

MINUTES Hawaii Writers Guild February 26, 2020

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*, Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations*, 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 1:08pm 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 today.

The Secretary, Diane Revell, requested the **January 8th Board meeting minutes be moved to be approved. Joy Fisher raised a needed correction near the bottom of the first page to correct the remaining amount of the attorney retainer fee to show it after the reduction caused by the payment of the General Excise Tax (GET), so instead of \$525 the remainder is \$501.44. With the agreement to add this update of what will be Revision 3 of the meeting minutes they were approved** unanimously. Also, a **motion was made to approve the January 18th HWG Annual Meeting minutes, seconded and the Board voted unanimously to approve them.** [The updated Rev. 3 of the January 8th minutes and the approved January 18th Annual meeting minutes were sent to Duncan for posting to the website on February 28th.] 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 we are at 65 **active members** [recount post meeting is 64 active members] **with two new additions pending payment of dues (Mark Brown and Diana Hansen-Young).** We have two that were in suspension territory and were rolled off our active membership list as of February (Melissa Burovac and Lauren Ruotolo) and **three new members since mid-January: Carol Hannum, Linda Ulleseit and Kendra Bruno.** One member is in suspension territory with dues owed since November (Cheryl Ann Farrell). As of this meeting the role for maintaining membership data transitions to our Vice President, Bruce Stern.

The parking lot **task to try to streamline the membership process was reviewed.** It was **proposed a meeting may not be necessary.** Diane's initial list of tasks for handling new member application and also removal of members was expanded with some more tasks added by Duncan in a chain of e-mails before this meeting. **Diane said she thought a checklist to make sure steps were not skipped should be created and she agreed to do that using the task list.**

On January 30th Diane had checked our Guild mailbox and **we had received approval from the IRS for our application as a 501(c)(3) qualified federal tax-exempt charity with the effective date back to the date of our incorporation with the State of Hawaii: November 28, 2018.** A copy of the approval letter is available on our HWG website in the Guild Business section. With this in place we considered **two related next steps.**

1. **One was to join Hawai'i Alliance of Nonprofit Organizations (HANO) which provides many services for nonprofits for more efficient operation.** Their mission is “to unite and strengthen the nonprofit sector as a collective force to improve the quality of life in Hawai'i.” More information is on their website: <https://hano-hawaii.org/about/>. **The annual fee is \$100.** There was discussion. Diane and Joy had looked over their website and found it had useful information and they offer on-line courses free to members. Treasurer, Bob Lupo confirmed our budget could handle the expense. **A motion was made to join, it was seconded and approved unanimously.**
2. **The second proposal was to have Shawn Nako, our attorney, attend one of our meetings to make sure the Board was aware of their duties as a 501(c)(3) qualified charity as she had proposed earlier in the process of our application.** Joy is our liaison with the attorney's office. The discussion after a move to approve this revolved around knowing if we would be charged for the attorney's time and if so how much. The Board approved a conditional option for the attorney to provide the information at our next meeting depending on the cost. A guess of her fees for this and the time needed had us consider up to \$100 - \$200, not sure about more though free would be best. We still have \$501.44 in our retainer account with the attorney and the money would come from that, but we did not think it should use the full amount. **Joy took the task to see if Shawn could attend our next Board meeting on March 25th and if there would be a fee and if so, how much.** She would then relay the answer to the Board members via e-mail and we would vote on-line to approve or disapprove based on the anticipated cost. [Joy heard back from Shawn on March 2nd who said she could do basic board training for HWG on March 25, 2020. She would charge \$375.00 plus tax. The open question from Diann Wilson is how much time Shawn would need because if more than 30 to 45 minutes, it might be hard to do that and our 2020 planning at the same meeting. Waiting on that response to vote to proceed or not.]

