **Will get out publicity for the February 7th Lit Nite by January 23rd and will make a flyer for posting. Joy will assist Cece with this event in any way she needs.**
- **Also, Joy will get out publicity for the February 22nd event for John Holland by Feb. 6th.**

The Events Director, **Cece, had paid** via HWG checks the payments to reserve **Anna Ranch for our January 30th General Membership meeting from 6pm-9pm.** There was discussion of how the meeting/dinner would flow. The meeting would occur first. That part would include a “state of the Guild” statement from Eliza and then the election of the officers for 2018. Other items may also be raised for presentation, such as the membership communication guidelines. A program of the event, HWG business cards and an HWG pen may be placed at each seat. It was thought **Ray Pace may have the Guild business cards and Duncan was going to call and find out** as well as make a personal invitation to Ray and Julia Pace to attend the meeting. It was suggested that **Eila Algood could be asked by Eliza to make the programs for the event. Eliza working with Cece and Joy would determine what to include on the program.**

For the General Meeting, Cece provided a catering menu from Lilikoi Café for consideration where we could obtain a couple hot food items for the dinner. She verified they could deliver the food. She mentioned the rules for use of Anna Ranch did not allow alcoholic beverages unless we were to obtain a liquor license. So, we would provide beverages like ice tea, Perrier water, and Martinelli sparkling cider. Also, use of a caterer required the caterer have insurance. Eliza mentioned she has worked with a friend to cater some events and she could hire the friend to help with preparation and serving of large antipasto platters where Eliza would donate her own hours. A potential budget for the event’s food and dinner set-up was discussed. It would depend on the number of people who RSVP, but a **cap of \$300 for food and service was approved.** It sounded like the antipasto menu would be more economical, but could be elegant. The food would be on the table on platters and there would be no need for people to get up to serve themselves and potentially spill food. **It was decided to go with the antipasto-inspired menu as proposed by Eliza. Diane said she would contribute \$100 or so to the budget ensure a**

great meal and some dessert (this is in addition to the approved cap). **Eliza requested large white tablecloths for the event if someone or a few folks have them or a set of ones in another color.** Also, **if someone could contribute fresh flowers for the tables that would also be appreciated, so let her know.** Candles or LED candles were also suggested. The table settings would be disposable paper/plastic ware. This was planned to be a sit-down dinner. There was some discussion of charging for the single guest each member could bring, but it was decided to have to collect the funds and charging would be distracting from the desired environment for the event.

Cece also **provided information on another venue for use in future HWG events.** She said the **North Hawaii Education and Research Center (NHERC) in Honokaa** had very reasonable room rates for a set of rooms in a variety of capacities. More information is at this link: <https://hilo.hawaii.edu/nherc/FacilityUse.php>

Several members will be participating in the booth Cece reserved at the upcoming Waimea Cherry Blossom Festival (Feb. 3rd, 2018) for selling their books or having books of other members available for sell. It is a 10ft x10ft booth and there will be a six-foot table with chairs for use by the members who will tend the booth.

Cece is also looking into Guild participation at the Parker Ranch Food Court's March Craft Fair for HWG member book sales. There is usually a fee to reserve a table at the fair.

Cece will be providing an HWG check for \$150 to the **Thelma Parker Public Library for 2018 future readings.** The dates that have been reserved are as follows: **Feb. 7th, April 4th, July 6th, Aug. 1st, Oct. 3rd, and Dec. 5th.**

Eila was not available for the meeting, but relayed there was no new information for **North Kohala** area activities.

Bryan was not available to report on the **Volcano** area as he was getting ready for his reading at the Kona Stories Words & Wine event this evening in Keauhou.

The **Vice President**, Bruce Stern was not available for the meeting, so no report provided from him.

Eliza as **President** mentioned she had considered acquiring a used sound system for use at HWG readings, but it wasn't necessarily the best setup for the type of venues we have. Duncan mentioned that Costco sells electronic sound reproduction systems (like a karaoke machine) for around \$150. Besides the sound system, a support like a mic stand (table top or floor mounted) would also be needed and can usually be found at music stores. At previous meetings we had discussed that **it would be useful for the HWG to have their own system to use at reading events or other HWG events as we've had feedback from some that not everyone can hear well enough at the readings.**

The **next meeting date was set for Tuesday, February 13th at 1:30pm-3:30pm.**

The meeting was adjourned at 2:45pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- The **next meeting time and place: Tuesday, February 13th at 1:30pm – 3:30pm at Eliza’s home** at 65-1372 Kawaihae Rd. in Waimea.
- **Requests for items to be added to the agenda for the next** meeting should be sent to the President Eliza Cahill at her e-mail address (Fridamagazine@gmail.com) 10-days prior to the next meeting, so **by February 2nd**. The **agenda will be e-mailed Feb. 8th**, five days prior to the meeting.
- **The audit of the HWG finances should be completed no later than February 28th.**