

| | | |
|----------------|-----------------------------|--------------------------|
| MINUTES | Hawaii Writers Guild | November 24, 2021 |
|----------------|-----------------------------|--------------------------|

Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting
Held via Zoom

Officers and Directors of the Guild present via Zoom:

Carol McMillan – *President*, Bruce Stern – *Vice President*, Diane Revell – *Secretary*,
Bob Lupo – *Treasurer*, Joy Fisher – *Public Relations*, Johnson Kahili IV – *Events
Director*, Bryan Furer – *South Hawaii/Volcano Regional Director*

Others Present via Zoom:

Duncan Dempster – *Webmaster*, Donna Beumler, Louise Riofrio, Jada Rufo, Cece
Johansen

[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 to the Board’s Google Group. Also, prior to the meeting Treasurer Bob Lupo had e-mailed the **final Treasurer’s log for October 2021 (Attachment 1) and the interim Treasurer’s log for November (Attachment 2)**. Diane Revell since the last meeting e-mailed the Board members versions of two proposals with updates from comments: 1) updating the process for handling **new membership submissions to include some deadlines for approval or disapproval of new applicants**, final was revision 2, **Attachment 3**, and 2) **updating the dues collection process**, final was revision 3, **Attachment 4**.

Events Director **Johnson Kahili was the Zoom host**. The link in the agenda sent him to a different “room” in Zoom than others, so he sent out an e-mail to alert others to use instead a new Zoom meeting to avoid the problem. **He will work with Duncan to troubleshoot the issue in time for our next Board meeting.**

President Carol McMillan called the meeting to order at 1:08pm.

She next addressed the first **item about plans for a special meeting that would address some proposed Bylaw changes to work toward more membership participation in Board decisions**. She, Johnson Kahili, and Bruce Stern have held some planning meetings on the topic, but **it is still in work**. Johnson indicated there were two main proposals: 1) Structure of the voting Board and 2) How those positions are filled/reviewed. Johnson said he planned to run the proposals past Diane who was more familiar with the Bylaws. She mentioned she’d be away Dec. 3-10 but suggested he could also talk with Joy Fisher as she is very familiar with the Bylaws also.

As to selecting a date/time for the special meeting and also regular Board meetings in the new year, the discussion mentioned some tools to collect input on that. The main **suggestion was for use of a scheduling tool called Doodle. Carol agreed to look at use of the tool.**

[Duncan provided in an email a summary of the tool and a link to it to the Board: doodle.com.]

Some suggestions made for future Board meeting dates and times included later in the day to allow for those with daytime jobs to attend or also weekends could be an option. **It was agreed the Board meetings could be recorded for distribution to members so those unable to attend could see what occurred.** When concerns were raised about too broad of a distribution, Duncan clarified that the host is the only one who can access the recording and could then make use of the Guild’s Google distribution list of members to **ensure that only members received the recordings.**

Next we discussed **actions to be taken following Duncan's resignation from the Board.** Duncan is willing to continue with the Webmaster tasks that can also include attending and hosting at least some of our Zoom meetings but wanted to step away from the role specific to the Board member decision making tasks like the voting on resolutions, policy making and changes to official documents. **It was agreed that for now the Board will consist of eight members.** Five members will still be required to constitute a quorum for conducting business to make decisions.

Secretary Diane Revell mentioned the previously **approved Minutes of the September 22nd, 2021 HWG Board of Directors Meeting – Revision 1** were posted to the Guild’s website on October 19th in an archive location for minutes.

The next topic was **voting results presented by Diane Revell for two resolutions previously proposed/discussed** and edited with comments taken via e-mail between our Board meetings. As of November 21st, seven of the nine Board members had voted and those had all **approved the latest versions of the Resolution to Update New Member Applicant Review Process** and the **Resolution to Update the Dues Collection Process.** Each of the **final versions are provided as Attachments 3 and 4.** With these process updates it had been suggested to our webmaster that **a tab be added to the Guild Business page of the Hawaii Writers Guild website to archive the processes for future reference.** Duncan indicated he could do that but would like some guidance from the Board on what specifically to include. **Diane Revell said she had some of the other processes also documented and would provide those to Duncan. Joy requested the tab cover policies as well as processes.** [Currently under the “Articles of Inc. & Bylaws/3. Other Guild Policies and Statements” tab, it includes the Guild’s non-discrimination policy that would need to be moved to the new tab.] Diane would also like to have the Resolution Log included with the Process & Policies with a resolution added to the log once it is approved. **[Updated version of the Resolution Log is included as Attachment 5.]**

