

<b>MINUTES</b>	<b>Hawaii Writers Guild</b>	<b>April 22, 2020</b>
	<b>Revision 1</b>	

Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting  
Held via Zoom

Officers and Directors of the Guild present via Zoom:

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 via Zoom:

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.]

Tutu's house staff assigned the host role to Diane Revell which gave her some Zoom options unavailable to the others in the meeting. As the **Hawaii Writers Guild recently acquired a Zoom Pro license via our President Diann Wilson to support some non-Board meetings and training sessions**, we will use our own license (versus Tutu's House's license) to host our future Board meetings. Our Secretary **Diane Revell will inform Shawn Saito at Tutu's House we will not need to use their license or have them set up the Zoom meetings in the future.**

Prior to the meeting Vice President Bruce Stern had posted the current membership rosters (order of joining the Guild and alphabetized order) to the Board's Google Group. Also, prior to the meeting Treasurer Bob Lupo had e-mailed the final Treasurer's log for March 2020 (Attachment 1), the preliminary Treasurer's log for April 2020 (Attachment 2), and a third draft of the HWG 2020 Budget (Attachment 3) to the Board Members.

**The meeting was called to order by President Diann Wilson at 1:02pm with "Zoom" running** on the Tutu's House's computer to allow the Board and any members to join remotely to comply with Hawaii's virus-related "stay at home" directive.

The Secretary, Diane Revell, requested the **April 8<sup>th</sup> Special Board Meeting Minutes be approved. A motion was made to approve the April 8<sup>th</sup> minutes, seconded and the Board voted unanimously to approve them.**

**Bob Lupo did provide a quick summary of our financial status with the details in Attachments 1 and 2.** He had previously let us know that since our prior meeting, **he had filed the Guild's IRS 990-EZ postcard as required for 2019. He also had made the payment for our Guild to join Hawaii Alliance of Nonprofit Organizations (HANO).** Joy mentioned that the HANO site had lots of information and classes beyond what could be viewed by those not members of the organization. **Bob had provided the username and password in an April 9<sup>th</sup> e-mail to the Board.**

**Next was discussion related to the proposed HWG 2020 budget, but also the need to avoid handling use of our income that could endanger our recently received 501(c)(3) qualified charity status.** The issue involves tax exempt versus non-exempt expenses and the ratio between the two that would be acceptable to retain IRS tax-exempt charity status. His concern had been heightened by one case where a motorcycle club lost their 501(c)(3) status when they had a ratio of only 8% non-exempt that triggered their loss. For our discussion, Bob provided our prior years' expenses of income that fell into four main areas with the first three that might be primarily construed as individual benefits (non-exempt) versus community benefits: Annual Meeting and Dinner (29%), Popup Bookstores (14%), and Festivals (11%) added up to a total of 54% and the remainder of professional expenses being tax exempt ( 46%).

**In the past the Guild has covered all expenses for members and up to one guest per member to attend the annual dinner meeting.** This benefits just those who attend the annual meeting, so we discussed various options for having most of the costs come from those who attend and considered means to reduce the total costs.

Reduction of costs of the event centered mainly on food (Foodland and Lilikoi Café with switching to only Foodland items) or the nature changing from a dinner event to more of a reception with much less food. Also, the option of changing it to a potluck was suggested. **In the end we settled on staying with a dinner event, avoiding a potluck, and only minor changes to the foods ordered, if we thought the fee we would need to charge would be too high otherwise.**

**Bob provided some information using our past data on dinner meeting costs from venue rental, food, tableware and other supplies to figure it was about \$21/person members and guests. It was decided for budget planning we could use a cost to each attendee of \$20 and the Guild would cover any costs over that amount.**

**The second budget category that we discussed was the pop-up bookstores and tables at festivals** (like Cherry Blossom Festival, Merrie Monarch and Christmas in July). Bob provided the data from prior years and Louise our Events Director provided information on the costs with the **Waimea Farmers' Market table costs going up to \$40 from the prior \$30/table/day.** These events provide a means to give information on our Guild to the public, but also for the authors who staff the tables to sell their books. With on average 4 authors at each event, if each one contributed between \$5-\$10/event that would cover half to the full amount of the table cost. Louise thought most of the authors did not make much profit on their book sales, more like they would break even. A less expensive once per month option for a pop-up bookstore is the Parker Ranch Shops Saturday Arts & Crafts Fair at \$25/event. Festival tables usually cost more like \$50 - \$100 or more, but some allow 501(c)(3) charities a table for free like for the Merrie Monarch Festival (though it was cancelled due to virus restrictions). To divide those more expensive festival costs among the members who staff the tables might be too much per individual to make it worthwhile.

