

MINUTES

Hawaii Writers Guild

November 14, 2017

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*, Eila Algood - *N. Hawaii Director*, Joy Fisher – *Director of Public Relations & Community Outreach*

Others Present:

Cece Johansen, Bruce Stern

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

President Eliza Cahill called the meeting to order at 1:20pm.

The minutes of the Oct. 10th Board meeting were discussed by the Secretary, Diane Revell, as having been commented on and revised since the meeting and so a motion was raised and seconded to approve the meeting minutes without a reading at the meeting. Joy raised a question regarding the difference between the initial posted version of the minutes and the final posted version (Revision 3) relative to the election or not of a Vice President to replace Greer Woodward. This was discussed and agreed the account in Revision 3 was the accurate account. A vote was taken, and **Revision 3 of the Oct. 10th Board Meeting Minutes were approved.** Diane also raised the need to approve the meeting minutes of the special Board meeting of October 2nd as this had not yet been done. Since it had been a while since that meeting, these were read by Diane as suggested by Joy. A motion was made and seconded to approve the **Oct. 2nd Special Board Meeting Minutes.** The meeting minutes **were approved.**

Joy **requested the address of the meeting location be included in the posted agenda** so those who want to attend, but are unfamiliar with the location can find it. **The President and Secretary agreed to do this in the future.**

Diane, suggested as a general practice that members of the Board should read the minutes when posted, comment back to the secretary if any issues and a revision will be posted as appropriate. **Then at the following Board meeting the minutes can be approved upon motion, second and vote without requiring taking the time in the meeting to read the minutes. This was agreed to by all at the meeting.**

Diane requested a Board decision as to whether the Board Meeting Minutes should be posted to the HWG BOD google group or the HWG (all members) google group. **It was agreed the initial version(s) after the meeting should be posted to the HWG BOD google group, but when approved at the following meeting, the minutes should be made available on the HWG Website in an archive location. (This process could also be added to the Bylaws.)**

Diane reported on the status of membership in the last month, with current memberships at 42 with one pending. Duncan indicated that besides Dale Belvin as a pending member, there was also Pete Cameron who was a pending member. **Some members of the Board (Joy and Diane) had not seen the request for approval of Pete Cameron, so it was requested that Duncan as Webmaster resend that request.** Regarding Dale Belvin's request for membership, he was **approved** by a vote of 4 out of 6 (with 2 disapprovals). Relative to Pete Cameron, Eila mentioned he has been a cowboy poet with rewards in that area, so she would recommend him.

Treasurer, Duncan Dempster, provided a copy of HWG accounts and dues payments to the Secretary. He stated there was no change in the finances since the October 10th Board meeting. The Secretary requested a decision be made as to whether the dues collection be kept as currently done with \$40 collected from all new members and then their renewal for the following year would be due in the quarter they had joined; so, dues notices would go to the appropriate subset of members each quarter of each year. Or the dues for new members could be pro-rated during their initial year of membership, and all renewal notices would go out to all members in the initial quarter of the year as proposed and approved in a prior Board meeting. **With the recommendation of the Treasurer for the current method, the proposal to collect the full annual dues (currently \$40) in the quarter a member joins was unanimously approved. This will be included in the update to the Bylaws.**

Committee Reports:

Webmaster, Duncan Dempster, reported that some members have yet to provide even a photo and basic information for the HWG website. It was agreed that meant they likely did not want their information on the public website, so okay if they declined to take advantage of this option.

Duncan led the discussion of the current set of HWG or similar google groups. There are currently five groups and based on the discussion this was what was agreed to for each one.

Current Groups – Information on the members and their status for each group was provided by Duncan to the Secretary.

- a. *Friends of Hawaii Writers Guild* – **Keep it.** We could use this as distribution for information for those interested, but not members. When we have public readings, a sign-up list could be provided to add new members to this group, so they would be notified of future public readings or other events by HWG of general interest. **The members that can post to the site should be limited to the administrator, HWG PR and Public Outreach Director (alias PR Director), and the Events Director. The PR Director and Events Director will decide which of them can add/remove members from this group in conjunction with the administrator, Duncan.** Currently 27 members.
- b. *Hawaii Writers Guild* – **Keep it.** This is the HWG Members group. Currently 39 of our members are in this group. **It was agreed to limit the posting of items on this site to current members of the HWG Board of Directors.**

- c. *Hawaii Writers Guild-BOD* – **Keep it**. This is the HWG Board of Directors group. It was decided there should be a backup administrator to this site. Duncan is the current administrator. **Diane will serve as a backup for Duncan** (this may also apply to the HWG member group, b above). **Eila said she would help show Diane how this works**. It currently has eight members.
- d. *Waimea Writers* – **Keep it**. This is the group established by Greer Woodward and is for members of the writing group that meets at Tutu's House (so sometimes called Tutu's group). It is not specifically part of HWG, but has many members in common and is similar to the other writing groups in North Kohala and Volcano. **It was suggested that Dave Fouts be asked if he would manage this group, so Duncan had fewer groups to administer**.
- e. *Writers of Waimea* – **Delete it**. This group was established by Ray and Julia Pace. It was believed to be the precursor to the Hawaii Writers Guild group and is no longer active. The group has nineteen members.

