

# MINUTES Hawaii Writers Guild March 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*, Bob Lupo – *Treasurer*, Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations*

Others Present:

Louise Riofrio

[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.]

President Diann Wilson called the meeting to order at 1:01pm.

Diann W. brought the **signature list from the American Savings Bank, so those on it could sign to acknowledge Diann being added in place of our prior president, Eliza Cahill. Diann will return the signed forms to the bank.**

The Secretary, Diane, requested the **February 5<sup>th</sup> Board meeting minutes and February 25<sup>th</sup> Audit meeting minutes be moved to be approved.** There was some discussion of the audit minutes in that Joy wanted to know the financial numbers for the two years audited. Bob Lupo, Treasurer, had provided as a handout **the actuals for 2017 ad 2018 in a table** that also included a preliminary budget for 2019. **Diane agreed to add his table and its notes to the audit minutes before posting.** [Bob Lupo provided an update to his handout on March 6<sup>th</sup>, so that is the version Diane used for a revision to the audit report to incorporate the table and notes.] With the actuals available, **the audit meeting and the board meeting minutes were approved** unanimously. Discussion of the estimated 2019 budget was held later. The minutes for both **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.**

Duncan did bring up the **suggestion from the audit meeting that we have a bookkeeper or CPA provide some training to the Board members on keeping financial records and doing an audit.** Diann W. mentioned that someone she knows in Kapaau, Yvonne Leiser, who has done business consulting in her past may be helpful and she will ask her.

Diane R. reported on **current membership; we have 59 active members and four pending for dues payment.** She had sent the latest membership roster to the Board members prior to the meeting.

Diane has taken on the **task of merging our current Bylaws with the proposed set from our non-profit attorney.** She is still working on the first draft then will have a round of review, comment and update before we proceed to filing the federal forms to become a 501(c)(3) qualified non-profit. Per comments from Joy, **it may take until the end of 2019 before we are**

**qualified.** This will also include developing a policy and procedures document to remove text from the bylaws that are more appropriately designated as policy or procedure.

**Treasurer, Bob Lupo, stated there was one outstanding check to clear Hawaii Community Federal Credit Union (HCFCU) of \$100 for Louise to attend the Nā Leo Public Access TV certification classes. Joy indicated it was deposited on Friday, so should clear in a day or two. When it clears Bob can close the HCFCU accounts and transfer the funds to the Guild's American Savings Bank (ASB) account.**

Bob reviewed the numbers on the spreadsheet he provided of the 2017/2018 actuals and the 2019 proposed budget. There **was discussion of some updates needed to the proposed budget** that included more increased costs of events (festival fees), ASB account monthly fees and a few other items including dues. **[Bob provided an update to his spreadsheet and associated notes on March 6<sup>th</sup> to the Board. These are provided as attachments to these minutes as well as to the audit report as previously mentioned.]** The **2019 budget and any updates between now and the next Board meeting should be brought up for approval at that meeting as the approved budget provides the authorization for expenses by the Guild.** Any proposed expenses beyond the approved budget need to be separately approved by the Board and incorporated into a budget update.

Bob indicated we have had a couple of the members use PayPal to send in their dues, so that seems to be working well. The PayPal fee is added to the dues in those cases so the part that comes to the Guild is still \$40.

#### *Committee Reports:*

**Duncan our Webmaster** said he has the PayPal dues payment option up and running on our HWG website. He also has the **donation option ready to go but will wait until we have 501(c)(3) qualified non-profit status before making the donation PayPal option active.** He has profile/bio information from two of our new members that he has yet to post to our website, but will do so soon. **Diane as an action to locate those who haven't had their information provided to Duncan to post and to send those members the information developed by Eliza Cahill previously on how to develop one's biography.** Then recommending they send it to Duncan. Louise Riofiro had not done hers yet, so Diane agreed to send the information to Louise right away. **[Diane e-mailed the information to Louise on March 6<sup>th</sup>.]**

The **Public Relations Director, Joy,** mentioned the **next Writers' Voices event of 2019 will be held on Wednesday, April 3<sup>rd</sup> from 6:00pm – 7:30pm** at the Thelma Parker Library in Waimea. She has four readers in mind for the event: Jada Tan Rufo, Dr. Heather Rivera, Peter Georgas, and Cece Johansen.

