

MINUTES Hawaii Writers Guild November 5, 2019

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*,
Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations*, Louise Riofrio – *Events
Director*

Others Present:

Steven Foster, Carol McMillan, Wendy Wilson (via Zoom)

[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 1:00pm with “Zoom” running on the Tutu's House's computer and large screen to allow other Board and Guild members to join remotely. Wendy Wilson joined via Zoom. [At the end of the meeting we found out that we could not hear Wendy, though she could hear us in the meeting room. **Next time we should check for two-way communication at the beginning if someone joins remotely.**]

The Secretary, Diane Revell, requested the **October 1st 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 five additional members to our total count since our September Board meeting, but a loss of three suspended for lack of dues payment**; currently **61 active members** which is up two from last month. **We discussed one member who had been just short of suspension late last year when she renewed** and whether that should be treated as a reinstatement (resets the date dues are owed to the new payment date vs. staying at the original date which would have her now over due again). **It was agreed by the Board to treat this as a reinstatement.** The membership rosters and related tasks are currently part of the role of Secretary. It was **suggested by Diane that with the size of the current membership the original concept of a director of membership should be reinstated to spread the workload.** The discussion resulted in **general agreement this would be a useful change; an update to the Bylaws would be needed.** [In the week after the meeting a suggestion to have the Vice President as the officer who also handled the membership director role was raised.] Also, Diane mentioned those involved in the **current process for accepting a new member from application through acceptance and dues collection should consider ways to streamline the process** as a future task; those involved (Webmaster, President, Treasurer, Secretary).

Shawn Nakoa (our attorney for support of our changing to a 501(c)(3) qualified tax exempt charity) provided 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. Diane reviewed the form and created a set questions we'll need answered to complete the form with by the 501(c)(3) Committee members or the attorney.

Next step is for the committee to review the questions and also divide up and assign the sections of the form that need write-up versus just checkmarks. Several of the committee will be attending the Kauai Writers Conference this coming weekend and may be able to make some progress on this task while there.

Treasurer, Bob Lupo, had provided via e-mail the HWG Treasurer's Log for October 2019 with current bank balance and recent income/expenditures (Attachment 1). He was unable to attend as he was already at the Kauai Writers Conference. Diann W. covered the main items on the log during this meeting. This included the payment of dues via check and PayPal owed by nine members (five new members and four renewals), and the expenses to cover the pop-up bookstore events, as well as the monthly bank fee for our checking account. **This left our bank balance at \$2,435.31 with \$600 of that reserved for work to make us an official 501(c)(3) qualified charity, so \$1,835.31 for Guild operations.** At the point of filing our Form 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. Bob had noted there were two outstanding checks yet to be cashed (Joann Williams Christmas Festival table fee of \$200.00 and deposit to Anna Ranch for use of the facility for our HWG Annual Meeting in January of \$125.33) which will reduce the above balances to a Total of \$2,109.98 and minus the legal fee reserve \$1,509.98 for operating expenses.

Committee Reports:

Duncan, our Webmaster, indicated that plans for a chat application are overcome by events at this point. Joy noted that the Hawaii Writers Guild Facebook page provides a forum for members to exchange information for those who are willing to use Facebook. She said about 2/3rd of the Guild members have joined.

Duncan discussed his current status on the student membership application. He had sent out a trial version for Board members to review. Related to this it was decided to revisit the prior decision to exclude student members from having a presence (bio and their own page) on our Guild website. It was agreed based on input from Duncan that there would be separate application forms for students versus non-students. Also, the dues information in each case would be separate from the application to hopefully avoid repeats of some recent incidences where a person pays dues before submitting an application. After some discussion, **a motion was made by Duncan to have the student members able to submit information for their bio and a webpage after becoming a member; students still would not be able to vote; their application would include a recommendation from a teacher supporting their membership; they would not submit a writing sample as the teacher's recommendation would take its place; dues would be \$10/year. The motion was seconded and passed unanimously. An update to the Bylaws will be added to cover this new type of membership.**

Diann W. requested Duncan let her know when the student application form and dues form were on-line as she had some contacts with teachers involved in local student writing programs she would inform of this option once available.

Duncan mentioned he had received the **bios for two of our new members that were now on-line: Catherine Becker and Donald Bingle** and that we should check them out.

