

MINUTES	Hawaii Writers Guild	April 2, 2019
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Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting
Held at Tutu's House

Officers and Directors of the Guild present:

Diann Wilson – *President*, Diane Revell – *Secretary*, Bob Lupo – *Treasurer*, Duncan Dempster – *Webmaster*, Louise Riofrio – *Events*, Eila Algood – *North Kohala*

Others Present:

Steve Foster, Jim Gibbons

[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 1:05pm.

The Secretary, Diane, requested the **March 5th 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 that there had been **no change in the membership count since our March Board meeting; 59 active members and 4 pending members.** The four pending members have yet to pay their dues to become actual members. They owe dues since November 15 (Tam Hunt), November 30 (Dennis Dinner), December 17 (Yves Nager) and February 19 (Steven Donovan). Our Treasurer, **Bob Lupo, will send them reminders they need to pay dues to become actual members of the Guild and that they have PayPal as an option.** Bob mentioned a couple other current members are delinquent on their dues and also ten more current members will owe dues as of this month.

Diane sent a draft of our updated Bylaws to the 501 (c) (3) Committee for review: Bruce Stern, Bob Lupo, Joy Fisher and Diane Revell. Joy provided some feedback that Diane raised for discussion and concurrence from the Board. Bob Lupo had also provided a point for discussion on dues collection.

1. Increase the **maximum number of directors to allow for at least one representative from each of the other islands.** – **Board concurred** with the change.
2. **Change the rules on removal of a committee member to be similar to those for removal of a director versus the current wording** that allows “removal with or without cause, and with or without notice to the person being removed.” – **Board concurred** with the change.
3. **Change current wording that does not allow region subcommittee members to have a vote on the Board to allow them a vote.** Also allow for the regional coordination committee director to vote on behalf of the subcommittee members if they inform the director of their voting preference prior to a meeting they cannot attend. – **Board concurred** with the change.
4. **Change the collection of dues from each quarter of a year as in the current bylaws to monthly, but to put this detail in the Policies & Procedures** versus directly in the Bylaws. – **Board concurred** with the change.

Treasurer, Bob Lupo, provided as a handout the Guild's 2019 Operation Budget & Treasurer's Log for March 29, 2019 (see Attachment 1). **Since the last Board meeting, he has closed the Hawaii Community Federal Credit Union (HCFCU) accounts and transferred the funds to the Guild's American Savings Bank (ASB) account.**

The **2019 budget updates provided since the March 5th Board meeting were included in the minutes of that meeting.** [The budget should be brought up for approval as the approved budget provides the authorization for expenses by the Guild. The minutes approval was not necessarily buy-in to the budget as that was not specifically requested.] Any proposed expenses beyond the approved budget need to be separately approved by the Board and incorporated into a budget update.

Committee Reports:

Duncan our Webmaster said he has the PayPal donation payment option up and running on our HWG website; as well as the previously implemented dues payment PayPal option.

He has updated the Our Authors page on the website to include profile/bio information from three of our newer members. **Diane completed her action to send those members who don't have their profile on the website the information** developed by Eliza Cahill previously **on how to develop one's biography** for submittal to Duncan.

Duncan checked into the blog option of our website to see if it might be suitable for use as a chat group. He said it could be used that way though it is not the best option but should be **okay for an initial tryout of a chat group.** **He will e-mail Jada Tan Rufo to see if she is still interested in moderating the chat group using this blog option.** [Duncan sent the e-mail to Jada on April 3rd.]

The Public Relations Director, Joy, was unable to attend. **Louise Riofrio, Events Director, filled in for Joy.** Louise mentioned the **next Writers' Voices event of 2019 will be held on Wednesday, April 3rd from 6:00pm – 7:30pm** at the Thelma Parker Library in Waimea. Joy will be back by then and will emcee. Joy has four readers lined up for the event: Jada Tan Rufo, Dr. Heather Rivera, Duncan Dempster, and Cece Johansen.

The coming **workshop by Sam Cudney on Kindle Direct Publishing (KDP - self-publishing) will be held at the Thelma Parker library on Wednesday, April 17 from 5-7 pm.**

Louise Riofrio will be giving a talk relative to one of her published books, The Speed of Light, at Tutu's House on April 18, 5:30pm – 7:00pm. More information is available at the Tutu's House calendar on the web by clicking on the event for that date: <https://www.tutushouse.org/activities/>

Diann W. said she has contacted Susanna Moore (who has lectured at Princeton on writing skills who lives locally) about **providing a workshop on dialogue development or one of her other regular class subjects.** **Susanna agreed to the idea indicating it would have to be during summer months** as she is away teaching elsewhere the rest of the year.