Joy had enjoyed the February 5th Kona Stories event that featured one of our members as a presenter, Dr. Heather Rivera. Joy noted that another of our members, Peter Georgas, will be making a presentation at Tutu's House on Wednesday, March 20 from 2:00 pm to 3:30 pm on an area of his expertise, 20<sup>th</sup> century art.

**Louise Riofrio is willing to offer a book marketing workshop** as she has been very effective in marketing her books though it is **not currently scheduled**. **Sam Cudney will offer another self-publishing workshop and Steven Foster has volunteered to be the candidate ready with his book to self-publish during the session.** The **Thelma Parker Library in Waimea** had offered a room for free previously as they were happy to sponsor the workshop and are doing so again. This workshop will be offered at the library **on Wednesday, April 17 from 5-7 pm.**

Diann W. said she has considered contacting Susanna Moore (who has lectured at Princeton on writing skills who lives locally) about **providing a workshop on dialogue development.** The Board members agreed this would be a great idea if Susanna would agree. **Diann will check with Susanna about offering such a workshop.**

**Louise Riofrio has signed-up for the Nā Leo Public Access TV certification classes** in response to the Guild's offer to pay for the classes. They are partly on-line with some in their studio either in Hilo or Kailua Kona.

Cece Johansen had been our Events Director but resigned recently from the Board. It was difficult for her to attend meetings since she relocated many months ago to Kailua-Kona and may be moving to California in the future to be nearer her family. **A replacement for her role was needed and with all Louise has done she was willing to take it on. Diann W. nominated Louise as the new Events Director and it was seconded and approved by the Board.** Joy had in hand various event related paperwork that Cece passed along to her, so she handed it over to Louise.

**Louise came with some additional ideas for members book promotions/sales.** One was short notice of a **pop-up market in honor of International Women's Day** to be held March 8<sup>th</sup>, 3pm at the Fairmont Orchid. [Diann W. contacted the event organizers and there **were no tables left, so we won't have a table there, but can attend to check it out for a possible venue for next year.**] Another opportunity she raised was at the April 26-27 Merry Monarch Festival. **Since our Articles of Incorporation filed with the state of Hawaii are for us as a non-profit (though we have not completed the process for the federal recognition), we might qualify as a non-profit for lower or free rate at the Merry Monarch Festival. Louise was going to check into this** and if they acknowledge us as a non-profit then we may be able to participate without paying a high fee.

Louise Riofrio was looking to arrange a **pop-up bookstore to be held in conjunction with the Waimea weekly Saturday farmers market in the building at the stables with Louise and other members to attend an inside booth.** In the prior meeting we had agreed that **once a month would be the better option.** The target would be to have the pop-up start in April. The cost for a space there would be about \$30/month. This would also require liability insurance. She investigated it and the cost for the recommended farmers' market inexpensive insurance option was around \$116 for two months. **She was going to contact that insurance company to see what a more general annual policy would run so it could be used to cover other events the Guild participates in that require liability insurance.** She will also look into other liability insurance companies. The standard policies are for up to one million dollars in liability.

Eila, Director for North Kohala, was not able to attend. **The next North Kohala reading will be held March 25<sup>th</sup>.** Joy usually attends to collect information for a write-up of the event, but won't be able to on that date. Diann W. said she would be attending, so will do the write-up and take photos for this event.

**Bryan Furer, Director for Volcano,** was not able to attend the meeting. Brian is active in that area of the island and their **previous Volcano Writers meeting was held on March 4<sup>th</sup>.**

It was previously agreed a **new Google Group called "HWG Chat" was needed to allow all Guild members to have a free exchange of ideas. Jada Tan Rufo is willing to be the moderator.** Bruce Stern, our Vice-President planned to create the HWG Chat group in about a week after our prior meeting but found out that Google had changed the rules and we would require the cost of the Google Suite tools at \$243.60/year to do this with reoccurring costs up to \$5/user/month. Other options were explored to provide the same type of service. **One option is having a moderated blog via our website. Duncan was going to investigate this as a possible alternative.**

Diann provided some feedback on the **Kauai Writers Conference (Master classes Nov. 4-7, Conference Nov. 8-10).** She said they agreed to provide us with **a table for free for our Guild this year and in addition a 20% discount on the registration fee for members of our Guild. Diann will provide the members with the information on how to obtain the discount in a few weeks, but before our next Board meeting.** The room rate discussion from those who attended last year indicated the best rate at the conference location would be via the hotels offered conference rate which is below their basic rates.