Treasurer, Bob Lupo, had provided the HWG Treasurer's Log for January 2020 with current bank balance and recent income/expenditures (Attachment 1) and one for most of February current to February 25th (Attachment 2). He summarized the log data for our meeting with our bank balance as of end of January at \$1,456.37 with \$600 of that reserved for work to make us an official 501(c)(3) qualified charity, so \$856.37 for Guild operations. January had many significant expenses paid related to the annual meeting held January 18th. **With the recent approval of our 501(c)(3) qualified charity application, the \$600 reserved funds can be returned to the Guild operations fund in March.** Bob also summarized the log data for this month with our bank balance as of February 25th at \$1,736.37 with four member dues renewals and three new members initial dues. His attached log still showed the

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reserve funds, but that will change in the future. He also wrote a couple checks at the end of our meeting to reimburse payments for our Waimea pop-up bookstore table (\$60) and one for our February Writers Voices event use of the Tutu's House room (\$25). He also mentioned **he will be ordering new bank account checks** as he used the last two today.

Related to our new status as a **501(c)(3) qualified charity that is affective as of November 28, 2018, Bruce Stern raised the issue of needing to file our federal tax forms maybe as far back as 2018.** Joy said the **appropriate tax form would be a 990, 990 EZ or 990 N** as listed on the approval letter. She thought one could not file beyond the tax period of a given year (so 2018 would be too long ago). Diane mentioned **the letter also states if the tax form is not filed for 3 consecutive years our exempt status would automatically be revoked.** **Bob Lupo agreed to look into the appropriate 990 tax form before the next meeting and we can file it for 2019.**

Committee Reports:

Our Webmaster, Duncan Dempster said he has been reviewing and making updates to the website making sure it was current as a few items were out of date. **He is also working to setup the website for the eighteen selected writings of the Literary Review for their on-line publication of *Latitudes* via our website. The Literary Review group meets next week, and the publication could occur shortly after that.** It was suggested that perhaps we should arrange a public reading of the selected writings in the *Literary Review*. Joy thought that would be a great idea and indicated with the number of selections it may require two separate events.

Duncan proposed we investigate applying for the Amazon Smile program. If accepted into the program and users choose to designate us as their charity of choice, we would receive a small fractional percentage of the orders by those who use Amazon Smile. There is a rather complex form to apply. **It was agreed by the Board that Duncan should pursue the Amazon Smile program for the Guild.**

The Public Relations Director, Joy Fisher, said the **February 13th Writers Voices write-up is on the website's Guild News page.** It was our first one at the large room of Tutu's House and went very well with 17 attendees. She said the **next Writers Voices event will be on April 19th at Tutu's House from 6:00pm-7:30pm.** They will be **on the 2nd Thursdays of every other month.**

Joy also **posted to the Guild News on our website a report on our recent approval as a 501(c)(3) qualified charity that included the history of the Hawaii Writers Guild from its initial beginnings up to this point.**

Between Joy and Diann Wilson, we've had some of our Guild or writing support group events make it fairly often into the Kohala Mountain News monthly paper. For inclusion the paper's guidelines prefer coverage that includes participants from North Kohala.

Joy is working to see if Nancy Baenziger is still interested in being an editor for a Guild Newsletter in any capacity as earlier she said she was interested but did not have time right now as she is working on another newsletter for her community. But others will be considered. The **ad for the position** 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, *Latitudes***, has **selected eighteen of the submittals for on-line publication and sent out e-mailed letters to authors** of each submittal **to indicate whether their writings were selected or not**. The committee's next **meeting on March 18th will set the publication date**.

Louise Riofrio, Events Director, reported on recent and upcoming events. **She also announced she will be gone as of March 16th and into September** as she has work on a variety of cruise ships as a lecturer related to her books. **Diann wanted to know for sure Louise's Guild Events Director activities would be assigned to specific people while Louise was gone.**

Louise said the current members active with the pop-up bookstores will handle those in her absence. [Announcements will need to be posted via our Google Group to the members by a **Board member – so this will need to be coordinated.**] **Currently pop-up bookstores are planned to be held twice a month on the 1st and 3rd Saturdays.** The most recent pop-up was held on February 15th. **The next one will be on March 7th.**

One item to be covered in her absence is that in May the liability insurance will need to be renewed and modified if needed based on Guild event planning for the rest of the year. [Last year it was \$131.81 paid for by Bob Lupo to The Event Helper as a donation to the Guild in May.]