**For now we decided to wait to see what will be open to us once the virus restrictions are removed, but likely charge members who staff the pop-up bookstores part of the table fees, and determine which festivals provide the best return on the table fees relative to through**

**traffic for Guild publicity and member book sales with the Guild picking up more of the costs. Related to these events, they usually require liability insurance and our current policy would need to be renewed in May. Bob had donated the cost of that last year and said he would do so again this year, so it is not a component of the cost that would be passed to the members.**

The third category of professional expenses was not considered to be controversial and they were clearly tax-exempt expenses, so we did not spend time discussing those. [After the meeting, Bob Lupo provided an **updated (4<sup>th</sup> draft) version of our 2020 budget that tried to account for our discussions including anticipated reduction of event participation due to COVID-19.** This is provided as Attachment 4.]

Committee Reports:

**Our Webmaster, Duncan Dempster,** mentioned that several of the new members have yet to provide their information for the website's Our Authors page. Next **he provided status on our registration with Amazon's Smile program as a 501(c)(3) charity that Amazon users can select us as their charity in the program so ½ of 1% of the person's order costs would be given annually to the selected charity. Duncan will be mailing a message to the Guild members with this information** in a week or two. Joy pointed out that per **the website page view data Duncan had mentioned to her, our count went up significantly the week of April 6<sup>th</sup> when the announcement of our *Latitudes* literary review was available** on the website. A recent notice about *Latitudes* in a local newspaper this week might bounce the count up again.

Diann W. asked Duncan if he had seen a **student member application** come in recently as she had agreed to sponsor a student who expressed interest. He had not, so **Diann was going to follow-up with that person.**

**The Public Relations Director, Joy Fisher,** said our future events are currently on hold due to the COVID-19 restrictions. **Diann Wilson suggested** that with our own Zoom license now, **we might be able to host events via Zoom especially if the stay at home restrictions persist. Diann Wilson said she will act as the coordinator to ensure only one Zoom meeting is scheduled at a time.**

**Related to the ad for a newsletter editor, Joy had received a document template and example of a newsletter done by Guild member Nancy Baenziger for her homeowners' association that Nancy thought might be a useful example.** Joy had passed this along to the rest of the Board. **Some ideas of the type of information we might put in a newsletter were discussed including member profiles perhaps by member location. Potentially with a guest editor per location that could help introduce members** in a way to find more commonality. Since our ad for an editor had not resulted in a volunteer so far, **it was suggested the Board members may want to provide Joy with some ideas of who among our members we thought might be good candidates.**

**Joy also provided some information on the future of the *Latitudes* on-line literary review based on feedback from Laura Burkhart.** Laura raised three points:

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1. Two issues a year (spring and fall) would be good,
2. Now that the format and process had been established, submission window could be 2 months versus 3, and
3. A larger number of submissions could be accepted for publication

**The Board agreed Laura should proceed along those lines for future *Latitudes* issues and Joy could relay that to her.**

Joy suggest to **Bob Lupo he could help contact our student member Braden Savage for participation in future *Latitudes* meetings as he may have information to share with us with his experience at UH Hilo as student editor of their art and literature review.** Bob said he would be willing to do that.

**Louise Riofrio, Events Director,** had covered her area during our prior budget discussion and did not have any more to add.

**Eila, Director for North Kohala,** was unable to attend, but had sent out information to the Board earlier. **She is facilitating for members who are interested a Zoom class on April 25<sup>th</sup>, 3pm-4pm on *How to Facilitate a Writers Group*.** She also started a Zoom writers support group twice a month on Saturdays. **In May (2<sup>nd</sup> and 16<sup>th</sup>) and June (6<sup>th</sup> and 20<sup>th</sup>) she found two members willing to facilitate the meetings by alternating: Braden Savage and Tamara Hynd.** [Eila sent a related e-mail notice to the membership on April 25<sup>th</sup>.]

