

# MINUTES

Hawaii Writers Guild

October 10, 2017

Rev. 23

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, Duncan Dempster -Treasurer and Website Officer, Eila Algood - N. Hawaii Director, Bryan Furer – S. Hawaii Director, Joy Fisher – Director of Public Relations & temporary Secretary.

Present:

Eliza Cahill, Duncan Dempster, Eila Algood, Bryan Furer, Joy Fisher, Cece Johansen, Diane Revell, and Dave Founts

President Eliza Cahill called the meeting to order at 1:06 p.m.

Minutes of the last regular meeting of September 12, 2017 were read by temporary Secretary Joy Fisher and approved without corrections. The minutes of the Special Board Meeting of October 2, 2017 were not read.

Duncan Dempster, Treasurer and Web Master reported that we have a total of \$1034.72 in the bank as of Oct. 10, 2017 from forty-two paid members with all currently approved members having paid. We have taken in a total of \$1630.00 and paid out \$595.28 in expenses. He provided a copy of the current treasurer's report that includes a list of members to the Secretary. As the new year is coming, there was a discussion of two ways of handling dues.

- One is to charge all existing members in January \$40 for 2018 membership. For those who join during the year, charge them for the remaining number of quarters in the year. For example, if someone were to join in March they would pay \$40, but if they join in April or until the end of June they would pay \$30, July until the end of September \$20, and October to December \$10. Then in any given January all current members would be billed in January \$40 for that new year.
- Currently the process for 2017 has been to charge \$40 for anytime during the year [with one anomaly when the past president implemented the first option for one member (now deceased)]. Then knowing which quarter a member joined, they would be requested to renew in that quarter in the following year. So, renewal requests would go out quarterly for a portion of the membership.
- The discussion seemed to settle on the simplicity of the 2<sup>nd</sup> method. Duncan Dempster indicated this was the method he intended to follow. Also, in follow-up to a question, he indicated members can pay via check or PayPal.

Duncan in his role as Webmaster asked the question about the members using the Google Groups calendar feature. ~~He encouraged its use as we are paying a premium fee for this feature. Or he should be informed if it was not going to be used so the feature could be dropped.~~ He said there are currently ~~four~~ five associated Google Groups:

1. Friends of Hawaii Writers Guild
2. Hawaii Writers Guild

### 3. Hawaii Writers Guild-BOD

#### 4. Waimea Writers

##### 4.5. Writers of Waimea

He suggested we determine if all are needed. The one Friends of HWG was not clear in its purpose though it was suggested this was for use by those interested in HWG, but were not writers nor likely to be able to be Professional members of HWG. This multiplicity of google groups pertaining to Hawaii writers and the duplication of membership within each one, results in considerable confusion among the members of all the groups, many whom have no idea that they are members of any particular group. This issue will be resolved by collaboration among Duncan Dempster, Greer Woodward and Eliza in the near future. A later discussion related to this type of person perhaps being allowed (and to pay dues) as a second type of member as an associate or auxiliary member. These would be non-writers who wanted to support the HWG or writers that wanted to be kept out of the publicity of the HWG website and Facebook page (more later on this topic). The Waimea Writers was the group for the writers that meet at Tutu's House so is not specifically part of the guild. There are similar groups on Google for the NoKo Library Writers Group (North Kohala) and the Kohala Writers which are not part of the HWG, but many of the guild members have come from these writers' support groups.

Eliza submitted for consideration a "Standard code of conduct" and there was discussion of the proposal. The words proposed were not the issue, but the means to have it made known to members and if signing of the code by all members of HWG should be required. The discussion led to agreement of the proposal by Duncan that the code could be included as an update to the HWG Bylaws. The Secretary and President will take the action to update the bylaws accordingly for BOD approval. There was a point of confusion that this would apply to the various affiliated writers' support groups such as the one that meets at Tutu's House, but it was clarified that this was specific to Guild members as many people participate in the various writers' support groups that are not Guild members. A related comment to come from this was that the HWG Bylaws are currently very general and this year work should be done to refine them to be more specific to our organization.

Eliza next raised the issue of nomination and election of a new secretary to fill the remaining term. Diane Revell was the sole nominee as a potential additional nominee previously suggested by Duncan was not running for the position. The nomination was voted upon and Diane Revell was unanimously elected the new HWG Secretary.