Diane and Joy covered the **issue of “Bylaws update to Section 5.8 Action without a Meeting” and how it related to Hawaii State law for non-profits.** The specifics had been provided in an attachment to this Board meeting’s agenda. The current wording in the HWG Bylaws is confusing but it is clear it was derived from the related state law. It was thought the preference for the Guild would be to allow action taken without a meeting to be done similar to the rules for action taken within a Board meeting, but Joy felt that we would need a reading from a lawyer in this areas to see if that would be allowed. **Joy agreed to contact Hawaii Alliance of Nonprofit Organizations (HANO)** to see if there is any case law or legislative history that would clarify our options or other guidance.

Bruce Stern, **Vice President**, provided a summary of the **membership status with 75 active members that includes two student members, one member delinquent on dues**. The delinquent category was added by Bruce to account for members delinquent on their dues but not so far delinquent as to have most of their membership privileges removed in accordance with our Bylaws. **One approved applicant is now listed as pending** awaiting payment of their initial annual dues. The pending member is Jacob McKean. We also have two applicants with votes to accept their membership but waiting for Carol McMillan to determine her vote and send the acceptance e-mails that would convert them to pending members. [Carol sent the acceptance notes to each later in the day.] **Bruce plans to do an update of the Opt-in List before the end of the year** and sent the request for members to let him know if they would like to be added or removed from the current list. Once the two latest applicants had been approved, he will send them separate requests.

Treasurer, Bob Lupo, provided a summary for the final October log provided in Attachment 1 and the details for the interim November log in Attachment 2. We ended October and began November with an ASB Operating Balance of \$6,116.58. To date 4 members have renewed membership, 2 the old-fashioned way and 2 using keen 21st Century digital technology, via PayPal. Hence, membership dues receipts have totaled \$159.12 so far this month. The Guild also booked a \$9.16 credit from *Amazon's Smile Rebate* program, via our 501-c-3 Tax Exempt Status. The Guild's ASB Account was debited \$215.00 for our upcoming *Christmas 2021 Festival Event*. Hence, **the Guild has an ASB Operating Balance of \$6,069.86 as of today, November 24, 2021.**

Committee Reports/Updates:

Events Director, Johnson Kahili, addressed three topics. The next major public event of the Guild will be participation with an information table at the **Joann Williams Christmas Treasures Art, Gift, Jewelry & Craft Fair at the Kona Beach King Kamehameha Hotel on Friday November 26th & Saturday November 27th in Kailua Kona**. Johnson said the table assigned to the Guild will be on the hotel entrance side and is two doors down from the lobby entrance. Carol McMillan was going to help Johnson staffing the table and Diane said she would come by for a couple hours one of the two days to assist. Joy had the banner and Guild handouts of the trifold pamphlet and business cards and would make them available to Carol to take to the event.

The upcoming **January HWG Annual Meeting planning has begun**. The initial date set is **Saturday, January 22nd** and the **specific time will be decided next** making use of a survey to encourage the most member participation. It will be a **Zoom meeting for this event** and Johnson said he could host the meeting and the logistics. Diane mentioned that besides the announcement of the results of the election of officers, the other **requirement is for the President to present a “state of the Guild” message**. **Carol requested that the officers provide her with the accomplishments of the Guild for this year** from each of their perspectives. **Diane told Johnson she would provide him with the YouTube links to the recordings of the January 2021 Annual Meeting [completed 11/25/21 sent to Johnson and**

Carol with the links to the annual meeting recordings (3-parts), link to the minutes of that meeting, and copy of the annual meeting invitation/election reminder notice.]

Coming up on the **recently initiated *Hawaii Writers Showcase* on our HWG YouTube channel, Johnson will have an interview with the Volcano Writers Group.**

Johnson raised a new idea for providing more **public awareness of the Guild** via an opportunity raised in discussions he had with Bryan Furer. **Bryan suggested a radio play to be broadcast on a local radio station.** It was decided **Bryan should speak with Eila Algood** as she was active with the Hawi radio station KNKR and would be able to answer associated questions or would know who to ask.