PR and Community Outreach Director, Joy Fisher, reported on recent North Kohala Library public reading of Nov. 13th. She took photos of the event for posting to our HWG Website. Eila suggested Joy may want to do a follow-up story with some of the photos to the Kohala Mountain News and provided Joy with the contact information. Joy mentioned the next public reading will be December 6th at the Thelma Parker Library. **Joy will provide an announcement of the January memorial for John Holland to be held in January at Tutu's House**. The memorial will not be an HWG event, but all HWG members will be invited. Joy requested we standardize on the monthly meeting schedule of the Board, so these can be added to the Website calendar. **It was agreed the Board meetings will be held on the 2nd Tuesday of each month at 1:30pm to 3:30pm**. This will give time between meetings for lunch of those who attend the Tutu's House Waimea Writers Group that is earlier those days.

Joy also reported she was transferred control of two Facebook pages from Ray Pace. One is a closed page where membership is controlled, and the other is an open page where anyone can visit and post. There was some discussion if it was worth it to have the closed group as via the google groups we have other means to communicate with the members directly. The purpose of the Facebook page, if to reach a wider audience should be open. **It was suggested Joy may want to consider if the closed group is worth the effort**. Useful links on the closed page previously provided by Ray Pace could be included in the Directory project, so perhaps it may be less useful when the Directory is up and running.

North Kohala Committee Director, Eila Algood reported that the November 13th public reading went very well. She would like to arrange to continue with three more in the February to June time frame. Her concern is the head librarian, Janet Lamb, is retiring at the end of November and they do not currently have a replacement. Janet has been so helpful in making sure the events go smoothly, Eila needs to see how this might work without her. Some suggestions were made for other possible venues. The Kava Bar was suggested, but thought too small for the recent audience for the readings. It was suggested it might be a venue for getting younger people introduced to the writers' groups and HWG. Eila also mentioned that **the Guild**

may want to do a Public Service Announcement (PSA) for play on KNKR radio in Kohala. Eliza with Eila will work together on this option.

South Hawaii Committee Director, Bryan Furer, was unable to attend, so no report was provided.

Vice President – We were currently without a Vice President after Greer Woodward resigned due to health, but had two candidates: Cece Johansen and Bruce Stern. A motion was made and seconded to vote on the candidates and Bruce was elected by 4 out of 5 votes.

Events Director – There was a related discussion to see if Cece would be interested in serving on the Board in another capacity. Eliza had sent out a request for candidates or volunteers to be HWG Events Director and did not receive any replies. As the **Events Director position** was open and with some discussion of the role for that position, **Cece agreed and was duly appointed by the President and approved by the Board.** It was requested Cece write the **description of the job as she saw it from our discussion** and it would be updated in the Bylaws (Article 4, Paragraph C, Section 5 [add Events Director] and Section 6 Standing Committees, add to description of Events Committee). **This description should be provided to the Secretary and President prior to the special meeting on Bylaws planned for November 24th.**

President, Eliza Cahill, requested a **delay on the vote for HWG top three priority projects to collect more ideas and more specifics** on the current project proposals. She cited the project proposed by Cece as having the **right level of detail and being specific enough to implement.** **Cece's proposal is listed here for the purpose as serving as an example:**

“A Punctuation and Sentence Round Table” -- It would include practice exercises for both, and each member could bring a piece they're working on for "real life" application. I'm not sure, but this could work at a Tutu's class in January. Or maybe an evening at my house.

Eila suggested that Board members may want to personally call or talk to members of the Guild like those in their writers' groups to see what they would like the HWG to do as projects. This would likely get more detail and specifics on what the members want and is a good general practice. The calls could be in addition to an e-mail request for suggestions.

Eliza indicated she had contacted Pam (Hawaii Libraries boss) recently. At her prior contact in August, Pam indicated it was too early for determining the Thelma Parker Library availability for 2018 for holding HWG Lit Nights and other events. But, Pam indicated now was the time to do that. **Eliza said she would provide Cece the contact information as Event Director to make the arrangements for 2018 HWG use of the local library.** Eliza did suggest that for the summer months (Tutu's House not available then) the HWG might host some of their writers' workshops in the evenings versus earlier in the day, to allow working adults the option to attend.

It was decided to have a separate, **special meeting to review and vote on the current set of proposed Constitution and Bylaw changes.** Added changes can be proposed in the mean time and **Eliza requested Board members to review the Bylaws to see if they had any more changes** they would want made and if so **provide them to Diane.** **The meeting for this topic was set for Friday, November 25th (day after Thanksgiving) at 1:00pm at Eliza's house.**

The suggestion to have Greer Woodward to chair the discussion as a professional consultant and Guild member was not discussed.

As time was running out, it was suggested we move to the topic of the Annual Meeting date as some prerequisite events depend on that date being set. **It was agreed to set the HWG Annual Meeting on Tuesday, January 30th.** This per the Bylaws sets the deadlines for two prerequisites [Bylaws Article 4, paragraph C, Section 6, Election and Impeachment of Officers]:

December 1st: Select ad hoc Nominating Committee of not less than five persons to prepare a list of candidates for office to be voted on at the Annual Meeting.

December 31st: Collect nominations from the general Membership for up to 30 days prior to the General Meeting.

Suitable venues and time of the Annual Meeting will need to be determined by the Events Director. It is thought it should include potluck or other food as part of the event with time for members to socialize.

Items on the agenda that were not addressed include the following:

- Finalize “Benefits of Joining Hawaii Writers Guild” for website use Duncan’s Oct. 23rd e-mailed version as baseline.
- Determine which two Board members (other than the Treasurer) will perform the annual accounts audit prior to the January Annual Meeting. [Bylaws Article 4, paragraph C, Section 5, Treasurer]

The meeting was adjourned at 3:10pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next meeting time and place: Tuesday, December 12th 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 December 2nd.** The **agenda will be e-mailed Dec. 7th,** five days prior to the meeting.