

<b>MINUTES</b>	<b>Hawaii Writers Guild</b>	<b>January 27, 2021</b>
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Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting  
Held via Zoom to comply with Hawaii's virus-related "stay at home" directive.

Officers and Directors of the Guild present via Zoom:

Carol McMillan – *President*, Bruce Stern – *Vice President*, Diane Revell – *Secretary*,  
Bob Lupo – *Treasurer*, Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations*,  
Louise Riofrio – *Events Director*

Others Present via Zoom:

Donna Beumler, Cheryl Ann Farrell, Margaret Zacharias, Jada Rufo, Meliha Avdic,  
Linda Heath

[Note: Items in **bold** indicate decisions made or actions required. Items in square brackets are usually information that became available after the meeting had been adjourned.]

Prior to the meeting Vice President Bruce Stern had posted the current membership rosters (order of joining the Guild and alphabetized order) to the Board's Google Group. Also, prior to the meeting Treasurer Bob Lupo had e-mailed the **interim Treasurer's log for January 2021 (Attachment 1)**. The final log for December 2020 had been presented at the annual meeting on January 16<sup>th</sup> as part of the 2020 financial information.

**President, Carol McMillan was the Zoom host and called the meeting to order at 1:09pm.** She welcomed all.

**Secretary, Diane Revell called for approval of the Minutes of the December 23<sup>rd</sup>, 2020 HWG Board of Directors Meeting.** The measure passed unanimously. Next **Diane called for approval of the Minutes of the January 16<sup>th</sup>, 2021 HWG Annual Meeting – Revision 1.** The measure passed unanimously. Both sets of minutes **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.**

**Bruce Stern, Vice President,** provided a summary of the **membership status with 72 active members that includes two student members** with no change since the annual meeting report on membership. There are five members who are late paying on their dues and one more who is very late and that one will be dropped by next month if no payment before then.

**Treasurer, Bob Lupo provided a summary of the current January Treasurer's log with details provided in Attachment 1.** We ended 2020 and began 2021 with an ASB Balance of \$3,479.18. January has been an excellent month so far, with banked inflows totaling \$330--driven primarily by 7 full membership renewals (two sponsored) as well as 2 sponsored student membership renewals and a Student Reserve donation, all totaling \$50. The Guild also has pending bank inflows of \$160--again driven by 4 membership renewals (two sponsored). Hence, the Guild's pending ASB Operating balance as of January 26 totals \$3,969.18. All were inflows for January though the ASB monthly fee of \$5 is still to be deducted.

## Hawaii Writers Guild - January 27, 2021 Board Meeting Minutes

At this point Diane raised the issue that the Board needs to approve the updated bank signature list to reflect our recent election results. Diane had sent the list to the Board prior to the meeting (see Attachment 2). **A resolution was made “to replace Diann Wilson with Carol McMillan on the bank signature list” which was seconded.** Discussion involved who might need to go to the bank besides Carol to have the change made. Carol said based on a similar situation elsewhere she thought only she would need to go and would do so. She will report back if any more is needed for the change. **The resolution was approved unanimously.**

### Committee Reports/Updates:

**Louise Riofrio, Events Director** said members will be holding a **pop-up bookstore at Kamuela’s Pukalani Stables Saturday Farmers Market but did not have a date yet and may do the mid-week Wednesday market if Saturday is not available.** She is trying to get the same table location used previously. She will let the Board know when she has more data. Also, in the new year **they will be adding in Tuesdays at the Farmers Market at King’s Shops in Waikoloa** (Big Island, also). Louise said the Tuesday markets from experience are a great place for meeting potential book buyers.

**The Public Relations Director, Joy Fisher,** said she **sent out a draft PR item about the Guild’s annual meeting.** She sent it out for Board comment. Some have already replied with comments, but **she requested any other who have not looked at it yet, do that** so she can release it soon.

Regarding the **Newsletter Editor** job that Joy will do along with Cece Johansen, she and Cece have not met up on this yet but will do so by February. The plan is to **include in the Newsletter interviews with new members and reviews of members’ books** after the books are published. She will also look to the newsletter published by the California Writers Club (CWC) for additional ideas on information to include.