The Public Relations Director, Joy Fisher, said she would send out a **PR release about the upcoming December 4th event by the Volcano Writers group** that will include a public reading from their anthology book, *Out of our Minds: Voices From The Mist*. It will be held at Ira Ono's Volcano Garden Arts.

The next **issue of online Members News** is planned for March 2022 to avoid conflict with the effort to publish the next edition of the *Latitudes* online Literary Review. Joy continues to collect member news in the meantime that she will use in the next issue and hopes to have an interview with the Guild's member from Bosnia, Meliha Bajramovic. In support of our alliance with the Berkeley chapter of the California Writers Club (CWC), Joy provided them with the link to the recent ***Hawaii Writers Showcase* on our HWG YouTube channel. She received special praise back** from members there **about the latest episode *Three Poets Read*** that Johnson said was developed by one of the poets, Pianta:
https://www.youtube.com/watch?v=KsZ_ipysLUQ. Joy had also passed along to Guild members via e-mail the latest online offerings from the Berkeley chapter of CWC.

Our Webmaster, Duncan Dempster, had updated the **Hawaii Writers Guild website Home page** with information on **the coming 3rd edition of the Guild's Literary Review *Latitudes* 2022** with status on submissions received by the mid-November deadline.

The posted deadline for submissions to the 3rd edition of our literary review *Latitudes* that is led by Bob Lupo, was November 15th. With the surge of **submittals as the deadline neared, the total came to 75** in the following categories: 43 poems, 13 non-fiction, 17 fiction that includes some flash fiction, and 2 dramas, including in the fiction category our first screenplay ever. Next steps will be Bob aggregating the submittals and passing them to the different genre editors for evaluation. Bob will apprise all members of our progress by the December holidays and is aiming for Selection Committee Meetings to begin in late December and proceed through early to mid-January, with an early to mid-February 2022 online publishing target date.

Carol McMillan reported status for the ad hoc Nomination Committee. They have **one candidate for each of the four officer positions as of closing of nominations on November 15th.** There is one **new candidate for Secretary, Donna Beumler,** while the other candidates for the **4 officer positions are the incumbents, Carol McMillan, Bruce Stern, and Bob Lupo.**

Diane Revell has agreed to put out the “voter’s pamphlet” information on each candidate and **conduct the election similar to last year with on-line voting** initiated early in the new year and due to complete the day prior to the Annual Meeting.

For **South Hawaii/Volcano**, Bryan Furer the **Regional Director**, said they have planned to have a **public reading of the Volcano Writers Group book *Out of our Minds: Voices From The Mist*** on December 4th barring any new pandemic restrictions. The Volcano Writers is now working on a second book called ***Out of our Minds Volume 2: Shadows & Reflections*** with their next meeting to work on it planned for December 6th.

The **next regular Board meeting date** is set for **Wednesday, December 22nd at 1:00pm-2:30pm via the Guild’s own Zoom account.**

There was no additional new business raised.

The meeting was adjourned around 2:30 pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

1. The **next regular Board meeting time and place: Wednesday, December 22nd 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 pandemic social distancing 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@gmail.com and diane.b.revell@gmail.com) 10-days prior to the next meeting, so by December 12th. The agenda will be e-mailed December 17th to the full membership five days prior to the meeting.**

Attachment 1: Hawaii Writers Guild Final Treasurer’s Log for October 2021

Attachment 2: Hawaii Writers Guild Interim Treasurer’s Log for November 2021

Attachment 3: Resolution – To Update New Member Applicant Review Process – FINAL

Attachment 4: Resolution – To Update Dues Collection Process – FINAL

Attachment 5: Hawaii Writers Guild – Resolution Log, Revision of 1 December 2021

Parking Lot:

1. Present status on planned special meeting to address a) annual review of appointed directors and b) number and allocation of regional directors by location, and c) any related issues. **Carol McMillan/Johnson Kahili/Bruce Stern**