The Cherry Blossom Festival day went very well with big crowds. For that event Parker Center refunded Louise \$50.00 cash (which she handed off to our Treasurer) since we sent them \$100.00 and they gave us a special rate of \$50.00 due to the location assigned and their having misplaced our original paperwork. **Leiolani who manages Parker Center would like us to do the First Saturday craft fair for just 25.00/day if we want to pursue that.** This would make two pop-up bookstores each 1st Saturday if we took that on or we could change the Saturdays we do the bookstores in Pukalani Stables at the Farmers Market if we coordinate with them when we update the liability insurance.

Merry Monarch Festival is the week of April 15-18 and as a 501(c)(3) charity we can have a table for free at the Nani Mau Garden venue for arts and crafts held during the festival. This could be a **good opportunity for those Guild members south and east on the Big Island to participate in a pop-up bookstore** sponsored by the Guild. The 18th would overlap with a Waimea pop-up bookstore, so coverage would need to be planned accordingly. [A second banner might be useful when we have these double events.] **Louise was going to fill-in and submit the forms to participate** (<http://www.hawaiiartsandcraftsfestival.com/hawaii-arts--crafts-and-food-festival-2020.html>).

Christmas in July at the King Kamehameha Hotel in Kailua-Kona is another future event to keep aware of and submit the required forms. The Guild has attended the last few years with good results for book sells.

A new event for consideration would be HawaiiCon at the Sheraton Kona Resort & Spa at Keauhou Bay September 24th – 27th. Louise mentioned she has attended in the past and found it a fun and enjoyable event that draws a good crowd.

While at this year's annual meeting, for the annual meeting for next year, Holly and Eila Algood said they would help with that planning when the time comes to make it a zero waste, sustainable event with more vegetarian food options. We had used left over and reused plasticware from last year this year and that was one thing that prompted their offer as well as limited vegetarian selections.

Eila, Director for North Kohala, was unable to attend. Joy indicated **Eila had set the next public reading to be held at the North Kohala Library for Monday, March 30th in the evening.** When Eila returns from a current trip later this week she plans to send out more information to the Guild members.

Bryan Furer, Director for Volcano, was not able to attend the meeting. The **Volcano Writers Group is planning a public reading on Saturday, March 21st from 5pm-7pm at Ira Ono's Volcano Garden Arts to highlight works from their book *Out of Our Minds: Voices from the Mist*** that is nearing completion. Joy said she plans to go, Diane indicated she would also be interested. A carpool was suggested as a possibility. We have not had Board participation by Bryan for many months, so **this could also be an opportunity to see if he plans to stay with the Guild Board or if someone else in the Volcano group might provide more liaison with the Guild.**

Bruce Stern, Vice President, did say he had been able to port the membership data Diane provided in Excel to the spreadsheet/database application he uses as he gets ready to take on the membership maintenance tasks. He did mention he has some trips scheduled that will have him away from Hawaii in May and some other dates that we may need to account for in our planning of Board meetings.

Our President, Diann W. said regarding more student members she has made repeated tries to locate and establish contacts with the appropriate school personnel in two or three high schools but **has not had any response so will drop this for now.**

At the annual meeting Diann had collected post-it notes with ideas from our members who attended as to what they would like from the Guild in 2020. She was surprised about how many ideas were collected. She had typed them up, but unfortunately, they did not make it to this meeting. **She will send them to the Board shortly and we will use them for 2020 planning as a major part of next month's Board meeting.** With this planning activity and plans to have the attorney come, we discussed starting our March 25th meeting earlier and agreed upon a noon start time. [After the meeting Diann confirmed with Tutu's House staff the room would be available for us to start early.]