**Bryan Furer, Director for Volcano,** was not able to attend the meeting. **The Volcano Writers Group’s plan for a public reading at Ira Ono’s Volcano Garden Arts to highlight works from their book *Out of Our Minds: Voices from the Mist* had been cancelled** but they plan to schedule it when virus restriction have been loosened to allow that. Joy said Bryan told her they now have hardcopies of their book available to offer for sale when they do hold their event.

**Bruce Stern, Vice President,** provided a summary of the **membership status with 65 active paid members and two late on payments.** [After the meeting, **one late on payment has since paid with the other person reporting having been ill but planning to pay shortly which will bring us 67 active paid members.**]

**Our President, Diann W.** said she **plans to send a message to the members to request those interested in having a writing buddy or mentor to let her know.** She and Duncan will coordinate, so not too many messages are sent to the full membership close together. **Duncan agreed to send his message about Amazon Smile a week after Diann sends her buddy/mentor question** to the membership.

The next regular Board meeting date is set for **Wednesday, May 27<sup>th</sup> at 1:00pm -2:45pm via the Guild’s own Zoom account.** [Hawaii’s COVID-19 virus related “stay at home” restrictions were extended through the end of May with some minor changes as of April 25<sup>th</sup>.]

**For those who cannot come to Waimea on the Big Island in the future to attend the board meetings, we do have Zoom active to allow remote attendance via a computer and internet.**

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Each meeting agenda includes the specific meeting information for joining via Zoom and tutorials can be found on-line.

The meeting was adjourned at 2:10pm.

Respectfully submitted,  
Diane Revell, Secretary

### Announcements:

- **The next regular Board meeting time and place: Wednesday, May 27<sup>th</sup> at 1:00pm – 2:45pm** usually at Tutu’s House at 64-1032 Mamalahoa Hwy # 305, Waimea, HI 96743, but **via all Zoom through May**. Attendance via internet or phone via Zoom will be offered and if still under “stay at home” restrictions will be the method used.
- **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 May 17<sup>th</sup>**. **The agenda will be e-mailed May 22<sup>nd</sup>** 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:** February 5, 2020 (put on agenda)]

Attachment 1: Hawaii Writers Guild Final Treasurers Log for March 2020

Attachment 2: Hawaii Writers Guild Preliminary Treasurers Log for April 2020

Attachment 3: Hawaii Writers Guild 2020 Budget (3<sup>rd</sup> Draft)

Attachment 4: Hawaii Writers Guild 2020 Budget (4<sup>th</sup> Draft)

Attachment 1: Hawaii Writers Guild Final Treasurers Log for March 2020

<b>Hawaii Writers Guild Treasurers Log for March 2020</b>	
<b>American Savings Bank as of February 28, 2020</b>	<b>\$1,716.37</b>
<b>March Inflows</b>	
Jada Rufo, membership renewal, 3/5/2020 (PayPal)	40.00
Eila Algood, membership renewal, 3/5/2020 (PayPal)	40.00
Eila Algood, donation, 3/5/2020 (PayPal)	250.00
Tamara Hynd, membership renewal, 3/11/2020	40.00
Sabrina Ito, membership renewal, 3/11/2020	40.00
Laura Burkhart donation, 3/11/2020	50.00
Don Kennedy, new member dues	40.00
<b>Total March Inflows</b>	<b>500.00</b>
<b>March Outflows</b>	
PayPal fee (Eila Algood's donation), debited 3/5/20	-7.55
New ASB Checks Ordered, debited 3/10/2020	-28.50
ASB Monthly Service Fee	-5.00
<b>Total Preliminary March Outflows</b>	<b>-41.05</b>
<b>Total ASB Operating Balance as of 3/24/20</b>	<b>2175.32</b>
<b>Less 501-c-3 Reserve Fund</b>	<b>-600.00</b>
<b>ASB Net Operating Balance as of 3/24/20</b>	<b>1575.32</b>

Attachment 2: Hawaii Writers Guild Preliminary Treasurers Log for April 2020

<b>Hawaii Writers Guild Preliminary Treasurers Log for April 2020</b>					
<b>American Savings Bank Balance as of March 31, 2020</b>					<b>\$2,175.32</b>
<b>April Inflows To Date</b>					
James Gibbons, membership renewal, 4/4//20					40.00
Amy Elizabeth Gordon, membership renewal, 4/4/20					40.00
Cheryl Ann Farrell, membership renewal, 4/4/20					40.00
Virginia Fortner, membership renewal, 4/4/20					40.00
John L. Hart, membership renewal, 4/6/20					40.00
T.J. Michaels, membership renewal, PayPal, 4/13/20					40.00
Bruce Stern, membership renewal, PayPal, 4/22/20					40.00
<b>Total April Inflows To Date</b>					<b>280.00</b>
Total April Outflows To Date					<b>0.00</b>
<b>Total ASB Operating Balance as of 4/22/20</b>					<b>2455.32</b>
Less 501-c-3 Reserve Fund					<b>-600.00</b>
<b>ASB Operating Balance as of 4/22/20</b>					<b>1855.32</b>