Attachment 1: Hawaii Writers Guild Final Treasurer's Log for October 2021

| Final Hawaii Writers Guild Treasurer's Log as of October 29, 2021 | | |
|--|---|-------------------|
| | | |
| | ASB Operating Balance as of September 30, 2021 | \$5,882.46 |
| | | |
| | October Inflows | |
| | | |
| | Richard Bodien, Membership Renewal | 40.00 |
| | Donna Maltz, Membership Renewal | 40.00 |
| | Tessa Rice, Membership Renewal | 40.00 |
| | YouFeng Shen, Membership Renewal | 40.00 |
| | Wendy Wilson, Membership Renewal, PayPal | 39.56 |
| | Frank Reilly, Membership Renewal, PayPal | 39.56 |
| | | |
| | Total October Inflows | 239.12 |
| | | |
| | ASB Monthly Maintenance Fee | -5.00 |
| | | |
| | Total October Outflows | -5.00 |
| | | |
| | Total ASB Operating Balance as of October 29, 2021 | \$6,116.58 |

Attachment 2: Hawaii Writers Guild Interim Treasurer's Log for November 2021

| Interim Hawaii Writers Guild Treasurer's Log as of November 24, 2021 | |
|---|-------------------|
| ASB Operating Balance as of October 29, 2021 | \$6,116.58 |
| Interim November Inflows | |
| CherylAnn Farrell, Membership Renewal, PasyPal | 39.56 |
| Margaret Zacharias, Membership Renewal, PayPal | 39.56 |
| Wendy Noritake, Membership Renewal | 40.00 |
| James Brooks, Membership Renewal | 40.00 |
| Amazon Smile Rebata, 501-c-3 | 9.16 |
| Total Interim November Inflows | 168.28 |
| Interim November Outflows | |
| JoAnn Williams, Christmas 2021 Festival, Check # 126 | -215.00 |
| Total Interim November Outflows | -215.00 |
| Total Interim ASB Operating Balance as of November 24, 2021 | 6069.86 |

Resolution to formalize with time requirements the Hawaii Writers Guild new member applicant review process including redefinition of date of joining as a new member.

Proposed Date: October 30, 2021 Approved Date: November 21, 2021
Resolution to Formalize and Update HWG New Member Applicant Review Process

Background: When a recent applicant applied and there was at least one recommendation to deny membership with some director votes still not in after several days, an e-mail exchange began with the process for accepting or denying membership including minimum number of director replies required and if any deadlines on the decision process. The minimum number of votes required was a quorum (51%), but there was no defined deadline. A quorum of directors is expected to reply at a minimum. For HWG that would be with our current 9 directors at least 5 replies are needed to end the process at the time of the initial deadline. The more subtle point about a minimum quorum without waiting for a defined deadline would allow the late votes to override the initial quorum voting. To avoid this a deadline is needed for the President to be able to declare the results without later votes overturning the result.

At the September 22, 2021, Board of Directors meeting the issue was raised and a proposal had been made to incorporate updates to solve the concern with that initial proposal included in the minutes of the Board meeting. Also, additional discussion proposed another change, and the updated version is provided on the last page. The next page provides the applicable section of the Bylaws making it clear a change to the Bylaws is not needed to revise this new membership process as it only requires Board approval. This additional change would include establishing the date for a pending member joining as the date their application was approved by the Board and with the President sending an e-mail to the applicant acknowledging their acceptance to the Hawaii Writers Guild.

At the October 27th Board meeting this resolution and associated update to the process resulted in changes to clarify the categories of pending member being equivalent to an approved applicant but that applicant was not categorized as a new member until as required per our Bylaws they have paid their initial dues. The updates from that Board meeting resulted in Revision 1 that also included means to break a tie decision. In voting on Revision 1 and reviewing the Bylaws it was deemed appropriate to have a tie vote as done for other Board decisions result in rejection. Revision 2 was updated to remove efforts by the President to break a tie vote and accept a tie as a rejection of the applicant.

Attachment 3: Resolution – To Update New Member Applicant Review Process – FINAL
Extract Current HWG BYLAWS, Revision 1 – December 3, 2019

Please note: Highlighting in this case of the Bylaws extract below is to indicate membership references but are not a change to the Bylaws.

