

<b>MINUTES</b>	<b>Hawaii Writers Guild</b>	<b>January 8, 2020</b>
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Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting  
Held at Tutu’s House

Officers and Directors of the Guild present:

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

Others Present:

Steven Foster, Jim Gibbons

[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.]

The meeting was called to order by President Diann Wilson at 2:30pm with “Zoom” running on the Tutu’s House’s computer and large screen to allow other Board and Guild members to join remotely. No one joined via Zoom today.

The Secretary, Diane Revell, requested the **December 3<sup>rd</sup> Board meeting minutes be moved to be approved and the meeting minutes were approved** unanimously. The 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.**

Diane indicated we are at **63 active members with two new additions, Jennifer Ozawa and our first student member, Braden Savage.** We have two in suspension territory that would roll off our membership count in 1 to 3 months if no dues paid in the interim.

She mentioned **the updated Bylaws incorporating two approved resolutions** on the membership role being transitioned to the Vice President and the addition of the student member category was **now available on the website.**

The **membership rosters and related tasks** are currently part of the role of Secretary but will be **moved to the Vice President.** Diane and Bruce agreed to **do the transition at the beginning of February.**

Our **501(c)(3) Committee members had met on December 11<sup>th</sup> and filled in the EZ 1023 Form and Joy mailed the information to Shawn Nakoa (our attorney).** This IRS form has now been filed by our attorney and the filing fee of \$275 paid as of January 3<sup>rd</sup> and \$500 in fees to the attorney. **Of our original retainer to the attorney of \$1300 this leaves \$525 in the retainer reserve.** The receipt says to “Please wait 30 days after payment to contact the IRS (1-877-829-5500) about status of this application.” Use of the **EZ form provided the additional advantage of a smaller filing fee and less work, so less pay to our attorney for our application to be a 501(c)(3) qualified tax-exempt charity.**

**Treasurer, Bob Lupo, had provided via e-mail the HWG Treasurer’s Log for December 2019 with current bank balance and recent income/expenditures (Attachment 1).** He summarized the log data for our meeting with **our bank balance as of end of December at \$2,392.63 with \$600 of that reserved for work to make us an official 501(c)(3) qualified charity, so \$1,792.63 for Guild operations.** Due to use of the EZ 1023 Form for our 501(c)(3) application, we may not need to use the \$600 and after approval of our application, if it isn’t needed those funds can be returned to the Guild operations fund. Also, Bob said as of today he deposited two additional dues payments at \$80. He also wrote a couple checks to reimburse payments for our Waimea pop-up bookstore table and one for payment towards a table at the Cherry Blossom Festival on February 1<sup>st</sup>.

Committee Reports:

**Duncan said he reviewed our website Gallery page of member book covers and made some updates. He could use help from our authors to make sure if they have any new covers not on the page but want them displayed, to let him know and provide a photo of the book cover and if they like a link to a point of sale like Amazon.**

**The Public Relations Director, Joy Fisher, said the write-up of the Dec. 4<sup>th</sup> Writers Voices is on the website’s Guild News page. She reminded us the next Writers Voices event will be on February 13<sup>th</sup> at Tutu’s House from 6:00pm-7:30pm. These events have changed location from last year. They will be on the 2<sup>nd</sup> Thursdays of every other month. It was agreed to donate to Tutu’s House (via Friends of the Future) \$25 for each use of their meeting room (the same as previously paid to the library), so that would need to be done by February by the time of the next event.**

Tied in with this discussion of using Tutu’s House for the Writers Voices events, at last month’s meeting and in checking with the Tutu’s House staff we changed the day of week for the Board Meetings as Tuesdays were inconvenient for some of the Board members. **Guild Board meetings** (other than January changed to avoid a holiday) will be **on the 1<sup>st</sup> Wednesdays 1:00pm-2:45pm in the same room as usual.**

**Joy is working to see if Nancy Baenziger is still interested in being an editor for a Guild Newsletter** in any capacity as earlier she said she was interested but did not have time during the holidays. The **ad for the position** is at the top of the Guild News page of the HWG website: <https://www.hawaiiwritersguild.com/guild-news.html>.

