

MINUTES

Hawaii Writers Guild

April 10, 2018

Rev. 1

Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting

Held at the home of Eliza Cahill

Officers and Directors of the Guild present:

Eliza Cahill – *President*, Diane Revell – *Secretary*, Bob Lupo – *Treasurer*, Joy Fisher – *Public Relations Director*, Cece Johansen – *Events Director*, Eila Algood – *North Kohala 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.]

President Eliza Cahill called the meeting to order at 1:35pm.

The Secretary, Diane, requested the **minutes of the March 13th Board meeting** be moved to be approved and they **were approved unanimously**. They **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 reported on the status of **current membership: 44 active members, three new member pending dues payment for a total of 47**. We also have **three new member applications awaiting approval** to join. Three members resigned this past quarter due to a move or other reasons. Diane will post the updated membership roster.

Diane indicated she still needs to **post the Guild documents of incorporation** to a Google Doc to archive them and make them available to the Board members. [She has sent a shared PDF version as of 4/11/18 stored on her Google Drive, but may need to fine tune this approach.]

Our **Treasurer**, Bob Lupo, said **we currently have \$638.48 in checking and the required minimum of \$50 in savings**. He received some additional dues payments today that he will be depositing. **He will send out dues payment reminders** to the three new members who still need to pay up as well as to those with 2nd quarter due dates for annual dues as well as to any other delinquent dues members. [Update from Bob, with dues now deposited **we have \$758.48 in checking** and he has sent out all pertinent dues reminders.]

The question of an **audit was superseded by the question of whether the Guild would owe taxes** (thought unlikely based on prior questions Cece posed to her tax advisor) as we only collect dues and some donations. It was **thought by some that we would need to file a tax return even if we did not owe taxes**. It was agreed it might be **good to obtain written feedback from a tax advisor on our obligations and any near-term deadlines, but to do it after the current tax season** when it would be easier to locate one with time to help us on this.

Joy mentioned three types of tax exempt non-profits recognized for tax purposes: 501 (c) (3) the ones we usually think of as non-profits such as religious, educational, charitable, scientific, literary; 501(c) (5) used mainly by labor groups, and **501 (c) (7) which she thought would apply most likely to our group and it mentions social and recreational clubs.** A set of questions to raise with a tax advisor was suggested to be developed. Cece indicated she had previously worked with Duncan to develop questions and that is what she had used when she spoke earlier with her tax advisor.

The Treasurer only accepts cash or checks for now though we are looking at the option to allow PayPal or a similar payment application such as Stripe. [A fairly recent comparison between PayPal and Stripe is here: <https://memberful.com/blog/stripe-vs-paypal/> In general Stripe would be less expensive and has a simpler transaction fee structure. Of the three types of PayPal business accounts the Payments Pro would be more than we need, the Payments Standard would allow people with PayPal accounts to pay as well as those without who could use any of their credit cards, and the Payments Express would only allow payments by those with their own PayPal accounts.]

The topic of **developing rules for signature authority that would be incorporated into the Bylaws was mentioned by Eliza.** The rules would be along the lines that particular officers/directors could sign for amounts up to \$X and above that only a subset of officers/directors could sign. A delineation of signing authority might also be made depending on the type of document to be signed. This would include the requirement for all expenses to be run past the Board for approval prior to expenditure of funds. **Eliza said she would work on a draft of this concept and Diane would help to put it in Bylaws form.**

Committee Reports:

Duncan our Webmaster was still out of commission for a while. Prompted by his absence we decided a policy of backups for each Board member was needed. **Eliza will draft a Guild policy on who covers in the case one of the officers or directors is out of commission temporarily** for vacations or other issues. She will send it out to the Board members for comment.

The **Public Relations Director**, Joy, mentioned we had settled on the product **for a suitable amplifier/mike/recorder for use by the Guild** and the previous consensus was to buy one from Costco by a company called Ion. The sale price at the Kona Costco had been \$150 but they were now sold out. **Eila looked for the same on the Costco website and purchased it personally during the meeting to donate to the Guild** though it was no longer on sale and was just under \$200. **A grateful thank you was extended to Eila!** It will be shipped to Eliza's home and **should arrive in advance of the May 5th Volcano** reading event. **A mike stand was not included in the Costco set, so would need to be purchased separately** (not clear who would do this).

Joy reported she had the photos from Jada and was **in the process of writing up reports on our two most recent readings held in April on the 4th in Waimea and the 9th in North Kohala.**

Joy mentioned she has a 2:30pm Friday appointment with Nā Leo Public Access TV [Nā Leo TV: <http://naleo.tv/>] to discuss the training programs they provide to the public. **Most of the coursework is on-line, but the proficiency tests are conducted at their studio.** Once a person produces a public service announcement, he or she will become certified and can then borrow the equipment from Na Leo with no charge. If the production is recorded off-site the person will still need to come to the TV studio do the editing. If the production is recorded on-site of the studio then Na Leo personnel will provide technical assistance. **It was suggested we could post an advertisement to our members to see if any would like to become certified as proficient and if they committed to record and edit a certain number or hours of our Guild events, we would have the Guild pay for the certification** (\$100 or \$50 for seniors). Joy plans to take the classes and become certified with her own funding.