ARTICLE III

MEMBERSHIP

Section 3.1 Corporate (Guild) Members. The Hawaii Writers Guild (also known as the Guild) shall have Guild Members. Notwithstanding membership, the Board of Directors shall have sole voting rights in the Hawaii Writers Guild, except election of officers shall be the right of all non-student members in good standing. At any event sponsored by the Hawaii Writers Guild, members of the Guild shall have priority over any non-member participants, with the exception of featured speakers. Guild membership shall be open to approved applicants who demonstrate in print skill in the art of writing as determined by the Board of Directors or for student members with a recommendation of one of their teachers. Writers seeking guild membership shall follow application procedures established by the Board of Directors and subject to change from time to time. Annual dues are required for membership. The rate of annual dues may be adjusted from time to time by the Board of Directors.

Attachment 3: Resolution – To Update New Member Applicant Review Process – FINAL
 Update to New Member Applicant Review Process

Updates to existing process in red

- Applicant applies for HWG membership via Hawaii Writers Guild website form & Webmaster reviews to filter out any spam or bogus applications
- Webmaster sends e-mail to Board members with application and request for yay/nay votes be sent to President.
 1. Webmaster includes deadline for response as 1 week from his e-mail being sent
 2. If no quorum by deadline, President sends reminder to Board members who have not responded with need for x-more director votes on applicant by new deadline of one added week from original deadline date.
 3. If a tie results by final deadline, President reminds remaining non-respondent directors their vote needed right away. Phone call or text recommended with related e-mail.

| <i>Votes in by initial deadline or updated deadline</i> | <i>Action to Take</i> |
|---|--|
| Less than quorum of directors | President sends strong reminder update with new deadline by adding 1 week. |
| Quorum but less than all directors | <i>Done.</i> |
| All directors responded | Done even if before deadline |

- President informs applicant of acceptance and notes request for dues and related HWG website information will follow from Webmaster. Treasurer to monitor for dues. **Vice President updates membership roster with information on accepted applicant as a pending member but will not be a new member until initial dues paid.**

Or

- If applicant rejected, President informs applicant of rejection with rationale of ways to improve and suggest applicant to reply again when improvements made. A tie vote of at least a quorum of directors constitutes rejection of the applicant.

Attachment 4: Resolution – To Update Dues Collection Process - FINAL

Present a resolution to formalize a change in the dues collection process to include redefinition of new member date (approved date vs. initial dues paid date), synchronizing to annual dues owed by calendar year each year and to be paid prior to annual meeting, means to prorate dues owed and handling dues owed of former members who want to rejoin first via e-mail to Board then at meeting for approval.

Proposed Date: November 11, 2021 Approved Date: November 21, 2021
Resolution to Formalize and Update HWG Dues Collection Process

Background: At the September 22, 2021, Board of Directors meeting, some of the increase in active member totals from last time were members that were previously months delinquent on their dues that have since paid, or one who had been very delinquent on dues, then said they'd relinquish membership but planned to rejoin later and has now rejoined. Bruce said this last case raised some questions on how to handle those who are more than 3 or even 6 or more months delinquent. Do they pay to cover all the time away or does it reset the start date on membership if they basically rejoin (reset their dues date) after being inactive so long? This led to a fair amount of discussion. With some input from Treasurer Bob Lupo, it seems some of the cases relative to dues being paid after a significant period of delinquency may have been handled differently than for some other members. We agreed that the policy needs to be written down to make it clear and ensure consistency and some other updates were proposed. Diane Revell agreed to write up the policy along with the process relative to dues and initiating memberships.

A quick summary of the updates discussed were included in the minutes of the September 22 Board meeting, but some additional discussion modified those with the agreement to move to reset the annual dues to be paid by calendar year versus the due date for each member being tied to the month they became a member and that resulted in Revision 1. Bylaws relative to dues are provided with highlights to the pertinent sections in the pages following the process update for dues showing the updated process does not cause the need for a Bylaws change. That Revision 1 of the resolution was sent out October 28th and six directors approved, except the change in this revision was pointed out by one of the directors and after he and I discussed it, it was agreed to be necessary. This Revision 2 version was updated to include that one change on item 4, near the end of first sentence by changing “four” to “three” relative to delinquency of dues payment. Revision 3 is to add into the process itself the specifics on the calendar year versus January references and to correct the process to show a member delinquent by one to three may attend the annual meeting (per Section 3.3 of the Bylaws) but may not vote because the member is not “in good standing” (per Section 3.1 of the Bylaws).

The updated process follows.