Diann W. had sent out the **priority project list from our meeting of February 25<sup>th</sup> before this meeting and requested comments.** The discussion resulted in some updates for the list. **An update to the priority project list is provided as an attachment to these minutes.** Duncan indicated something like the newsletter (item 7) could be done with our current website tools, but the literary review (item 5) would require more sophisticated software. **He said he'd look into options for the literary review software and work this item along with Joy and Bob.** The **newsletter** could include chapters per island but **will need an editor to put it together.** Joy suggested a **volunteer editor want ad be placed on our website and an e-mail sent to our members requesting a volunteer.** She said she would do this.

**Another item being considered** is a way to **allow meeting attendance via internet/video and this is being looking into by Diann Wilson.** This could also provide a means for an **internet/video on-line writers support group(s) for those who cannot attend the current ones** held during work hours and held primarily on the Big Island. Diann has looked at **Zoom** which is about \$120/year if time and user count is beyond that of their free level. Based on our meetings, we would need the paid option level. Eila had previously indicated Zoom was a good option and Duncan also has used it and thought it a good option. Zoom provides internet tutorials on its use which is helpful. This requires those participating to have a computer with built in camera and internet access.

The **next regular Board meeting date** was set for **Tuesday, April 2<sup>nd</sup>** at 1:00pm-2:45pm at Tutu's House.

The meeting was adjourned at 2:25pm.

Respectfully submitted,  
Diane Revell, Secretary

Announcements:

- **The next regular Board meeting time and place: Tuesday, April 2<sup>nd</sup> at 1:00pm – 2:45pm at Tutu's House** at 64-1032 Mamalahoa Hwy # 305, Waimea, HI 96743.
- **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](mailto:island.diann@gmail.com) and [diane.b.revell@gmail.com](mailto:diane.b.revell@gmail.com)) 10-days prior to the next meeting, so **by March 23<sup>rd</sup>**. **The agenda will be e-mailed March 28<sup>th</sup>**, five days prior to the meeting.
- Parking Lot:
  - a. **Investigate setting up the HWG Chat moderated blog via our website for all members to post comments** for an exchange of ideas. This requires having a moderator (Jada Rufo). **Who:** Duncan Dempster **Due Date:** April 2<sup>nd</sup>
  - b. **Close the Hawaiian Federal Community Credit Union's** Honokaa branch account. **Who:** Bob Lupo **Due Date:** When all old account outstanding checks clear, likely March 8<sup>th</sup>
  - c. **Provide links on the website for making donations** with this as a means to pay. **Who:** Duncan Dempster **Due Date:** When Guild qualifies as a 501(c) (3)
  - d. **Update Bylaws** to be in sync with new Articles of Incorporation – **Who:** Bruce, Diane, Bob, Joy. More effort than originally anticipated to reconcile attorney version with our prior version. **Due Date:** March 22<sup>nd</sup>, 2019
  - e. **Seek input from members on other islands** than Big Island about **upcoming events that the Guild members could participate in for selling their books or learning more about writing/publishing/marketing skills**. **Who:** Diann Wilson **Due Date:** March 15<sup>th</sup>

- f. **Diane will compile a list of those who should be sent the how-to message** to encourage more to **have their bio's on our website.** **Who:** Diane Revell **Due Date:** March 9<sup>th</sup>
  
- g. Investigate **liability insurance for the Guild** relative to the various events we attend or initiate. **Who:** Louis Riofrio **Due Date:** April 2<sup>nd</sup>

Attachment 1: HWG Financial Spreadsheet - 2017/2018 Actuals & 2019 Estimated Budget