The Public Relations Director, Joy Fisher, reminded us the **next Writers Voices event will be on December 4th**. She already has the **four readers lined-up: Don Bingle, Nancy Bassinger, Jim Gibbons, and Steven Foster with Louise Riofrio as a backup reader** if needed. Some plan to include a holiday theme in their readings.

Diann asked **how we might best help to improve attendance at the Writers Voices events** in Waimea. Joy listed what is done to advertise these events in newspapers and via flyers including sending reminders to members of the Guild. **Diann suggested a story versus just a calendar entry submitted to the Kohala Mountain News for the December event might get more attention** (submittal for publication will be Nov. 8th).

No one had responded yet to the request for an editor for a Guild Newsletter, 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 intent would be to have a quarterly newsletter to kept members informed of recent and upcoming events in one place.

The committee to establish an on-line Literary Review is now in the phase of accepting submittals for the on-line publication, *Latitudes*, until November 30th. Joy said Laura Burkhart had sent a **summary a week or so ago with the following submittals received at that time: five non-fiction, five fiction, one ten-minute play, nine poems**. The publication is targeted for Spring of 2020.

Joy **recently updated the Guild website calendar of events**. She is **still working to complete write-ups of some of the events of late September and October for posting to the website** with the delay to her having been away on a trip part of that intervening time. Some of the events to be documented include a North Kohala Library public reading, a Writers Voices public reading, a 10-minute play event held in North Kohala's Artist Coop (not sponsored by the Guild, but included works by several Guild members), the October Kona Stories Words and Wine event that included a presentation by Duncan Dempster.

Louise Riofrio, Events Director, reported on recent and upcoming events. The **most recent pop-up bookstores were held on October 26st in Waimea and November 2nd in Hilo**. We had six writers at the October 26th bookstore and three at the one on November 2nd. The **Hilo event was our first one held at the Hilo Farmers Market, but we plan to have another one in Hilo on November 24th**. The **next one in Waimea will be held on November 16th**.

The Guild will again have an information table at the Kauai Writers Conference Nov.8-10. Several members are attending both the master classes Nov. 4-7 as well as the conference sessions. Our banner, tri-fold information pamphlets, business cards and pens will be there at our table. **Like last year we hope to collect contact information from those attending who might be interested in membership in our Guild**. [At the conference we had over 2 full pages of contact information provided by those interested in our Guild.]

The next major event will be **Christmas Treasures and More that will be at the Marriott King Kamehameha Kona Beach Hotel on November 29th - 30th** (note previous minutes had incorrect dates of Nov. 16th). The entry fee has been paid. **Let Louise know if you plan to come to sell your books at this event.** 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 plan to return to our prior location and have sent the deposit (Anna Ranch in Waimea). 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. **Our first choice of date was taken, but Louise was told the following weekend was available so we are booked for Saturday, January 18th.** Louise was told this would require a committee to work with her as done in the past. We are looking for members to help with the planning, set-up and clean-up.

Eila, Director for North Kohala, was unable to attend. There was a two-night **10-minute play event on October 24th and 25th at Kohala Artist Coop that included a group of plays by members of the Guild and it was created/run by another member, Jan Asch, and her husband, Frank Asch.** There was positive feedback on this event and similar 10-minute play events are in planning by Jan and Frank.

Bryan Furer, Director for Volcano, was not able to attend the meeting. Bryan is active in that area of the island, but we heard he might be moving back to the mainland before long. **That group met every Monday in October and are continuing for every Monday in November to work on their anthology book.** They are trying to have it ready for publication by the end of this year.

For those who cannot come to Waimea to attend the board meetings, we do have Zoom active to allow remote attendance via a computer and internet. We have had members attend via Zoom a couple times including at today's meeting. Each meeting agenda includes the specific meeting information for joining via Zoom. For those who would like to use Zoom to attend Diane R. 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 at \$1/copy. She had handed some additional ones to Louise for use at the pop-up bookstores. **Diane R. 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 color printers. **The intent would be to have the tri-folds at the Kauai Writers Conference to hand out as well as at other public Guild events.**

Diann W. sent out a solicitation to the membership for those who would like to run for office (President, Vice President, Treasurer, Secretary) shortly after last month's Board meeting. The other Board members are appointed positions and the election is at the annual meeting in January, but we try to make it open to voting by those who cannot attend by e-mailing ballots also about 3-weeks prior. Diane R. had sent a follow-up e-mail with the associated job descriptions. **Diann reported she only had two replies from current Board members who are willing to run again for 2020.** It was agreed that last year it was **more effective to call and talk with members likely to be interested.** **Diann will make assignments of 5 non-Board members for each Board member to phone** to see if we get more interest.