Attachment 4: Resolution – To Update Dues Collection Process - FINAL
Update to Dues Collection Process

Process for dues collection with transition to annual dues collected in January for all members.

1. For a new member:
 - a. Once the member’s application is accepted, they are notified by the President they have been accepted into the Hawaii Writers Guild (added to the membership roster as pending), they will receive an e-mail from the Webmaster about providing a bio for the HWG website Our Authors page and more, but also be informed about paying their initial dues and how to do so either via PayPal or a check to the Treasurer.
 - b. The statement from the Webmaster will include the amount due prorated quarterly to get to January. The month of acceptance date will result in the following initial dues:

| <i>Month of Acceptance into Guild</i> | <i>Initial Dues</i> | <i>Amount with Current Annual Dues of \$40</i> |
|---------------------------------------|---------------------|--|
| January, February, March. | Full Annual Dues | \$40 |
| April, May, June | 3/4 Annual Dues | \$30 |
| July, August, September | 1/2 Annual Dues | \$20 |
| October, November, December | 1/4 Annual Dues | \$10 |

- c. Per the Bylaws: Over 3 months delinquent a member loses privileges like their entry on our website Our Authors page and a personal page if they had one, Annual Meeting attendance, and voting on officers at the Annual Meeting that is not allowed if not current on dues. After 6 months the writer’s entry is made inactive in our membership database. This timeline will apply to accepted applicants (pending members) who do not pay initial dues and to existing members who had previously paid dues.
 - d. The Treasurer will provide e-mail reminders to any pending members that are delinquent on paying their initial dues.
2. For all existing members, the Treasurer will send a reminder in December of the upcoming payment of annual dues owed for the calendar year.
 - a. During the transition to calendar year annual dues payment for all members, those who have paid in 2021 for dues into a particular month of 2022, the amount owed will be prorated effective in January 2022 to the amount needed to fill out the remainder of 2022 dues.
 - b. A table prorated for 2022 annual dues to be paid in January to fill out the year for those who already paid part of 2022 in 2021 is as follows:

Attachment 4: Resolution – To Update Dues Collection Process - FINAL
Update to Dues Collection Process

| <i>Last Month of 2022 Already Paid</i> | <i>2022 Dues Owed in January</i> | <i>Amount with Current Annual Dues of \$40</i> |
|--|----------------------------------|--|
| January, February, March. | Full Annual Dues | \$40 |
| April, May, June | 3/4 Annual Dues | \$30 |
| July, August, September | 1/2 Annual Dues | \$20 |
| October, November, December | 1/4 Annual Dues | \$10 |

3. For an existing member who has previously paid dues but is now delinquent by one to three months.
 - a. Each month the Treasurer will provide a reminder e-mail to the member, requesting information as to when they might pay the dues owed, if any hardship leading to the delinquency (that might allow the annual dues to be waived), or if their intent is to leave the Guild.
 - b. Per the Bylaws they will be able to attend the Guild’s annual meeting but will not be eligible to vote in the election for the officers nor be nominated as a candidate.
 - c. The Treasurer will coordinate with the Vice President about the status on any member with the delinquent dues payment and any response provided by that member to the Treasurer.

4. For an existing member who has previously paid dues but is now delinquent by three to six months.
 - a. Each month the Treasurer will provide a reminder e-mail to the member, requesting information as to when they might pay the dues owed, if any hardship leading to the delinquency (that might allow the annual dues to be waived), or if their intent is to leave the Guild. This will include the information from the Bylaws that they will have the following membership privileges withheld until their dues are paid:
 - i. Per the Bylaws they will not be able to attend the Guild’s annual meeting and will not be eligible to vote in the election for the officers nor be nominated as a candidate
 - ii. Their entry on our website Our Authors page and a personal page if they had one will be removed until their dues are paid.
 - iii. They will be warned that after 6 months of non-payment, they will be removed as a member of the Guild.
 - b. The Treasurer will coordinate with the Vice President about the status on any member with the delinquent dues payment and any response provided by that member to the Treasurer.
 - c. The Vice President will update the active members list provided for the HWG Members Facebook group manager, to remove any member more than 3 months delinquent on dues.