#### Committee Reports:

- Joy Fisher reported for the Public Relations (PR) and Community Outreach Committee. She had developed a media contact list and volunteered to provide a copy to the North Hawaii District Leader, the South Hawaii District Leader, who coordinate their own public readings, and to the secretary, who requested a copy. She stated that some media want items of interest two weeks in advance of an event. She noted that we are nearing that window for publicizing the next Lit Nite in Waimea, which is scheduled for Nov. 1, and stressed the need for someone to be appointed to coordinate events soon since, in the past, the former president in his second role as PR and Community Outreach (per previous HWG Board minutes) used to line up speakers and coordinate the hosting of this Lit Night event, but the current president does not wish to continue this practice, so a Waimea area event coordinator is needed. Another Lit Nite is scheduled on Dec. 6 in Waimea.
- Webmaster, Duncan Dempster had nothing additional to report

- North Hawaii Director Report by Eila Algood indicated the very positive response so far for the two public reading events held at the North Kohala Library with the next one planned for Nov. 13, a Monday. She also relayed she had contacted potential publishers for the North Kohala book project, but was told it would be better if specific to all of the Big Island versus narrowed to North Kohala.
- South Hawaii Director Report by Bryan Furer indicated he had a venue for the Oct. 28 Volcano public reading: Ira Ono's Garden Arts Center. The reading will be held from 4pm-6pm. So far, they only have 4 readers, but if no more come they will each double their reading time. If someone would like to join as a reader the theme being near Halloween is for spooky, macabre, or otherwise scary stories or poems. Joy Fisher suggested she may have a story on torture that fits.
- Vice President Greer Woodward was unable to attend due to a health issue, but submitted her report via e-mail to Eliza with the following information [Note that Diane added references to the Bylaws when deemed appropriate]:
  - The elections should be held at the next General HWG Meeting currently considered for the 2<sup>nd</sup> week of January, so the date needs to be set as well as the venue.
  - Nomination requests to the full membership should be sent Nov. 15 or 16 following the next BOD meeting. [Per the Bylaw, Section 6, a list of candidates developed by an ad hoc Nominating Committee of not less than five persons must be available 60 days prior to the annual General Meeting. The General Membership may also submit nominations to the Board, but not less than 30 days prior to the General Meeting. Certified (signed by a member?) absentee ballots will be allowed at the election.] The requests to the HWG Membership for nominees should include the nomination process, job descriptions for each office, and nomination deadline. A second notice should be sent following the December BOD meeting (Dec. 12?).
  - Deadline for e-mail/written nominations: Could be Dec. 8, Dec. 15 (if BOD on Dec. 12) or January 1 (but may conflict with holidays and per Bylaws must be 30 days prior to General Meeting). In-person nominations could be allowed for at the General Meeting to nominate others or one's self [per the Bylaws it is not clear this is allowed].
  - Brief bios of the nominees would be good, but not sure if practical. Some bios are on the HWG website.
  - Who counts ballots at the General Meeting? Some suggested it should be an independent person who is not a Board member. Otherwise, it could be the Secretary.
  - Would be nice to plan the event to have a festive announcement of the new slate. Party like, a social event?
  - She suggests a remembrance of John Holland be held at the General Meeting, statement of his contributions to the art and love of writing and highlights of his work.
  - She indicated with her current health issues that she feels she should be replaced now as she doesn't feel she can commit to the remainder of her term.
    - Cece Johansen agreed to be considered when Joy nominated her to fill Greer's term until the end of 2017. The nomination was seconded, but a vote for VP was postponed to the next Board meeting to allow for additional nominations before a vote. So, other Board members as well as the full membership are encouraged to provide additional nominees to the President no later than November 5<sup>th</sup>. The vote among the nominees will be held at the next Board meeting and all members are invited to attend.
    - There was some discussion of potential candidates for the 2018 slate of BOD members.
- Eliza provided the President's report.