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The **next regular Board meeting date** was set for **Wednesday, March 25th at noon -2:45pm** at Tutu's House. **Note this is an earlier than usual start time by one hour as we have our planning for 2020 to do and may have our attorney, Shawn Nakoia, come to let us know the responsibilities of the Board due to our new status of being a qualified 501(c)(3) charity.**

For those who cannot come to Waimea on the Big Island to attend the Board meetings, we do have Zoom active to allow remote attendance via a computer and internet. Each meeting agenda includes the specific meeting information for joining via Zoom and tutorials can be found on-line.

The meeting was adjourned at 2:08pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next regular Board meeting time and place: Wednesday, March 25th at noon – 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 March 15th. The agenda will be e-mailed March 20th five days prior to the meeting.**
- Parking Lot:
 - a. **Consider Guild participation in Sept. 24-27, 2020 HawaiiCon** at the Sheraton Kona Resort & Spa **Who:** Board **Due:** March 25, 2020 (put on 2020 planning agenda)]
 - b. **Determine events for May 2020 – April 2021 and renew event liability insurance in May. Who:** Board **Due:** early May 2020 (put on 2020 planning agenda)

Attachment 1: Hawaii Writers Guild Treasurers Log for January 2020

Attachment 1: Hawaii Writers Guild Treasurers Log for February 2020

Attachment 1: Hawaii Writers Guild Treasurers Log for January 2020

Hawaii Writers Guild Treasurers Log for January 2020

American Savings Bank Bank Balance as of 12/31/2019 **\$2,392.63**

January Inflows

| | |
|---|---------------|
| Cece Johansen member renewal , 1/8/2020 | 40.00 |
| Donna Maltz member renewal, 1/8/2020 | 40.00 |
| Mark Kelly new member due, 1/21/2020 (PayPal) | 40.00 |
| Total January Inflows | 120.00 |

January Outflows

| | |
|---|-----------------|
| Pop-Up Event, check debited 1/8/2020 | -60.00 |
| Pop-Up Event, check debited 1/8/2020 | -90.00 |
| Cherry Blossom Festival, check debited 1/8/2020 | -100.00 |
| Foodland Annual Dinner, food expense, debited 1/18/2020 | -234.46 |
| Diane Revell for Annual Dinner exp., debited (Lilikoi Café), 1/21//2020 | -566.80 |
| ASB Monthly Fee | -5.00 |
| Total January Outflows | -1056.26 |

| | |
|--|----------------|
| Total ASB Operating Balance as of 1/31/2020 | 1456.37 |
| Less 501-c-3 Reserve Fund as of 1.31/2020 | -600.00 |
| ASB Operating Balance as of 1/31/2020 | 856.37 |

Attachment 2: Hawaii Writers Guild Treasurers Log for February 2020

Hawaii Writers Guild Preliminary Treasurers Log for February 2020

American Savings Bank Balance as of January 31, 2020 **\$1,456.37**

February Inflows

| | |
|--|---------------|
| Duncan Dempster, membership renewal, 2/4/2020 (PayPal) | 40.00 |
| Heather Rivera, membership renewal, 2/5/2020 (PayPal) | 40.00 |
| Linda Ulleseit, new member dues, 2/11/2020 (PayPal) | 40.00 |
| Carol Hannum, new member dues, 2/24/2020 | 40.00 |
| Nancy Baenziger, membership renewal, 2/24/2020 | 40.00 |
| Steve Foster, membership renewal, 2/24/2020 | 40.00 |
| Kendra Bruno, new member dues, 2/24/2020 | 40.00 |
| Total February Inflows | 280.00 |

February Outflows

None as of February 25, 2020 0.00

| | |
|--|----------------|
| Total ASB Operating Balance as of February 25, 2020 | 1736.37 |
| Less 501-c-3 Reserve Fund as of 2/25/2020 | -600.00 |
| ASB Operating Balance as of 2/25/2020 | 1136.37 |