**The committee to establish an on-line Literary Review, *Latitudes*, had each editor evaluate the submissions in their genre. Now the narrowed selections are going through a final evaluation by the full committee. Joy provided the submission/evaluation data:**

<i>Genre</i>	<i>Number Accepted</i>	<i>% of Those Submitted</i>
Fiction	9	64%
Non-Fiction	10	74%
Poetry	14	50%
Drama (10-min Plays)	1	50%

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At their next meeting **they will be drafting letters to those whose submissions were accepted and to those whose submissions were not accepted.** Joy was also considering options for artwork to go with the accepted submissions in the literary review. She found out our student member, Braden Savage is the editor of the UH Hilo Arts & Culture newsletter and he may have some artist contacts that might be interested in doing artwork for *Latitudes*. The publication is targeted for Spring of 2020 and they are doing well in meeting that target. **The next Literary Review committee meeting is planned for January 15<sup>th</sup>.**

Bruce Stern had a question on the plans for copyright relative to *Latitudes*. Joy indicated the **plan was to have the authors retain copyright, so for those who wished to reprint items that were published in *Latitude*, the person would be directed to contact the author of the item for permission.**

**Louise Riofrio, Events Director,** reported on recent and upcoming events. **There was a meeting held with new management of the Pukalani Stables Farmers Market** in Waimea to discuss our plans for future pop-up bookstores at their location. Jada Rufo, Steven Foster and Louise attended. **The management wanted commitment to our upcoming pop-up bookstores and the current plan is for twice a month on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays.** The most recent pop-up was held on January 4<sup>th</sup>. The next one will be on January 18<sup>th</sup>.

The paperwork for participating in the **upcoming February 1<sup>st</sup> Cherry Blossom Festival in Waimea** had been mailed to Cece Johansen who handled that in the past, but **Louise finally was provided the paperwork and will submit it this week.** She was told they still had spaces available. **The fee this year is \$100** (a small increase from last year). [After the meeting Bob wrote a check for Louise to submit with the paperwork.]

The **preparation for the Annual Dinner Meeting & Election was reviewed.** The **invitations had been sent** via e-mail by Louise. Diane has been collecting **the RSVPs** and reported the current status. [More recent status as of Jan. 9; 53 members had replied (10 have not), 31 plan to attend and 16 will bring guests, so **47 are expected at the event.**]

The **program was discussed** as to what the **role of the video created by Jada of the Guild events in review** should be: displayed in a loop during the initial phase and the buffet and voting periods or given a specific place on the program. After discussion of the pros/cons of each, **it was decided to show it in a loop.** We were told the **venue has a pull-down screen in the ceiling** we can use. **Duncan was going to provide the projector** for showing the video that Jada would bring to show from his or her computer.

**Diann Wilson will do the welcome** to include introducing Board members, an annual report with others in the Guild contributing, and give voting instructions. Included with Diann's annual report - **Steven Foster will highlight the benefits he has found via pop-up bookstore participation to encourage others.** The **buffet will be opened and the ballot box made available,** after the meal **Joy will emcee the introduction of the recently published authors in attendance, votes will be tallied by Jim Gibbons and he will announce the results.** The end of the program will be with a toast (non-alcoholic) and then clean-up will begin. With the

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program settled, **Diane R. agreed to print up the dinner program cards.** [Diane provided the copies to Joy on Jan. 10<sup>th</sup>.]

The **election process was discussed. Ballots and candidate information was sent to all members January 5<sup>th</sup>** by Diane including the means for them to vote early, if they won't be at the annual meeting and voting at the meeting. **Jim Gibbons had agreed to be the one to tally the votes** and reported **he had already received some ballots via e-mail. Diane brought the ballot box used last year, so Jim could have it** for collection the ballots. [Diane provided 55 blank ballots and tally sheets to Lousie on Jan. 10<sup>th</sup> to give to Jim or bring to the annual meeting.]

Food and beverage were discussed. **Diann W. said she had bought sparkling Martinelli's and would buy several large containers of water for drink at the event. Decaf coffee would be ordered from Starbucks** by the food committee who would also order foods from Lilikoi Café and Foodland. [The **food committee met on January 10<sup>th</sup> and did order the coffee (free from Starbucks for community groups to be picked up on the event day), hot food items from Lilikoi Café to be delivered to the Anna Ranch venue near 6pm, and other food items from Foodland including appetizers and some desserts items that will need to be picked up after 5pm.** Joy was going to see if we needed any more table covers if we didn't have enough.]

Joy brought the **plates/cups/utensils she had leftover from last year.** Jim said he also had some the Cece had left with him when she moved. **Jim took the ones Joy brought and was going to count them along with the ones he had and let Diann W. know if we needed any more** as she planned a Costco run.

**Jim Gibbons agreed to staff the greeting table** at the entrance for the first ½ hour. This includes **checking off those who come in** with the RSVP list, **pointing out the name tags handing out ballots** to those members who need them.