- An Events Committee/Director is needed and is currently a vacant position.
- Eliza wanted to solicit the top three priorities for projects of the Guild in 2018. She requested that if a written proposal not available at this meeting, the person making the proposal should provide it to her after the meeting. Also, the proposal of Priority Projects is open to the whole Guild. So, if any members have suggestions they should be submitted to the President via an e-mail no later than November 5 to allow the Board and any other members who wish to attend to vote on the top three for our 2018 focus. Then the full set of nominated projects could be voted on at the next Board meeting on November 14 with the meeting open to all of the HWG membership. Much of the meeting was a discussion of this topic:
  - **Tutorials, Panel Discussions or Workshops** on a variety of topics that could include self-publishing; how to approach professional publishers; tools useful for authors such as Create Space, Kindle Direct or similar; how to organize and run a writers group; how to write a synopsis to pitch a book; and genre specific topics such as poetry, science fiction, short stories, graphic novels, etc.
  - **Directory of useful information** like links to on-line tutorials, tools, Toastmasters reading skills; lists of mentors and subjects they cover; who can publish your books locally; editors; media links; and other people to know regarding writing and publishing.
  - **Youth Outreach** that could include a writing contest or other work with the libraries to get more youth involved in writing.
  - Bryan had a specific suggestion he will write up as a proposal that would **connect authors to the public with radio**. This could be via a radio play or reading of an author's writings using professional actors. Eila has some familiarity with the media via her work at the Kohala local radio station KNKR that might provide some insight into what could be done. It could be staged live and recorded for later play on the radio like KNKR or the Hawaii Public Radio stations both of which can also be streamed on-line for a wider hearing.
  - More work to define each of these in detail and then narrow the focus specific to 2018 with some delayed until later if deemed too much for 2018. More project ideas will be solicited from the membership and a vote for the top three will be held at the next Board meeting.
- What do you want to see the Guild accomplish in 2018? Some of this was part of the prior discussion on priorities. In addition, keeping the current activities of HWG public readings and support to the writers' groups when appropriate. This reiterated the need for an Events Committee/Director to help with the public readings and for any of the workshops, tutorials or panel discussions that we may create. The posting of the public readings to our website and Facebook pages was included and perhaps engagement of a professional videographer to make that happen consistently was mentioned.
- What does the Guild offer its members? There was a general discussion and Duncan agreed to put out a list of benefits to members currently as well as ones planned in the near term. This also included more discussion of perhaps adding a second type of membership to allow for non-authors to support the HWG. Eliza said she has had more than one person willing to donate to the guild that would like to keep up with its activities, but do not see themselves as authors. This was not settled in the meeting, but there was some support for this concept by several in attendance. [Current Bylaws allow for adding a class of membership other than the Professional Membership with the Boards approval and update to the Bylaws, but does limit voting to dues-paying Professional members.]

- Who are the candidates for the upcoming annual January election? Additional details of each officer and director position may be useful in recruiting nominees. This can best come from one who has served in the position. Some names were suggested not necessarily specific to a particular position and in some cases, it was not clear if the person would wish to serve. BOD members are encouraged to check more with their potential nominees to be sure they are willing to serve.
- What should we do to honor John Holland and celebrate his legacy? It was thought the event should be after the holidays, well publicized in advance, at Tutu's House, include readings of John's work perhaps with Catrinka's input and with a few personal stories of how John helped others, Lorraine should approve the event and Cece agreed she would negotiate with her for the date.
- Suggestions for refinement of our mission/vision? Duncan mentioned that the current mission/vision for the Guild is as listed in the HWG Constitution and Bylaws, Article 1 titled Definition and Purpose. He read it to us and we agreed that it may need to be refined as it seems to include work on literacy that is not clear as a Guild focus. **BOD members should read this over and make suggestions for changes.** It was not clear everyone had a copy to the Bylaws so Duncan agreed to have them e-mailed/posted to the BOD members. Note the Sept. 12 BOD Minutes include one Bylaws change already approved regarding combining the role of Secretary and Membership Director in the single role of Secretary. This needs to be incorporated into an update of the Constitution and Bylaws which the Secretary will do.
- Suggested changes to personalize the HWG Bylaws to be less general? There was some discussion of the Guild being non-profit (likely too much work) or remain as is (file state taxes?) as an independent association. Also, it was suggested more detail should be added to the roles of each officer and committee/director position of those on the BOD. **Each BOD member should look over the Constitution and Bylaws as posted by Duncan and provide suggested changes to the President and Secretary who will draft an update for approval by the BOD at the next (or a future) BOD meeting.**

At this point we were running out of time and the meeting was adjourned at 3:00pm.

Respectfully submitted,  
Diane Revell, HWG Secretary

#### Announcements:

- The next meeting time and place were not set before adjournment. Recently meetings have been held on the 2nd Tuesday of the month, so that would put the next meeting on Tuesday, November 14, held from 1pm-3pm at Eliza's home at 65-1372 Kawaihae Rd. in Waimea. This date and time was coordinated after the meeting via e-mail. As usual, the Board meeting is open to all members and for this one there will nominees for VP and 2018 Priority Projects to vote upon.
- 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 November 5. Suggestions should include proposed 2018 Priority Projects and suggested changes to the Constitution and Bylaws. The agenda will be e-mailed Nov. 9, five days prior to the meeting.