A Guild **newsletter** could include chapters per island but **will need an editor to put it together**. Joy **previously suggested a volunteer editor want ad be placed on our website and an e-mail sent to our members requesting a volunteer**. She **did post the ad** earlier at the top of the Guild News page of the HWG website: <https://www.hawaiiwritersguild.com/guild-news.html>.

As Event Director, Louise investigated a few other coming events for book sales opportunities. The **Merrie Monarch (April 21-27) opportunity is expensive unless we qualify as a non-profit** and so far she has not had a positive reply that our interim status would allow us a free table at the event. **Most likely this will have to wait until next year** when we hope to be a fully qualified nonprofit.

The **Christmas in July event in Kailua-Kona application forms for a table should be out soon and she will fill in the form when it is available**. Budgeting was already included in our 2019 budget estimate. The Guild has participated in this event the last couple years and found it a good venue for book sales and promotion of the Guild.

Louise has collected more data on the opportunity for a pop-up bookstore for members book promotions/sales with a table at the Parker Ranch Pukalani Stables during the Farmers Markets on Saturdays and/or Wednesdays. Of those present at the Board meeting, **a preference for Saturday was indicated**. The target to hold such a pop-up bookstore would be the beginning of May with one or two a month. The cost of a table per event at the stables is between \$20-\$30 and Louise indicated she would handle part of those costs if necessary. **A motion was made to approve this pop-up bookstore and its costs for a year for up to twice a month starting in May and it was seconded and approved. Need to ensure this is accounted for in an update to the budget.**

An event at the stables and most other venues require we have liability insurance. The standard policies are for up to one million dollars in liability. Louise looked into **one option that would provide liability insurance for up to 27 event days for \$205** (averages \$7.60/event day as compared to the example of the Honolulu Book & Music Festival providing 2 event days of liability insurance for \$50). **Duncan mentioned he has a call into a local insurance company, Noguchi & Associates, about liability insurance** as another organization he belongs to has their insurance with that company. **He will let the Board know if he gets a quote from them for comparison.**

Eila, Director for North Kohala, provided feedback on the March 25th North Kohala reading. She said it was lots of work to set it up, but worth it. There were 12 readers, some were pop-up poets interspersed with the other readings. Mahealani Wendt, a Maui member, was not able to attend, but Eila lined up two Hawaiian speakers to each read poems by Mahealani. **The main readers were recorded, but the pop-up poets that did not have mics likely did not come through on the recording. Eventually Eila plans to edit the audio and make it available for play on the KNKR radio station.** Jada recorded video she posted to Facebook, but some of the sound on that was also hard to follow. The bigger area inside the library allowed for more people to attend, but was not idea for listening to the readers and the old library sound equipment did not help much. **Those in attendance indicated it was a great event and much appreciated.** Diann W. did a write-up and took photos for this event and submitted them for publication to local papers.

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 April 1st**.

Bruce Stern, Vice President, was away and unable to attend.

Diann W., President, previously mailed to members a code to obtain a **20% discount on the registration fee for members of our Guild for the Kauai Writers Conference.**

At the North Kohala reading event on March 25th Diann provided an overview of the Guild to those in attendance and mentioned we were **looking for volunteers to evaluate inputs and edit a literary review for the Guild with one edition to see how it works out. Laura Burkhart volunteered at the event and in a later conversation Diann had with Michael Foley, he agreed to work with Laura on the literary review.** Diann thought **Joy Fisher should work with them and serve as the liaison with the Board** on this activity since Joy had originally suggested the literary review. Bob Lupo had also expressed interest on working on the literary review previously.

Diann had forwarded to Duncan some **writing services our member Virginia Fortner offers for posting to our website list of resources.** Diane R. also provide a **website link for the Hawaii Children Authors & Illustrators site as a resource to post.** Duncan said he thinks he may need to create a page specific to Hawaii area resources in addition to the current list of resources that are more general.