Related to the election of officers we had a discussion of the day of the week for our Board meetings in 2020 since Tuesdays are an issue for at least a couple of officers who will run for office again but would feel more inclined if the meeting day was changed. **The day selected would need to be acceptable to other Board members and fit into the Tutu's House schedules for use of the room.** **Diann will coordinate with others for the preferred day of the week then Diane will check with Tutu's House's schedule for room availability.**

We previously talked about how to increase our Guild membership and having student members was one suggestion. After the October 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 professor had one student he recommended in the meantime.

Another means to increase our membership will be via our information table at the Kauai Writers Conference covered under the Event Director report above.

For new recent members, Diann has been sending them information to submit items to the *Latitudes* literary review before the November 30th deadline. **She also has provided them with the code for getting a 20% discount to the Kauai Writers Conference** as a member, if they choose to attend.

The **next regular Board meeting date** was set for **Tuesday, December 3rd** at 1:00pm-2:45pm at Tutu's House.

The meeting was adjourned at 2:15pm.

Respectfully submitted,
Diane Revell, Secretary

Hawaii Writers Guild - November 5, 2019 Board Meeting Minutes

Announcements:

- **The next regular Board meeting time and place: Tuesday, December 3rd 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 and diane.b.revell@gmail.com) 10-days prior to the next meeting, so **by November 23rd**. The **agenda will be e-mailed November 28th** (Thanksgiving) five days prior to the meeting.
- Parking Lot:
 - a. **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 22**, 2019
 - b. **Consider moving Writers Voices from Thelma Parker Library to Tutu’s House for 2020.** **Who:** Joy Fisher **Due:** December 3, 2019
 - c. **Consider a change in the day of the week of the Board meeting as some on Board have conflicts with Tuesdays and confirm that works for Tutu’s House room use.** **Who:** Diann Wilson/Diane Revell **Due:** December 3, 2019
 - d. **Consider ways to streamline current membership process.** **Who:** Diane Revell, Duncan Dempster, Bob Lupo, Diann Wilson, Bruce Stern **Due:** December 20, 2019
 - e. **Update the Bylaws to cover addition of a new student membership category and a membership director role to the Vice President (vs. Secretary).** Send proposed changes out earlier for review/voting at Jan. Board meeting. **Who:** Diane Revell **Due:** December 20, 2019

Attachment 1: HWG Treasurer’s Log, October 2019

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Hawaii Writers Guild Treasurers Log for October 2019

American Savings Bank Balance as of 9/30/2019 2,200.31

October Inflows

Carla Orellana dues received, 10/1/19	40.00
Dawn Hurwitz, dues received, 10/2/19	40.00
Jan Asch, dues received, 10/3/19	40.00
Linda Heath, dues received, 10/3/19	40.00
Wendy Wilson, dues received, PayPal, 10/11/19	40.00
Corinne Allain, dues received, 10/13/19	40.00
Carol Prescott, unsolicited dues received, PayPal 10/22/19	40.00
Donald Bingle, dues received, PayPal 10/23/19	40.00
Catherine Becker, dues received, PayPal, 10/29/19	40.00
Total October Inflows	360.00

October Outflows

Louise Riofro Pop-Up Events	-120.00
ASB Monthly Fee	-5.00
Total October Outflows	-125.00

Total ASB Operating Balance as of 10/31/19 **2,435.31**

Less 501-c-3 Reserve Fund as of 10/31/19 -600.00

ASB Net Operating Balance as of 10/31/19 1,835.31

<p>Please note that two checks written in October, one to Joann Williams of the Waimea Christmas Festival for \$200.00 and one to Anna Ranch as a deposit for the Guild's Annual Dinner of \$125.33 have not yet debited the Guild's ASB Banking Account. Less those checks, the Guild's Total Operating Balance would be \$2,109.98 and the Guild's Net Operating Balance would be \$1,509.98 as of today.</p>