Attachment 2: HWG Financial Notes for 2017/2018 Actuals & 2019 Estimated Budget

Attachment 3: HWG Priorities for 2019 – Revision 1

**Hawaii Writers Guild Budget--2017 & 2018 are Actual, 2019 Estimated:**

**Revenues - Expenses = Retained Earnings Surplus / (DEFICIT)**

	2017A	2018A	2019 Est'd
<b>Revenues:</b>			
Year-End Retained Earnings	0	\$918.48	\$2,737.35
Dues--Existing Assessed Members (43 in '17; 51 in '18; (67 est'd '19)	\$1,670.00	\$2,040.00	\$2,680.00
T-Shirt Revenues		\$0.00	\$80.00
Cash Donations		\$2,320.00	\$1,100.00
<b>Total Operating Revenues</b>	<b>\$1,670.00</b>	<b>\$4,360.00</b>	<b>\$3,860.00</b>
<b>Operating Expenses:</b>			
Anna Ranch-- Dinner Rental	\$156.24	\$208.33	\$225.00
Annual Dinner Supplies		\$400.00	\$774.87
Other Annual Dinner Expenses		\$160.00	\$0.00
Thelma Parker Library Rental		\$275.00	\$150.00
Room Workshop Rentals /TV Training		\$50.00	\$400.00
Legal 501-c-3 Expenses		\$600.00	\$600.00
Business Licenses + Pens _+ New Checks	191.84		\$100.00
Speaker+/T-Shirts/Banners/Tri-fold	51.60	\$490.80	\$80.00
Kamehameha Christmas / November Festival + Other Festivals		\$225.00	\$800.00
Website Hosting/Domain Name Services	\$351.84	\$0.00	\$346.86
USPS P.O. Box		\$82.00	\$82.00
Savings Account Setup @ HCFCU +ASB Initial Deposit		\$50.00	\$100.00
ASB Account Service Fee			\$71.40
<b>Total Operating Expenses</b>	<b>\$751.52</b>	<b>\$2,541.13</b>	<b>\$3,730.13</b>
<b>Total Operating Income</b>	<b>\$918.48</b>	<b>\$1,818.87</b>	<b>\$129.87</b>
<b>Year-End Estimated Retained Earnings</b>	<b>\$918.48</b>	<b>\$2,737.35</b>	<b>\$2,867.22</b>

**Note:**

Financials for 2017 and 2018 have been justified to actual income flows and expenses and fully corroborate with both transaction and dues records as well as the Guild's Audit Committee's findings on February 25, 2019.

In normal operating years, our revenue generation hinges primarily on member renewal dues and initial dues from new members but is enhanced by periodic and necessary donations from members.

Please note that current estimates for 2019 are preliminary and will likely vary from these estimates.

**Also, please note, that following our Board Meeting on 3/5/19, I revised several financial items to reflect likely expenses this year, particularly increased Festival Fees to \$800 from \$500 previously estimated, ASB's account service fees of \$71.40 annually, and miscellaneous expense items (pens / checks) to \$100 from \$50.**

**Consequently, I increased estimated Year-end 2019 membership to 67 from 64 and increased Cash Donation to \$1,100 versus \$500 previously. (The Guild's membership has increased by 6 members to year-to-date, fyi.)**

**Hence, estimated 2019 revenues now total \$3,860 versus \$3,140, and estimated 2019 Operating Revenues now aggregate \$3,730.13 against \$3,126.73 previously.**

**Again, absent estimated donations of \$1,100 for the year and the modest rise in estimated memberships, our operating income balance of \$129.87 for 2019, would be a Deficit of \$(1,090.13).**

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**Our checking account bank balance (Retained Earnings) as of 12/31/2018 was \$2,737.35.**

The Guild opened an account at American Savings Bank (ASB) in Waimea on 1/8/2019 with an initial deposit of \$100.

**Our current account at HCFCU, with a present balance of \$1,833.26 will be closed in March 2019 and with Savings of \$50.11, will be deposited into our ASB account.**

Check #923 to Na Leo O' Hawaii for \$100 was made out on 1/8/2019 but has not yet been cashed.

**Our current checking account balance with ASB totals \$604.05 as of February 28, 2019 (and currently).**

**The total checking account balance between the two banks currently totals \$2,437.31.**

**The total Guild Operating balance between the two banks, including savings, is currently \$2,487.42.**



### **HWG Priorities for 2019 – Revision 1**

Continued from last year (Lead/s):

1. *Workshops/Classes (Joy, Diann)*
2. *Reading events (Joy Fisher in Waimea, need help in North Kohala (was Eila A.), Bryan Furer in Volcano)*
3. *Other events/tabling (Louise Riofrio)*
4. *Achieve 501c3 status (Joy Fisher is lead, Diane Revell, Bruce Stern, Bob Lupo)*

New this year (Lead/s):

5. *Literary review (Bob, Duncan, Joy)* a juried collection of poems, stories, creative non-fiction, dramas, and plays by members of HWG; delay writing contest until 2020
6. *Local Resources (Duncan)* list of local resources such as proof readers, editors. Includes a how-to on writer's groups (*Eila Algood provided a version Feb. 28, 2019 to Board* )
7. *Newsletter (Need someone as editor) Joy to post volunteer request to our Website and via e-mail to members.*