Cece Johansen, our Events Director, reported on the April 4th Lit Nite event. She said it went very well and she especially appreciated Mahealani Wendt's coming from Maui to participate, but Cece was disappointed by the turnout being only 15 people. Some she thought might have attended were likely engaged in the Merry Monarch Festival that overlapped this reading. Others commented that sometimes it takes a while for people to recognize these opportunities and attend more regularly, but being consistent in their frequency is important to build an audience. Cece had arranged for pupus and beverages to be there in anticipation of more people, but they were enjoyed by those in attendance with some taking leftovers home.

Cece reported on the May 5th Volcano area reading. **She has arranged for use of a 3- to 4-bedroom cottage at the KMC in the Volcano National Park for use by those coming from Waimea and beyond.** The actual reading will be held at Ira Ono's Volcano Garden Arts facilities starting at 4pm until 7pm. **Byran Furer will perform as emcee for the event.** Wine and pupus will be available.

Cece will be moving to Kailua-Kona soon and said her new home is close to the **Kona Library.** **She will investigate it as an opportunity to provide more public readings after she moves.** This would help establish the Guild's presence in Kona.

She relayed that Paul Bryant had worked with the Laupahoehoe librarian and had two potential dates available in May that might be used for public readings there: May 17th and 26th

Cece worked to settle on a date for a workshop with Lorraine at Tutu's House and Sam Cudney who had agreed to run one or more workshops, but Sam replied recently he could not do it for the time being and did not provide any future likely dates. So, this is on hold for now.

Eila, Director for North Kohala, reported the North Kohala Public Library reading event on Monday, April 9th went well. She mentioned she is trying to ensure we have a variety of readers and to not have the same person read at sequential events. She recorded the event and plans **to engineer the recording then make it available for broadcast on the local Kohala radio station, KNKR, at a future date.** She will do a public service announcement for that broadcast. This was the last of the currently scheduled readings at the North Kohala Public Library, but **she plans to schedule another set beginning in late summer.**

Eila requested Diane help her with some of the organization of the future readings in North Kohala and Diane agreed to do so. One issue Eila relayed was getting biographies from the readers for each event. **Cece suggested use of her option to use those the authors submitted to the Hawaii Writers Guild Website Authors page. Eila thought that was a great idea.**

Eliza suggested each of the **authors should have ready a set of bios of different lengths for different situations** with 50 words being a good size for the short version.

Bryan Furer, Director for South Hawaii, was unable to attend today's meeting. The most recent Volcano Writers Group meeting was held Monday, April 9th.

Vice President, Bruce Stern, is away for the next two Board meetings as he has trips March 31 – May 22, so will miss the next two Board meetings and maybe one in June.

Eliza, President, related to our Guild goal to sponsor a poetry slam **had checked with some prior organizers for Hawaii Poetry Slams,** but they are no longer doing that type of work. **She did have an offer from the Pau restaurant in Waimea to host a Poetry Slam, but only after their business hours which go to 8pm.** This location could also possibly be used for late evening readings.

Eliza will draft a Public Service Announcement about our Guild for use on KNKR (Kohala North Radio).

Eliza mentioned **the need for the “HWG Chat” Google Group is fairly urgent** which would serve the intent of being for Guild members, but not formal Guild business and could cover members looking for editor help or just conversation on general writing topics. Board members would be requested to join so it would also be a means for members to raise issues with the Board. **The one issue is getting a Board member to agree to be a moderator for the site** once it is established to ensure nothing inflammatory was introduced. No one on the Board has volunteered at this point in time. **Bruce was going to see if Duncan would be willing and up to setting this up while he was still in recovery,** but not clear if he asked Duncan before Bruce left on vacation or if Duncan felt up to the task for now.

There was discussion of **how to recruit more members or at least build relationships by communication with other Hawaii literary groups** such as Mystery Authors of Hawaii (MAHI). It was pointed out that the **HWG Website under More/Connections has a list of such groups we might want to work with** (<http://www.hawaiiwritersguild.com/connections.html>). Cece's earlier comments established a path to work with the Kona Library to provide more visibility in that area.

The idea to request some of our **business cards be kept at the counters of some bookstores or shops was suggested as a way to get word out about our Guild.** That raised the question of where to get more of the Guild business cards. It was mentioned Duncan had been working to order more. **[Bob Lupo indicated later he had collected two boxes of business cards** from Duncan's house recently, so those who need them can contact Bob. He also said he **would bring**

them to next Tuesday's Tutu's House writers group.] Next steps would be to determine the specific bookstore/shops for placing the cards if allowed.