**We became an official associate of the Berkeley branch of the CWC,** to exchange information on our events including our HWG YouTube Channel series. **Our members can check their event tickets page for upcoming events** that as an Association Affiliate our members can attend now we are approved. <https://www.ticketsource.us/california-writers-club-berkeley-branch>. In fact, **Joy and a couple other members did try to view one of the live via internet offerings,** but the information had an error and that resulted in Joy seeing only the tail end and the other two missing out as the 2<sup>nd</sup> day that had been advertised did not occur. However, once a ticket has been purchased there is supposed to be the option to review a recording of the live event, Joy tried that but a passcode is required and that has yet to be provided. **Joy is pursuing this issue to hopefully work out the kinks in this new relationship.**

The online **Kauai Writers Conference is offering a six-session master class with Joshua Mohr called Building Your Protagonist: The dignity of character-complexity.** It will **start this Sunday, January 31,** at 7pm ET, 4pm PT, 2pm Hawaiian. **The members of the Guild are offered a 25% discount** on these classes. Joy agreed to send the information out to the

membership. [Completed late on 1/27/21.] Jada was planning to post it to our members only Facebook page, too. [Completed on 1/28/21.]

**Joy raised the need for the Board members to sign a form required per our rules to acknowledge our Conflict-of-Interest Policy** [found on our website, under Guild Business page, under tab Articles of Inc. & Bylaws, then scroll down to see link to download a copy: <https://www.hawaiiwritersguild.com/guild-business.html>.] Based on her prior experience, she **recommended we hold a class on the topic prior to signing the forms and she'd be willing to teach the class.** Estimating about 20 minutes for the class and a related Q&A section, she thought we could schedule it **as part of our regular February Board meeting on February 24<sup>th</sup>.** In related discussion, it was agreed we should **repeat this annually**, shortly after the election of officers.

**Our Webmaster, Duncan Dempster,** said his recent focus has been **getting the 2<sup>nd</sup> edition of *Latitudes* up on our website.** He has received some additional supplemental information beyond the submittals that will be included; an example was the audio reading of Eila by a poem of hers that had been accepted. [Duncan mentioned the audio was extremely well done at a writer support group run by Eila on January 28<sup>th</sup> that he audited. Eila is a DJ so has experience in the field of audio recordings and offered to help others in her writer support group if they want help. **As of January 28<sup>th</sup>, Duncan has posted the link to the video recording of the January 16<sup>th</sup> HWG Annual Meeting that Diann Wilson loaded to our HWG YouTube channel in 3 parts** due to length: [https://www.youtube.com/channel/UCmn-e3CM6RGNf\\_8QJMJzzjQ](https://www.youtube.com/channel/UCmn-e3CM6RGNf_8QJMJzzjQ).]

**Bob Lupo as managing editor of our 2<sup>nd</sup> edition of *Latitudes*, our HWG literary review, provided an update on status.** The *Latitudes* Committee received 72 submissions from 32 members: 10 in Fiction, 18 Nonfiction, 4 Drama, and 40 in Poetry. Of the items submitted, 5 Fiction pieces were recommended by the Committee; 9 Nonfiction memoirs / essays; 1 Drama piece; and 25 Poems will be featured in the *Guild's 2021 Literary Review: Latitudes*. **All members have been notified via e-mail of the status of their submissions** after the selection process was completed. **The 2<sup>nd</sup> edition of *Latitudes* is planned for release to our website in mid to late February. More detail is available in a report provided by Bob in Attachment 3.**

**Carol McMillan led our conversation on next steps for the feedback by members from our Annual Meeting.** One item agreed upon was that a **special meeting should be held for the 2021 plans and the consensus was to hold this in 2 weeks on February 10<sup>th</sup>, 1:00pm – 2:00pm; Carol will set up that Zoom meeting and provide the information to the Board.** Based on past experience a separate meeting for planning the year's priorities has worked better than trying to add it in to one of our regular Board meetings.

