

<b>MINUTES</b>	<b>Hawaii Writers Guild</b>	<b>October 1, 2019</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*, Louise Riofrio – *Events Director*

Others Present:

None

[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 1:17pm 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. The meeting started a bit late when Louise joined us as otherwise, we would not have had a quorum (minimum of five) to do official business.

The Secretary, Diane Revell, requested the **September 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 a **change of two additional members to our total count since our September Board meeting; currently 59 active members.** We also have **five members with delinquent dues in suspension territory (2 to 3 months delinquent), one less than last month.** We have **one new member pending dues payment** which would bring our count to 60.

Per Diane after our last meeting, **Joy mailed a copy of the Mission Statement, Non-discrimination Policy, and Conflict of Interest Policy documents to Shawn Nakoa with the retainer agreement and check.** Shawn provided Joy with a filled in Form 1023 for us to use as an example when the Guild fills in that form for our application to the IRS to become a 501(c)(3) tax exempt charity. Joy provided it to the Non-profit Committee. Diane mentioned the committee plans to meet when Joy returns from her current trip to start filling in the form. Diane had started to collect some questions we'll need answered to complete the form.

**Treasurer, Bob Lupo, had provided via e-mail the HWG Treasurer's Log for September 2019 with current bank balance and recent income/expenditures (Attachment 1).** He went over the details during this meeting. This included the payment of dues via check and PayPal owed by seven members (two new members and one member included an additional payment for their 2020 dues), and the expenses to cover the retainer fee paid to our attorney's firm for 501(c)(3) legal work, as well as the monthly bank fee for our checking account. This left **our bank balance at \$2,200.31 with \$600 of that reserved for work to make us an official 501(c)(3) qualified charity, so \$1,600.31 for Guild operations.** At the point of filing our Form

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1023, we will owe the attorney \$1000, so will need to allocate or raise an additional \$400 to cover that fee, most likely near the end of 2019.

### Committee Reports:

**Duncan, our Webmaster was not in attendance.** Related to a Guild chat blog, **the plan is to look for a different (than our website app), more suitable chat application that is not too expensive.** Diane indicated she had found a recent article comparing ten chat applications that included their costs: <https://www.wpbeginner.com/beginners-guide/how-to-choose-the-best-blogging-platform/>. She had forwarded it to Jada and Duncan and had seen some e-mail traffic between them on the topic, but no decision at this time.

**The Public Relations Director, Joy Fisher,** was away on a trip. Louise reminded us the **next Writers Voices event will be on October 2<sup>nd</sup>.** Also, **Louise said the September 23 public reading at North Kohala Library had gone well. Diann had been there and said about 30 people attended.**

**No one had responded yet to the request for an editor for a Guild Newsletter** (that we knew of), but previously Jim Gibbons was asking Joy what the job entailed and might be interested. The ad 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 had decided not to hold a September meeting, but was now in the phase of accepting submittals for the on-line publication, *Latitudes*.** Someone said the submittals were very slow in coming; Diann said she would send out a message to the membership to remind them of the opportunity and the submittal window being open now until November 30<sup>th</sup>. The publication is targeted for Spring of 2020.

**Louise Riofrio, Events Director,** reported on recent and upcoming events. The most recent pop-up bookstores were held on September 7<sup>th</sup> and 21<sup>st</sup> in Waimea. **Our next two pop-up bookstores to be held in Waimea will be on October 5<sup>th</sup> and 19<sup>th</sup>.** Previous consideration had been given to holding pop-up bookstores in Honokaa or Hilo and it was decided Hilo offered the better option. For more information on the Hilo Farmers Market see this website: <http://hilofarmersmarket.com/> **We discussed trying out having a pop-up bookstore in Hilo on two Sundays, October 6<sup>th</sup> and 27<sup>th</sup> that could draw in some members closer to Hilo. Louise said the permitting process may not be done in time for October 6<sup>th</sup>, but it will be close. She is handling the costs of the permits. The permits should all be in place for October 27<sup>th</sup> in any case.**

**Louise wanted to know how to obtain more HWG business cards.** Diane said she thought Joy had the main supply but Duncan had done the original order of the cards. **Diane had more than she needed and would try to get some to Louise. Joy would return later this week and Louise could check with her for more cards also.**

The next major event will be **Christmas Treasures and More that will be at the Marriott King Kamehameha Kona Beach Hotel on November 16<sup>th</sup>.** Louise received the application

**for this event and will submit it with the required \$200 registration fee.** This was already in our budget. This has been a very successful event for Guild members to sell books in the past. Another major event we **need to plan for is our annual meeting.** We discussed whether we should return to the same venue we've used the last two years (Anna Ranch in Waimea) or consider alternatives. **The consensus was to stick with Anna Ranch but make sure we have a good mic system** as the main complaint last year was that it had been hard to hear some of the speakers. **A similar layout of tables as last year** (not all in one line as the first year) was recommended as more amenable to people mixing. **We discussed the date and our first choice was Saturday, January 11<sup>th</sup>.** Louise was going to check with Anna Ranch for how to reserve the venue and let us know if our first choice of date was available or what other options were available if it was not. We didn't want it too close to the New Year holidays, but also not on the Martin Luther King, Jr. holiday weekend. Louise was referred to Cece Johansen as a source of how this had been arranged last year. **Louise was told this would require a committee to work with her as done in the past.**

**Eila, Director for North Kohala,** was unable to attend. **The public reading at the North Kohala Library was held September 23 and included readers as well as pop-up poets.** Per e-mails, Eila indicated she had received **lots of positive feedback on this event.**

**Bryan Furer, Director for Volcano,** was not able to attend the meeting. Bryan is active in that area of the island and the most recent Volcano Writers meeting was held on September 30<sup>th</sup>. **That group plans to meet every Monday in October to work on their anthology book.** **Diann said we need to work with Bryan to get him more involved perhaps via Zoom in our Board meetings.** It was suggested that for Bryan and others, **a tutorial on how to use Zoom would be helpful.** Diane R. said she would look into this. **[Diane found these two YouTube tutorials for Zoom that had fairly good recommendations:**

<https://www.youtube.com/watch?v=8Dq1syZX2O4> or  
<https://www.youtube.com/watch?v=-2pq4I1urXA>.