Attachment 3: Hawaii Writers Guild 2020 Budget (3<sup>rd</sup> Draft)

<b>Hawaii Writers Guild Budget (4th DRAFT)--2017 Actual to 2019, 2020 Estimated:</b>					*****
<b>Revenues - Expenses = Retained Earnings Surplus / (DEFICIT)</b>					<b>Pro Forma</b>
					<b>COVID-19</b>
		<b>2017A</b>	<b>2018 A</b>	<b>2019 A</b>	<b>2020Est'd</b>
					<b>2020 E</b>
<b>Revenues:</b>					
<b>Retained Earnings Balance as of January 1</b>					
			<b>\$958.43</b>	<b>\$2,737.35</b>	<b>\$ 2,392.63</b>
					<b>\$2,392.63</b>
Dues--Existing Members (43, '17; 51, '18, 60, '19, 70e, '20)		\$1,710.00	\$2,040.00	\$2,414.76	2,800.00
Cash Donations			\$2,320.00	\$709.98	500.00
T-Shirt Revenues + C Card Expense Donations				\$470.80	449.22
<b>Total Operating Revenues</b>		<b>\$1,710.00</b>	<b>\$4,360.00</b>	<b>\$3,595.54</b>	<b>\$ 3,749.22</b>
					<b>3,749.22</b>
<b>Less Operating Expenses:</b>					
ASB Setup Deposit + Monthly Account Fee				157.85	60.00
501-c-3 Legal Expenses/Misc. Legal, Hano Membership			600.00	1,300.00	500.00
Anna Ranch-- Dinner Rental		\$156.24	\$208.33	\$250.66	275.00
Dinner Supplies			\$560.00	\$774.87	801.26
Pop-Up Events			\$0.00	\$511.81	480.00
Thelma Parker Library Rental			\$275.00	\$0.00	0.00
Room Workshop Rentals/BOD Meetings			\$50.00	\$100.00	150.00
Speaker/Microphone Rental/TV Setup			\$0.00	\$100.00	40.00
Kamehameha Christmas / July Festival			\$0.00	\$110.00	110.00
Kamehameha Christmas / November Festival(JoAnn Williams)			\$225.00	\$200.00	200.00
Cherry Blossom Festival			\$0.00	\$90.00	100.00
Vinyl Banner/T-Shirts/Trifold			\$490.80	\$49.22	40.00
Website Hosting/Net Setup Fees, Zoom Link		\$351.89	\$0.00	\$0.00	249.22
Domain Email Accounts (2 in '18, 4 in '19)			\$0.00	\$0.00	100.00
Posters (6 in '18, 8 in '19))			\$89.95	\$65.00	40.00
New Business Cards/Expense Reimbursements/Supplies/P.O.Box		\$243.44	\$82.00	\$230.85	400.00
<b>Total Operating Expenses</b>		<b>\$751.57</b>	<b>\$2,581.08</b>	<b>\$3,940.26</b>	<b>\$ 3,545.48</b>
					<b>2404.22</b>
<b>Total Operating Income</b>		<b>\$958.43</b>	<b>\$1,778.92</b>	<b>(\$344.72)</b>	<b>\$ 203.74</b>
					<b>1,345.00</b>
<b>Estimated Retained Earnings</b>		<b>\$958.43</b>	<b>\$2,737.35</b>	<b>\$2,392.63</b>	<b>\$ 2,596.37</b>
					<b>\$3,737.63</b>
<b>Notes:</b>					
Our current bank balance (Retained Earnings) as of 4/24/2020 is \$2,415.32. Modest change may occur before month's end.					
Pro Forma 2020 estimates vary from 'normal' 2020 estimates to reflect favorable anticipated trends given expense allocation shifts to members for Annual Dinner Expenses and Pop-Up Events and the potential impact of COVID-19 for 2020 Festival Expenses.					