Another item being considered is a way to **allow meeting attendance via internet/video and this is being looking into by Diann Wilson.** Diann has looked at **Zoom which is about \$120/year.** Our size of attendees and amount of time per meeting is beyond that of Zoom's free version. Eila and Duncan also have 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. It does not appear that Tutu's House offers internet service and it is not clear using a cell phone as internet hub would be adequate. [Diane R. called Tutu's House and they might be able to make arrangements for internet access, but we would need to know more specific details on what we'd need.]** Diann W. raised the question as to whether we would need to rent the room at Tutu's House if we use Zoom instead and save the money currently spent on the room at Tutu's House [we have prepaid through September at this point]. Diane R. thought we might want to overlap usage so some could participate as a group in the room while others "dial-in" for the meeting. Some face-to-face conversations are good and often cover issues that don't get addressed otherwise. Or those who want to participate as a group might need to use another facility with a room that provides internet (and might cost less or be free).

The **next regular Board meeting date** was set for **Tuesday, May 7th** at 1:00pm-2:45pm at Tutu's House.

The meeting was adjourned at 2:05pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- The **next regular Board meeting time and place: Tuesday, May 7th 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 and diane.b.revell@gmail.com) 10-days prior to the next meeting, so by **April 27th**. The agenda will be e-mailed **May 2nd**, five days prior to the meeting.
- Parking Lot:
 - a. **Setup the HWG Chat moderated blog via our website for all members to post comments** for an exchange of ideas. See if we have a willing moderator. Duncan to check with Jada Rufo. **Who:** Duncan Dempster **Due Date:** Sent question to Jada April 3rd, awaiting her reply for initiation of chat group before May 7th.
 - b. **Update Bylaws** to be in sync with new Articles of Incorporation – **Who:** Bruce, Diane, Bob, Joy. Initial draft sent by Diane to committee with some comments received and discussed at April 2nd Board Meeting. Next update for review to be sent out to committee by Diane prior to May Board Meeting. **Due Date:** April 10th, 2019
 - c. Seek **input from members on all islands** about **upcoming events that the Guild members could participate in for selling their books or learning more about writing/publishing/marketing skills on their island**. **Who:** Diann Wilson **Due Date:** April 15th.
 - d. Audit recommended 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. **Who:** Diann Wilson **Due Date:** May 7th
 - e. Review and approve current budget for 2019 (attached to minutes of March 5th Board Meeting unless updated since). Diane to place this on May Board Meeting agenda **Who:** Diane Revell **Due Date:** April 27th.
 - f. Duncan to create a page on our Guild website for writers' resources specific to the Hawaiian Islands. **Who:** Duncan Dempster **Due Date:** May 7th
 - g. Diane R. to update draft Bylaws and resend to 501 (c) (3) Committee for review and comments. **Who:** Diane Revell **Due Date:** April 12th
 - h.

Aggregate Hawaii Writers Guild Operating Balance As of 03/29/2019

Hawaii Community Federal Credit Union + American Savings Bank

HCFCU Checking Account Balance	\$1,733.26
HCFCU Savings Account Balance	50.12
ASB Checking Account Balance	508.10
Total Guild Operating Balance	\$2,291.48

Hawaii Writers Guild Treasurer's Log, March 2019

Hawaii Community Federal Credit Union

Operating Balance

Checking

Account	Vendor		Date Cashed
HCFCU as of 2/28/2019		\$1,833.26	
Less Check #923	Na Leo O' Hawaii	100.00	3/1/19
Balance as of 3/29/2019		\$1,733.26	

HCFU Savings Account

Balance as of 2/28/2019	\$50.11
Ending Balance 3/29/2019	\$50.12

Total HCFU Balance as of 2/28/2019 **\$1,883.37**

Total HCFU Balance as of 3/29/2019 **\$1,783.38**

Hawaii Writers Guild Treasurer's Log, March 2019 & As of April 1, 2019

American Savings Bank		Date Cashed/Expensed/Credited
Checking Account Balance as of 2/28/19	Vendor/Event	\$604.05
Less check # 102 Cece Johansen (Cherry Blossom F.)		90.00 3/12/19
Less Monthly Service Fee		5.95 3/29/19
ASB Operating Balance as of 3/29/19		\$508.10
Dues from T.J. Michaels (Cocoa Manor)		40.00 4/1/19
HCFCU Accounts Closed & Deposited		1,783.38 4/1/19
Total ASB Operating Balance		\$2,331.48 4/1/19