In review of the feedback list, we decided we could handle one item today:

**Proposal for providing members list of other members' e-mail addresses or alternate ways to communicate among members.** It was generally agreed that this **should be done via an opt-in** means versus opt-out. **Bruce Stern agreed he could track this information and he and Diane agreed to draft an e-mail request to the full membership** to let them know the purpose

## Hawaii Writers Guild - January 27, 2021 Board Meeting Minutes

of the list and for them to respond to Bruce if they wanted to share their e-mail contact information or not with other members to contact them outside of the meetings. May want to include each member's genre areas of interest if they provide them.

There were **three other items on the feedback list that were to be considered in the special 2021 planning meeting of February 10<sup>th</sup>**. Also, another item pushed to 2021 will need to be considered. These are as follows:

1. How to keep the **writer buddies** program evolving to get more members involved; related would be a **mentorship program** (experienced writers help less experienced)
2. **Resource directory** for members of others in HWG and beyond but issue if paid service (with HWG as nonprofit) versus free services. **Determine rules.**
3. **Cultural Project** idea - [Cultural Grants Program | U.S. Embassy in Bosnia and Herzegovina](#)
  - a. The goal of the U.S. Embassy's Cultural Grants Program is to **support programs that share the richness and diversity of American culture with the Bosnian public and to promote mutual understanding and cultural dialogue** between the United States and Bosnia and Herzegovina.
  - b. Related to this item a DUNS number is required to apply that can take a month to process the request. **Diane agreed to look into this process to obtain the DUNS number.** Meliha is familiar with this and said it is an easy thing to do.
4. Discuss **implementation of ideas provided by Eila Algood for Guild promotion** to the public (see Attachment 3 of Nov. 25<sup>th</sup> Board Meeting Minutes) in **the new year of 2021.**

The **next regular Board meeting date** is set for **Wednesday, February 24<sup>th</sup> at 1:00pm-2:30pm via the Guild's own Zoom account.**

The meeting was adjourned at 2:09pm.

Respectfully submitted,  
Diane Revell, Secretary

### Announcements:

1. The **next regular Board meeting time and place: Wednesday, February 24<sup>th</sup> at 1:00pm – 2:30pm. Meetings will all be via Zoom for the foreseeable future.** Attendance via internet or phone via Zoom will be offered and if still under “stay at home” restrictions it will be the sole method used.
2. **Requests for items to be added to the agenda for the next regular Board meeting** should be **sent to the President Carol McMillan and Secretary Diane Revell at their e-mail addresses** ([sylvanease@msn.com](mailto:sylvanease@msn.com) and [diane.b.revell@gmail.com](mailto:diane.b.revell@gmail.com)) 10-days prior to the next meeting, so **by February 14<sup>th</sup>**. The **agenda will be e-mailed February 19<sup>th</sup>** to the full membership five days prior to the meeting.

Hawaii Writers Guild - January 27, 2021 Board Meeting Minutes

3. A special Board meeting will be held for planning our 2021 priorities: **Wednesday, February 10<sup>th</sup> at 1:00pm – 2:30pm. Meetings will all be via Zoom to be arranged by Carol McMillan.** Agenda to include items listed in minutes above.

Attachment 1: Hawaii Writers Guild Preliminary Treasurer's Log for January 2021

Attachment 2: Hawaii Writers Guild – Bank Account Signature Authority - Approved Update

Attachment 3: Status on Latitudes 2<sup>nd</sup> Edition as of January 27, 2021

Parking Lot:

1. Hold **Conflict of Interest class and sign off acknowledgement forms.** Joy to develop and teach class. Plan to do this at Feb. 27<sup>th</sup> regular Board Meeting.