One can look on their browser for "Zoom tutorial" to find these and other options.]

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

**Our President, Diann W. brought the latest tri-fold update** for Board members to have in hand and check out. She said they are fairly expensive to print out at \$1/copy. She had handed some additional ones to Louise for use at the pop-up bookstores. **Diane suggested the PDF of the tri-fold be sent to Board members so they also could print extra tri-folds** if needed on their own printers. **The intent would be to have the tri-folds at the Kauai Writers Conference to hand out.**

Related to that conference, Diann asked about the logistics for staffing the table to be provided for the Guild's use there. Louise had attended last year and indicated where it had been located near the registration desk, that it had been staffed by her and other Guild members in attendance (those with books to sell mainly) and that we had some new members from that activity. Besides the tri-fold brochure, HWG business cards to hand out would be good. **Diann said she would send a message to the membership asking for feedback from those who planned to attend the Kauai Writers Conference, if they would be willing to staff the table part time.** Of those

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in the meeting, Diann W., Diane R., and Bob Lupo were registered to attend with Louise still considering it.

**Diann asked if it would be too early to solicit members to run for office in our January election of officers and the resounding response was no it was not too early.** It can be difficult to get people to run for office, so sooner is better. **She will send out a solicitation to the membership for those who would like to run for office** (President, Vice President, Treasurer, Secretary). The other Board members are appointed positions.

**Diann raised the issue of how to increase membership and include student members.** This topic of student members had been raised in the past, but this time Diann had contact with a high school creative writing instructor in a Kona school and said she also had possible contacts in the North Kohala schools. Bob Lupo mentioned he had possible contacts in the Hilo campus of the University of Hawaii via his wife that he would look into. **A resolution to create a student membership category was developed, discussed and passed unanimously. The specifics were as follows:**

The Hawaii Writers Guild will include a class of student members. The annual dues will be \$10. The application would be similar to the current one, with the writing example optional in this case, but a teacher recommendation required. A student member would be able to submit writings for the *Latitudes* Literary Review, participate in Guild public readings, participate in Guild workshops. Student members would not have election voting privileges nor have bio entries on the Hawaii Writers Guild webpage.

It was acknowledged **this would require Duncan to create a student specific membership application and dues options on the Hawaii Writers Guild website.**

[After the meeting, **Bob Lupo wrote to Professor Mark Panek, PHD, who teaches Creative Writing and English Composition at UH-Hilo and Bob told him of our Guild and that he would sponsor up to five students recommended by the professor for student memberships in our Guild.**]

The **next regular Board meeting date** was set for **Tuesday, November 5<sup>th</sup>** at 1:00pm-2:45pm at Tutu's House.

The meeting was adjourned at 2:10pm.

Respectfully submitted,  
Diane Revell, Secretary

### Announcements:

- **The next regular Board meeting time and place: Tuesday, November 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.

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- **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 October 26<sup>th</sup>**. The **agenda will be e-mailed October 31<sup>st</sup>**, five days prior to the meeting.
  
- Parking Lot:
  - a. **Find a suitable, cost effective blog application to use for a HWG Chat moderated blog for all members to post comments** for an exchange of ideas. Plans to use our website application proved unworkable. **Who:** Duncan Dempster/Jada Rufo **Due Date:** November 5, 2019
  
  - b. **Complete IRS Form 1023 for application to be a recognized 501(c)(3) non-profit charity.** Have it ready to submit to attorney for filing with IRS before end of 2019. **Who:** Non-profit Committee (Joy F., Diane R., Bruce S., Bob L.) **Due Date:** November 1, 2019

Attachment 1: HWG Treasurer's Log, September 2019

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**Hawaii Writers Guild Treasurers Log for September 2019**

**American Savings Bank Balance as of 8/30/2019** **3,185.31**

**September Inflows**

Laura Burkhart dues received, PayPal, 9/5/19	40.00
Peter Georgas dues received, 9/18/19	40.00
Wendy Noritake, dues received 9/18/19	40.00
Mahealani Wendt, dues received 9/18/19	40.00
Amy Patterson, dues received 9/18/19	40.00
Holly Algood, dues received, PayPal,9/19/19	40.00
Zoe [Ozoa] Loos dues received, PayPal, 9/19/19	40.00
Holly Algood, dues received, PayPal 9/30/19 (2020 dues)	40.00
<b>Total September Inflows</b>	<b>320.00</b>

**September Outflows**

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Rush Moore LLP 501-c-3 Legal Expense	1,300.00
ASB Monthly Fee	-5.00
	-
<b>Total September Outflows</b>	<b>1,305.00</b>

Total ASB Operating Balance as of  
9/30/19 **2,200.31**

**ASB Net Operating Balance as of 9/30/19**

Total ASBB Operating Balance as of 9/30/19	<b>2,200.31</b>
Less 501-c-3 Reserve Fund as of 9/30/19	600.00
<b>ASB Net Operating Balance as of 9/30/19</b>	<b>1,600.31</b>