Attachment 4: Hawaii Writers Guild 2020 Budget (4<sup>th</sup> Draft)

<b>Hawaii Writers Guild Budget (4th DRAFT)--2017 Actual to 2019, 2020 Estimated:</b>					*****
<b>Revenues - Expenses = Retained Earnings Surplus / (DEFICIT)</b>					<b>Pro Forma</b>
					<b>COVID-19</b>
		<b>2017A</b>	<b>2018 A</b>	<b>2019 A</b>	<b>2020Est'd</b>
					<b>2020 E</b>
<b>Revenues:</b>					
<b>Retained Earnings Balance as of January 1</b>			<b>\$958.43</b>	<b>\$2,737.35</b>	<b>\$ 2,392.63</b>
<b>Retained Earnings Balance as of January 1</b>					
<i>Dues--Existing Members (43, '17; 51, '18, 60, '19, 70e, '20)</i>					
		\$1,710.00	\$2,040.00	\$2,414.76	2,800.00
<i>Cash Donations</i>					
			\$2,320.00	\$709.98	500.00
<i>T-Shirt Revenues + C Card Expense Donations</i>					
				\$470.80	449.22
<b>Total Operating Revenues</b>		<b>\$1,710.00</b>	<b>\$4,360.00</b>	<b>\$3,595.54</b>	<b>\$ 3,749.22</b>
<b>Less Operating Expenses:</b>					
<i>ASB Setup Deposit + Monthly Account Fee</i>					
				157.85	60.00
<i>501-c-3 Legal Expenses/Misc. Legal, Hano Membership</i>					
			600.00	1,300.00	500.00
<i>Anna Ranch-- Dinner Rental</i>					
	\$156.24	\$208.33	\$250.66	275.00	\$275.00
<i>Dinner Supplies</i>					
		\$560.00	\$774.87	801.26	150.00
<i>Pop-Up Events</i>					
		\$0.00	\$511.81	480.00	240.00
<i>Thelma Parker Library Rental</i>					
		\$275.00	\$0.00	0.00	0.00
<i>Room Workshop Rentals/BOD Meetings</i>					
		\$50.00	\$100.00	150.00	50.00
<i>Speaker/Microphone Rental/TV Setup</i>					
		\$0.00	\$100.00	40.00	0.00
<i>Kamehameha Christmas / July Festival</i>					
		\$0.00	\$110.00	110.00	0.00
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		\$225.00	\$200.00	200.00	200.00
<i>Cherry Blossom Festival</i>					
		\$0.00	\$90.00	100.00	100.00
<i>Vinyl Banner/T-Shirts/Trifold</i>					
		\$490.80	\$49.22	40.00	40.00
<i>Website Hosting/Net Setup Fees, Zoom Link</i>					
	\$351.89	\$0.00	\$0.00	249.22	249.22
<i>Domain Email Accounts (2 in '18, 4 in '19)</i>					
		\$0.00	\$0.00	100.00	100.00
<i>Posters (6 in '18, 8 in '19))</i>					
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<i>New Business Cards/Expense Reimbursements/Supplies/P.O.Box</i>					
	\$243.44	\$82.00	\$230.85	400.00	400.00
<b>Total Operating Expenses</b>		<b>\$751.57</b>	<b>\$2,581.08</b>	<b>\$3,940.26</b>	<b>\$ 3,545.48</b>
<b>Total Operating Income</b>		<b>\$958.43</b>	<b>\$1,778.92</b>	<b>(\$344.72)</b>	<b>\$ 203.74</b>
<b>Estimated Retained Earnings</b>		<b>\$958.43</b>	<b>\$2,737.35</b>	<b>\$2,392.63</b>	<b>\$ 2,596.37</b>
<b>Estimated Retained Earnings</b>		<b>\$958.43</b>	<b>\$2,737.35</b>	<b>\$2,392.63</b>	<b>\$ 2,596.37</b>
<b>Notes:</b>					
<b>Our current bank balance (Retained Earnings) as of 4/24/2020 is \$ 2,415.32</b>					
<b>Pro Forma 2020 estimates vary from 'normal' 2020 estimates to reflect favorable anticipated trends given expense allocation shifts to members for Annual Dinner Expenses and Pop-Up Events and the potential impact of COVID-19 for 2020 Festival Expenses.</b>					