Attachment 1: Hawaii Writers Guild Preliminary Treasurer's Log for January 2021

<b>Hawaii Writers Guild Treasurer's Log, as of January 26, 2021</b>				
			<b>American Savings Bank Balance as of December 31, 2020</b>	<b>\$3,479.18</b>
			<b>January Inflows</b>	
			Don Mules, Membership Renewal, PayPal	40.00
			Donna Maltz, Membership Renewal, PayPal	40.00
			Don Bingle, Membership Renewal, PayPal	40.00
			Lehua Wells, Membership Initiated (Sponsored D. Revell)	40.00
			Wendy Noritake, Membership Renewal	40.00
			Michael Foley, Membership Renewal, PayPal	40.00
			Braden Savage--Student Renewal (Sponsored)	10.00
			Mina Apostadiro--Sturdent Renewal (Sponsored)	10.00
			Student Reserve Donation	30.00
			Mark Kelly, Membership Renewal, PayPal	40.00
			<b>Total Inflows, January to date</b>	<b>330.00</b>
			<b>Total ASB Operating Balance as of January 26, 2021</b>	<b>3809.18</b>
			<b>Pending Inflows as of January 26, 2021:</b>	
			Nancy Baenziger, Membership Renewal	40.00
			Dawn Hurwitz, Membership Renewal, (Sponsored D. Revell)	40.00
			Heather Rivera, Membership Renewal, (Sponsored)	40.00
			Corinne Alain, Membership Renewal	40.00
			<b>Total Pending Inflows</b>	<b>160.00</b>
			<b>Total Pending ASB Balance</b>	<b>3969.18</b>

Attachment 2: Hawaii Writers Guild – Bank Account Signature Authority - Approved Update

Hawaii Writers Guild – Bank Account Signature Authority

*Revision January 27, 2021*

Here is the table of those with bank account signature authority for our account at American Savings Bank (ASB).

	2019-2020	2019-2020	2021	2021
#	Name	Officer/Director Title	Name	Officer/Director Title
1	Diann Wilson	President	Carol McMillan	President
2	Robert E. Lupo	Treasurer	Robert E. Lupo	Treasurer
3	Bruce A. Stern	Vice President	Bruce A. Stern	Vice President
4	Diane B. Revell	Secretary	Diane B. Revell	Secretary
5	Duncan Dempster	Webmaster	Duncan Dempster	Webmaster

Note that this January 2021 revision is based on the results of the January 16<sup>th</sup> Annual Meeting election results. The election resulted in a change in the person holding the office of President which is now Carol McMillan. The Board of Directors approved this change at their meeting on January 27, 2021. – Diane B. Revell, Secretary, Hawaii Writers Guild

E-mail of Wed 1/27/21 9:10 AM from Bob Lupo managing editor:

We are in the 4th quarter in the Red Zone (10 Yard Line), 2 minutes are left, and the winning TD is imminent.

***The Latitudes Committee received 72 submissions from 32 members: 10 in Fiction, 18 Nonfiction, 4 Drama, and 40 in Poetry.***

***The Results:***

<b><i>Genre:</i></b>	<b><i>Submissions</i></b>	<b><i>Recommended</i></b>	<b><i>Revise/Resubmit</i></b>
<b>Fiction</b>	10	5	5
<b>Drama</b>	4	1	3
<b>Nonfiction</b>	18	9	9
<b>Poetry</b>	40	25	15
	<hr/>	<hr/>	<hr/>
<b>Total</b>	<b>72</b>	<b>40</b>	<b>32</b>

Five of 10 Fiction pieces were recommended by the Committee; 9 of 18 Nonfiction memoirs / essays; 1 of 4 Drama pieces; and 25 of 40 Poems will be featured in the *Guild's 2021 Literary Review: Latitudes*.

Total submissions this year exceeded last year's entries. Fiction was the sole Genre to fall short (10 v. 14). Nonfiction had 18 pieces submitted versus 13 in 2020, Drama's 4 submissions this year matched last year; and Poetry had 40 entries this year compared with ~20 - 22 last year.

A number of members submitted multiple entries both within and across the Genres.

Quality, in my view, was very good---and in some cases, exceptional.

The Committee is now in the final editing phase, will communicate with members on edits other than minor, receive photos, pictures, bios, et al, and is targeting Mid - Late February to publish the ***2021 Latitudes***.

Hard work by all is about to be rewarded.

Best Regards,

Bob