Duncan or Bob said our **order of 100 logo pens arrived in time for including one at each place setting at our Annual Meeting** as attendee table items. **Joy had HWG business cards to also provide two at each place setting. Diane and Duncan agreed to make printouts of our HWG tri-fold pamphlet so we could have some available at the annual meeting.** Each were going to make 25. [Diane had 55 printed and provided them to Joy on Jan. 10<sup>th</sup> for this use or other Guild needs.]

**Bruce Stern and others volunteered to help with set-up and clean-up.**

**Eila, Director for North Kohala,** was unable to attend. **Eila previously told Diane the plan would be to hold two public readings by Guild members during 2020 at the North Kohala Public Library similar to last year.**

**Bryan Furer, Director for Volcano,** was not able to attend the meeting. **That group** met every Monday in October, November, and December and are **continuing in January to try to finish work on their anthology book.** We have not had Board participation by Bryan for many

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months, so **Duncan agreed to contact Bryan and see if he plans to stay with the Guild Board or if someone else in the Volcano group might provide more liaison with the Guild.**

**Bruce Stern, Vice President**, did not have any issues to raise.

**Diann W. said regarding more student members** she spoke with one of the teachers at **Kealakekua school district**, but with end of semester and holidays it was too busy a time, so **she will contact the teacher again**. Interest had been shown, the timing was bad, but should be better now. **She did not receive call backs from Kohala school district** but will try there again. [Michael Foley contacted us and was going to help Diann contact the right person at Kohala schools as the former person in that role had moved on.]

The **next regular Board meeting date** was set for **Wednesday, February 5<sup>th</sup> at 1:00pm - 2:45pm** at Tutu's House. **Note this our new day of the week to meet (Wednesdays) on the 1<sup>st</sup> Wednesday of the month for 2020 for the Feb. – Dec. Board meetings and the time slot will be 1:00pm-2:45pm.**

**For those who cannot come to Waimea on the Big Island to attend the board meetings, we do have Zoom active to allow remote attendance via a computer and internet.** Each meeting agenda includes the specific meeting information for joining via Zoom and tutorials can be found on-line.

The meeting was adjourned at 3:40pm.

Respectfully submitted,  
Diane Revell, Secretary

Announcements:

- The **next regular Board meeting time and place: Wednesday, February 5<sup>th</sup> at 1:00pm – 2:45pm at Tutu's House** at 64-1032 Mamalahoa Hwy # 305, Waimea, HI 96743. Attendance via internet will be offered.
- **Requests for items to be added to the agenda for the next regular Board meeting** should be **sent to the President Diann Wilson and Secretary Diane Revell at their e-mail addresses ([island.diann@gmail.com](mailto:island.diann@gmail.com) and [diane.b.revell@gmail.com](mailto:diane.b.revell@gmail.com))** 10-days prior to the next meeting, so **by January 26<sup>th</sup>**. The **agenda will be e-mailed January 31<sup>st</sup>** five days prior to the meeting.
- Parking Lot:
  - a. **Consider ways to streamline current membership process. Who:** Diane Revell, Duncan Dempster, Bob Lupo, Diann Wilson, Bruce Stern **Due:** January 31, 2020

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- b. Consider Guild participation in Sept. 24-27, 2020 HawaiiCon** at the Sheraton Kona Resort & Spa **Who:** Board **Due:** February 5, 2020 (put on agenda)]

Attachment 1: Hawaii Writers Guild Treasurers Log for December 2019

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<b>American Savings Bank Balance as of 11/29/2019</b>		<b>\$2,274.96</b>
<b>December Inflows</b>		
Diane Revell, donation, 12/3/19		150.00
Bob Lupo, member renewal, 12/3/19		40.00
Bob Lupo, donation, 12/3/19		100.00
Carol Ann McMillan, member renewal, 12/11/19		40.00
Student Membership Dues Reserve, 12/11/19		40.00
Braden Savage, new student member dues		10.00
Jenn Ozawa, new member dues, PayPal, 12/12/19		40.00
<b>Total December Inflows</b>		<b>420.00</b>
<b>December Outflows</b>		
Pop-Up Event, check 111, debited 12/4/19		-80.00
U.S. Postal Svce. Annual Box Fee, check 112, debited 12/6/19		-92.00
Anna Ranch Final Payment, check 113, debited 12/23/19		-125.33
ASB Monthly Fee, debited 12/31/19		-5.00
<b>Total December Outflows</b>		<b>-302.33</b>
<b>Total ASB Operating Balance as of 12/31/19</b>		<b>\$2,392.63</b>
Less 501-c-3 Reserve Fund as of 12/31/19		-600.00
<b>ASB Net Operating Balance as of 12/31/19</b>		<b>\$1,792.63</b>