When our member **Mahealani Wendt** was working with Cece for her coming to participate in the April 4th reading, she **expressed interest in having a group of members on Maui where she lives that could get together but would like some guidance.** In the discussion, it seemed **she would like to have a writers group like the one at Tutu's House, North Kohala and Volcano.** Joy suggested we **invite Mahealani to submit a proposal** letting us know what she proposes to do and what she would like the Guild to do to help her. Eliza commented that we always want to be of assistance to members. **This would fit with the plan to have some developed processes for use by the Guild.** Eliza said having some standard forms/letters/processes for the other things the Guild does: holding reading events and all that encompasses including a timeline of the sequence, answers to frequently asked questions (FAQ), congratulations e-mails to new members, requests for dues, etc. **Eliza would like the Board members to provide her with a list of these types of things that we could standardize and (if you have them) examples to use.**

Eliza said **it would be good to get more members to attend our Board meetings.** All are invited to them, but since the Guild has become better defined those not on the Board who attend has gone from a few to none. **No clear conclusion provided as to how to draw others in.**

Eliza suggested it might make sense to have her and/or some other members attend the Honolulu Writers Conference [<http://writing.shawguides.com/HonoluluWritersConference>] to **get some tips on holding our own conference on the Big Island.** If the Guild would pay the costs, she would be willing to go. It was also mentioned that Cece and Joy plan to attend the Kauai Writers Conference in November and they might be able to collect similar information at no additional cost to the Guild. **[Note that the notice Eliza provided about this conference seemed to refer to a conference scheduled for 2007, so isn't clear whether this conference is meeting this year.]**

Joy said **after having an interview with one of the Kauai Writers Conference people, it sounded like we could have an information table for the Guild at the conference.** The issue **would be how to staff the table** as she and Cece would be in the conference sessions most of the time. [Diane has a trip to Kauai near that time and said she would help if her dates matched up, but after checking her vacation schedule, she would be off Kauai before the conference started so cannot help.]

Eila mentioned **if we felt it appropriate to better define the Guild's goals (who are we and where we want to go)** and make associated plans, her spouse **Holly Algood could facilitate a 4-hour retreat at no cost.** Holly has professional experience with that type of event. There was some **general positive feedback on this idea.**

Regarding a Guild post office box, **Eliza said the bank is using her home address, so we will leave it at that for now and only reconsider a Guild post office box if the volume of mail justifies it.**

The **next meeting date** was set for **Tuesday, May 8th at 1:30pm-3:30pm.**

The meeting was adjourned at 3:25pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next meeting time and place: Tuesday, May 8^h at 1:30pm – 3:30pm at Eliza’s home** at 65-1372 Kawaihae Rd. in Waimea.
- **Requests for items to be added to the agenda for the next meeting** should be sent to the President Eliza Cahill at her e-mail address (Fridamagazine@gmail.com) 10-days prior to the next meeting, so **by April 28th**. **The agenda will be e-mailed May 3rd**, five days prior to the meeting. **Note that Diane will be away these dates so someone else will need to provide the draft agenda.**
- Parking Lot:
 - **The goal had been for the audit of the HWG finances be completed no later than February 28th**, but this was delayed again with focus on determination of tax status taking precedence. **Who:** Form an audit committee **Due Date:** Within a month after access to necessary documents
 - Place the **Events Nomination Form and filled-in example on HWG Website** for members’ use. **Send out a notice when it is available.** **Who:** Duncan Dempster **Due Date:** TBD
 - **Draft a set of signature authority rules.** Have the Secretary help in putting them into Bylaws appropriate edits. **Who:** Bruce Stern/Diane Revell **Due Date:** May 8th
 - **Establish a Guild policy on who covers in the case one of the officers or directors is out of commission** temporarily for vacations or other issues. **Who:** Eliza Cahill will draft and send out for review **Due Date:** May 8th
 - **Need to buy a mike stand** somewhere. **Who:** Not clear **Due Date:** No later than May 5th.
 - **Developing a process and associated forms/letters** that any Guild member could use **to initiate and set-up a reading event: recruiting authors to read,**

finding the appropriate venue, follow-up reminders to the readings and emceeing as well as any finish work. A) **Initial Framework** **Who:** Bruce Stern/Eliza Cahill **Due Date:** TBD B) **Finalized Version** **Who:** Diane Revell while checking with Eila Algood and Cece Johansen to be sure their experiences were included **Due Date:** TBD

- **Work to get members of other writers' groups like the Mystery Authors of Hawaii Island (MAHI) group involved in our Guild and expand our membership into Kailua-Kona and Hilo areas.** We may want to **work with Basically Books in Hilo** perhaps providing a reading session to find Hilo members. **Who:** Not clear **Due Date:** TBD

- **Presentation of a proposal for the HWG Poetry Slam.** Some work done with a suggested venue; see minutes **Who:** Eliza Cahill **Due Date:** May 8th

- **Let members know about classes on equipment use available at local Public Access TV Station** [Nā Leo TV: <http://naleo.tv/>] for \$100 or \$50 for seniors that if passes allow the use of their equipment without charge. **Who:** Joy **Due Date:** TBD

- **Find a moderator on the Board for the new HWG Chat Google Group.** **Who:** Not clear **Due Date:** TBD