Attachment 4: Resolution – To Update Dues Collection Process - FINAL
Update to Dues Collection Process

- d. The Treasurer will coordinate with the Webmaster about the status on any member with the delinquent dues of more than 3 months so that the Webmaster can remove the member's bio and personal page from our HWG website.
5. For a former member who left the Guild, then rejoins after 6 months by requesting reinstatement, they will owe dues as if they just joined as a new member with the month of the notice of reinstatement setting the dues amount owed as given in the table in 1.b above.
6. For past members who were already reinstated previously by rejoining after 6 months or more as inactive, but also paid past dues owed up to the date of reinstatement, they will be given credit for those dues payments toward their current dues owed in the future. This is just a very small number of cases

Attachment 4: Resolution – To Update Dues Collection Process – FINAL
Bylaws Extract for Reference

Extract from current HWG BYLAWS, Revision 1 – December 3, 2019, that reference membership dues:

10 references to dues, but none are specific to the timing of dues other than paid annually. Please note: Highlighting in this case below is to indicate dues references but are not a change to the Bylaws.

Article III,
MEMBERSHIP,

Section 3.1 Corporate (Guild) Membership, [*last three sentences*]: “... Writers seeking guild membership shall follow application procedures established by the Board of Directors and subject to change from time to time. Annual dues are required for membership. The rate of annual dues may be adjusted from time to time by the Board of Directors.”

Section 3.2 Waiver of Annual Dues, The Board of Directors may waive a member’s annual dues requirement by a majority vote when information is presented that there is “perceived need” of the member for financial relief from the dues requirement or for other good cause as established by the Board. A “perceived need” is defined in the Policies & Procedures of the Guild.

Section 3.3 Delinquent Dues, A grace period of three (3) months will be set relative to delinquent guild membership dues. When a member’s dues are three or more months delinquent and the member has been made aware of the delinquency, the member’s privileges in the Hawaii Writers Guild will be suspended and the member will be informed of the change in membership status. The member will no longer have the following privileges: having a bio and photograph on the website, reading at Hawaii Writers Guild-sponsored author nights, selling books at Hawaii Writers Guild-sponsored events, and attending the annual meeting. After six months of delinquent dues, the member will be removed from the list of current members.

Article VII
OFFICERS,

Section 7.3 Vice President, [*fourth sentence*]: “ ... The Vice President keeps membership records current in part based on dues of members being current or in arrears and reports membership at monthly Board of Directors meeting.”

Attachment 5: Hawaii Writers Guild – Resolution Log
Revision December 1, 2021

This log shall be used to record resolutions passed by the Board of Directors. This log has been initiated as of January 2021.

| # | Date Passed | Resolution | Document Affect |
|---|----------------------------|---|---|
| 1 | Jan-27-2021 BOD Meeting | A resolution was made “to replace Diann Wilson with Carol McMillan on the bank signature list” based on results of the election. Approved unanimously. | Feb-16-2021-Bank has form ready |
| 2 | Feb-24-2021 | Resolution to suspend two-signature check requirement during pandemic restrictions. | Suspend during the period of the pandemic requirements in the Bylaws, Sections 8.1.1 and 8.1.2 for all checks drawn on the Guild’s banking account to be signed by two members of the Board. |
| 3 | Feb-24-2021 | Resolution to update physical/ mailing address of corporate office of Hawaii Writers Guild. To corporate agent’s (Diane Revell) physical address, and HWG post office box mailing address. Use for DUNS number application. | At this time, it is not planned nor necessary to change the AIC, but to refer to this resolution to show the Board of Directors resolution approved to make the changes in office physical and mailing addresses. |
| 4 | Nov-21-2021 | Resolution to Update New Member Applicant Review Process to make sure responses to applicants occur in a timely manner and define a tie vote for approval by the Board results in rejection of the applicant. | This log and the updated process will be posted to the Guild’s website Guild Business page under a Policies & Process tab. |
| 5 | Nov-21-2021 | Resolution to Update Dues Collection Process to transition to all dues coming due at the end of each calendar year, define the prorating on a quarterly basis of dues in cases such as members joining/rejoining, and to synchronize dues owed as the Guild | This log and the updated process will be posted to the Guild’s website Guild Business page under a Policies & Process tab. |

Attachment 5: Hawaii Writers Guild – Resolution Log
Revision December 1, 2021

| | | | |
|--|--|--|--|
| | | transitions from dues owed in month the member joined. | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |