

<b>MINUTES</b>	<b>Hawaii Writers Guild</b>	<b>April 28, 2021</b>
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Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting  
Held via Zoom to comply with Hawaii's virus-related "stay at home" directive.

Officers and Directors of the Guild present via Zoom:

Carol McMillan – *President*, Bruce Stern – *Vice President*, Diane Revell – *Secretary*, Joy Fisher – *Public Relations*, Duncan Dempster – *Webmaster* [Bryan Furer – *South Hawaii/Volcano Regional Director* **tried to join but was not let in by the host** as likely she did not notice his attempt to join perhaps as we had already started the meeting.]

Others Present via Zoom:

Donna Beumler, Charles Roberts

[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.]

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 2021 (Attachment 1) and the interim Treasurer's log for April (Attachment 2)**. Bob indicated he had an appointment that conflicted with the meeting time so would not be able to attend today's Board meeting.

President, Carol McMillan was the Zoom host and **called the meeting to order at 1:01pm**. She welcomed all.

Carol had contacted Diann Wilson to see if she would serve as **manager of the Writing Buddies program** or have an alternate candidate. Diann W. and Carol are writing buddies and Carol said it is a great advantage to her in having the one-on-one partnership. However, **Diann said she does not want to manage the program** and had no other candidates in mind. The **Opt-In member contact list does provide a way for members to self-select a buddy** based on genre information on the list.

The agenda included an e-mail exchange between Carol and Laura Burkhart since our last meeting to see if Laura would serve as **manager of a new Mentorship program** or have an alternate candidate. Although what Laura described sounded like a great program and implied she could be the manager of it, she had not replied to Carol's comment about the role not being a paid position as it would be considered a violation of our 501(c)(3) tax-exempt nonprofit status. Carol agreed to check back with Laura to see if she would still be interested if it were a non-compensated activity. **[Laura provided clarification later that the payments referenced in her proposal would be only to the mentors and not to the manager of the mentorship program that she indicated she would be willing to take on as a volunteer task.]**

**Secretary, Diane Revell called for approval of the Minutes of the March 24<sup>th</sup>, 2021 HWG Board of Directors Meeting – Revision 1.** It was seconded and the measure passed

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.** [Both posting and e-mail completed 5/2.]

**Diane had also worked to obtain the D&B D-U-N-S Number that is required for businesses that want to do work for or obtain grants from the US federal government.** To her surprise it **turned out we already had a number assigned** (perhaps initiated by our attorney Shawn Nokoa who had worked on our filing with the State of Hawaii and being in position to obtain our 501(c)(3) federal tax-exempt nonprofit status). We still **needed to have some of the information updated** such as a physical business address (now the home address of our registered agent), so Diane followed through to have that done. The acknowledgement also provided information on the next step to register with the federal government via their SAM.GOV website. Diane **created an account for the website but decided we should wait to complete registration of the Guild on the sight as it requires a link to our financial account.** She wanted it discussed but thought it would be better to wait until we had a specific project in mind with the federal government that would require us to register. After a brief discussion, it was agreed by **the Board that it was appropriate to wait.**

**Bruce Stern, Vice President,** provided a summary of the **membership status with 72 active members that includes two student members with no change in counts** since the prior meeting but with one dropped and one added. There are 5 members listed as inactive as their dues are delinquent for 3 or more months. There are 3 pending members.

Currently there are 34 members on the Opt-In list. Bruce had wanted to send the latest **version of the Opt-In Contact List to full membership to see if any others want to join but was waiting on the three pending members to become members.** He thought most Board members had approved of them already, so it was pending Carol's welcome message to each and their dues payment. Carol agreed she had to do that but had lost sight of some of the approvals in often long strings of messages in response to the submissions. Some discussion was pursued to provide suggestions to Carol for tracking replies and also a **reminder from our Webmaster, Duncan, that the Board members should reply to Carol and have other Board members on the cc-line** as sometimes they just reply to him (despite the instructions in the message) as he is the one passing the submissions for membership to the Board. It was also confirmed for Carol's benefit that an applicant required 5 positive votes for approval as 5 or more constitutes a quorum of Board members.

**Treasurer, Bob Lupo was unable to attend but provided a summary in his prior day e-mail that is included as follows** with the details for the **final March log provided in Attachment 1** and the details for the **interim April log in Attachment 2.** We ended February and began March with an ASB Operating Balance of \$4,130.18. Eight members renewed in March for total inflows of \$320 for the month, and ASB's \$5.00 monthly fee, was the sole outflow. Hence, we **ended March and began April with an ASB Operating Balance of \$4,445.18.** April has been a good inflow month to date, with 7 members renewing and 3 new members paying initial dues. One member (Diann Wilson) renewed through 2022, boosting total inflows for the month, to date, to \$440. So far, we've had 1 major outflow in April of \$156.96 (check #124 paid to D.W.) for renewal of the Guild's Zoom account. Hence, **as of April 28th, the Guild's ASB Operating**

**Balance totals \$4,728.22.** We've seen healthy membership inflows the past 2 months from existing and new members, with 15 members renewing and 3 new members initiating membership.

In our prior Board meeting, **Bob Lupo went over a summary of the proposed budget for 2021 with the finance history actuals of the prior years included for reference.** Diane realized well after the Board meeting that **we did not propose a resolution to approve the budget, so initiated that via e-mail exchanges on March 28<sup>th</sup>.** **By March 30<sup>th</sup> she had received six "ayes" that exceeded the quorum requirement of at least 5 as all votes returned were positive.** We need to approve our 2021 budget so that those agreed expenses can be paid as they occur without again seeking Board approval and only unanticipated 2021 expenses would need to be brought up for separate approval. **On March 30<sup>th</sup>, Bob Lupo made one more update** accounting for a recent expense and donation. Diane sent a follow-up e-mail to the Board on March 31<sup>st</sup> with the update to see if any issues and if their prior votes remained the same. She raised this issue today, just to be sure no change in the approval votes. None were raised, so **the budget for 2021 is now approved and is provided as Attachment 3.**

Committee Reports/Updates:

**Louise Riofrio, Events Director** was **not able to attend** today's meeting. She has kept the membership aware of the pop-up bookstore events currently held twice a week in Waikoloa and Kamuela, respectively with her last report out the week of April 20<sup>th</sup>. [Louise provided her next pop-up bookstore message on May 4<sup>th</sup>.]

**The Public Relations Director, Joy Fisher,** said there were no recent PR releases. **Joy provided some event information that the Kauai Writers Conference** will be held in person vs. online this November 8<sup>th</sup> -14<sup>th</sup>. **She will check to confirm we will be able to get a table for providing Hawaii Writers Guild information** to attendees of the conference. [Diann Wilson provided information via e-mail on April 30<sup>th</sup> that **HWG members are still able to get a significant discount for the added Kauai Writers Conference Online sessions on 'specific insights that will fundamentally improve their writing and help them to get published'**". Jada Rufo posted it to Facebook HWG Members page. **Joy will check to see if this current discount for HWG members will also be allowed for our members to use to register for the November Kauai Writers Conference** that will be on Kauai. This would provide a significant savings.]

Regarding the **Newsletter Editor** job that Joy will do along with Cece Johansen, she and Cece have had some further discussions. **Joy had provided a planned announcement about the newsletter including how members might contribute for Board feedback the day prior to the meeting.** She plans to send it out this week to the membership. She also sent the Board an example article she plans to use in the first edition that featured member Virginia Fortner. [**Joy e-mailed the HWG Newsletter announcement to the full membership on May 2<sup>nd</sup>.**] The plan is for the Newsletter to highlight new members of 2021 (7 so far) and highlight any recent member publications of which she knows there are several. The first edition would be expected to appear on-line at our Hawaii Writers Guild website before July. Joy told Duncan she plans to

have a talk with him about the format of the newsletter so it will appear in a way similar to how he did it for the *Latitudes*, 2<sup>nd</sup> Edition.

We became an **official associate of the Berkeley branch of the CWC, to exchange information on our events** including our HWG YouTube Channel series. **Our members can check their event tickets page for upcoming events** that as an Association Affiliate our members can attend. <https://www.ticketsource.us/california-writers-club-berkeley-branch>. Joy said the coordination with the CWC is continuing smoothly with Cece Johansen acting as our local liaison with the Berkeley branch. Cece passes along any of our new HWG YouTube channel offerings and keeps us informed of the CWC events that can also be found at the above link. **The Berkeley branch of the CWC next guest speaker offering is on May 16<sup>th</sup> “Race is Context.”**

Joy is still working on presenting the members with means to help us take advantage of the **opportunity to apply for next year’s Laura Jane Musser Fund grant**. It was agreed this looked like a good fit for the Guild and its mission.

**Our Webmaster, Duncan Dempster**, had provided a **job description for a HWG Digital Communications Manager** as previously requested (see **Attachment 4**). Much of this job is done directly or indirectly by Duncan. In Attachment 4, it has been annotated with notes in **red** with some of the comments from today’s meeting as to who does what on the current job.

On April 23<sup>rd</sup>, Duncan had **sent e-mail to the membership about our website’s current resource lists and other resource content with a question to the members as to what they ideas they had to make improvements**. As of April 26<sup>th</sup>, he had received **9 responses** with 3 from Board members and 6 from other members with most of the ideas from our new members. He said there as **some good ideas suggested that will take a bit of time to evaluate and implement**.

Another item on the agenda had been a discussion of **the role of a diversity coordinator by Johnson Kahili, however he was not able to join us**. [It turns out he tried to join but was not let in by the host as likely she did not notice his attempt to join. Johnson did provide this information via an e-mail seen after the meeting. Here is his response:

My idea **to recruit a younger and more diverse membership is primarily to scout college programs and community events for potential writers**. I have also been contacting people via conventional networking. I have a few people interested who practice in my current line of work. I do video and sound media projects for a variety of production companies on island. Many of those involved with this line of work manage blogs and have writing aspirations above storyboarding and narrative. Many are also in the market for ghost writers or regular article contributors. I am not through with my Vaccines at this time, so I have limited my interaction by staying online or over phone thus far. For example: I guest attended a virtual BI Chamber of commerce meeting and did a short presentation about the writer's guild.

My probing as of this moment reveals, **it will make the most sense to report quarterly as there is not much community activity just yet.** When things are back to normal I'll seek out in person open mics and college appointments to present what the guild has to offer established and new authors.

Mahalo, Johnson Kahili IV ]

The **next regular Board meeting date** is set for **Wednesday, April 28<sup>th</sup> at 1:00pm-2:30pm via the Guild's own Zoom account.**

The meeting was adjourned near 1:55pm.

Respectfully submitted,  
Diane Revell, Secretary

Announcements:

1. The **next regular Board meeting time and place: Wednesday, May 26<sup>th</sup> at 1:00pm – 2:30pm. Meetings will all be via Zoom for the foreseeable future.** Attendance via internet or phone via Zoom will be offered and if still under “stay at home” restrictions it will be the sole method used.
2. **Requests for items to be added to the agenda for the next regular Board meeting should be sent to the President Carol McMillan and Secretary Diane Revell at their e-mail addresses ([sylvanease@msn.com](mailto:sylvanease@msn.com) and [diane.b.revell@gmail.com](mailto:diane.b.revell@gmail.com)) 10-days prior to the next meeting, so by May 16<sup>th</sup>. The agenda will be e-mailed May 21<sup>st</sup> to the full membership five days prior to the meeting.**

Attachment 1: Hawaii Writers Guild Final Treasurer's Log for March 2021

Attachment 2: Hawaii Writers Guild Interim Treasurer's Log for April 2021

Attachment 3: Hawaii Writers Guild 2021 Budget (Approved April 2021)

Attachment 4: HWG Digital Communications Manager Job Description - Annotated

Parking Lot:

1. Our Zoom account has been renewed with reimbursement to Diann Wilson but **need to confirm associated e-mail address changed from that of our former HWG President Diann Wilson to one for the Guild, perhaps the HWG Website admin e-mail address: [admin@hawaiiwritersguild.com](mailto:admin@hawaiiwritersguild.com). YouTube has no associated cost but may also need to have same account e-mail change.**

2. **Ensure appropriate federal income tax form filed for 2020 and any required Hawaii tax form. Bob Lupo, Treasurer.**
3. **Find a means to ensure Zoom Host for our Board Meetings can see and provide access to members who try to join after the meeting is in progress. Carol McMillan with help from other who do regular hosting of Zoom meetings.**
4. **Review actions pending from the Feb. 10, Special Board 2021 Planning Meeting:**
  - a. Carol McMillan check if Laura Burkhart willing to help develop guidelines and manage a mentor program without compensation. **[Laura provided clarification later that in her initial proposal the intent was that she would take on the management role on a volunteer basis]**
  - b. **Joy Fisher and Duncan Dempster- Local Resources, may need to have rules set to be sure we do not violate our 501(c)(3) commitments to avoid personally benefiting a member by providing advertising for paid services or may not be needed if this is available also for non-member.**

Attachment 1: Hawaii Writers Guild Final Treasurer's Log for March 2021

<b>Hawaii Writers Guild Treasurer's Log, as of March 31, 2021</b>						
<b>ASB Operating Balance as of February 26, 2021</b>						<b>\$4,130.18</b>
<b>Interim March Inflows</b>						
Steve Foster, Membership Renewal						40.00
Cece Johansen, Membership Renewal						40.00
Eila Algood, Membership Renewal, PayPal						40.00
Don Kennedy, Membership Renewal, PayPal						40.00
Jim Gibbons, Membership Renewal, PayPal						40.00
Jada Rufo, Membership Renewal						40.00
Virginia Fortner, Membership Renewal						40.00
Jim Larsen, Membership Renewal, PayPal						40.00
<b>Total March Inflows</b>						<b>\$ 320.00</b>
<b>March Outflows</b>						
ASB Monthly Service Fee						-5.00
<b>Total March Outflows</b>						<b>-5.00</b>
<b>ASB Operating Balance as of March 31, 2021</b>						<b>\$ 4,445.18</b>

Attachment 2: Hawaii Writers Guild Interim Treasurer's Log for April 2021

<b>Interim Hawaii Writers Guild Treasurer's Log as of April 28, 2021</b>			
		<b>ASB Operating Balance as of March 31, 2021</b>	<b>\$4,445.18</b>
		<b>Interim April Inflows</b>	
		Shamar Hereth, New Member, PayPal	40.00
		Miss Pianta, New Member, PayPal	40.00
		John L. Hart, Membership Renewal, PayPal	40.00
		T.J. Michaels, Membership Renewal (Cocoa Manor), PayPal	40.00
		Bruce Stern, Membership Renewal, PayPal	40.00
		Duncan Dempster, Membership Renewal, PayPal	40.00
		Sabrina Ito, Membership Renewal, PayPal	40.00
		Amy Elizabeth Gordon, Membership Renewal (Gig Called Life), PayPal	40.00
		Diann Wilson, Membership Renewal, 2 years through 2022	80.00
		Charles Roberts, New Member	40.00
		<b>Total Interim April Inflows</b>	<b>440.00</b>
		<b>Interim April Outflows</b>	
		Diann Wilson for Zoom Account Renewal (Check 124)	-156.96
		<b>Total Interim April Outflows</b>	<b>-156.96</b>
		<b>Interim ASB Operating Balance as of April 28, 2021</b>	<b>4728.22</b>

## Attachment 3: Hawaii Writers Guild 2021 Budget (Approved April 2021)

**Hawaii Writers Guild Budget, 2017 Actual to 2020; 2021 Estimated:**  
**Revenues - Expenses = Retained Earnings Surplus / (DEFICIT)**

Updated: 30 March 2021 - Approved April 2021

	2017A	2018 A	2019 A	2020 A	APPROVED 2021 E *
<b>Retained Earnings Balance as of January 1</b>		<b>\$958.43</b>	<b>\$2,737.35</b>	<b>\$ 2,392.63</b>	<b>\$ 3,479.18</b>
<b>Revenues (Gross Receipts):</b>					
Dues--Existing Members (43 , '17; 51 , '18, 60 , '19, 55 '20, 55 E, '21 )	\$1,710.00	\$2,040.00	\$2,414.76	\$ 2,199.37	\$ 2,200.00
Cash Donations + Year Ahead Dues (paid 2020 for '21 Dues)		\$2,320.00	\$709.98	380.00	400.00
T-Shirt Revenues + C Card Expense Donations + Refinds + Rebates			\$470.80	789.59	840.71
<b>Total Operating Revenues</b>	<b>\$1,710.00</b>	<b>\$4,360.00</b>	<b>\$3,595.54</b>	<b>\$ 3,368.96</b>	<b>\$ 3,440.71</b>
<b>Less Operating Expenses:</b>					
ASB Setup Deposit + Monthly Account Fee			157.85	60.00	60.00
501-c-3 Legal Expenses/Misc. Legal / Tax, Hano Membership		\$ 600.00	1,300.00	372.25	400.00
Anna Ranch-- Dinner Rental	\$156.24	\$208.33	\$250.66	0.00	275.00
Dinner Supplies / Program Expenses		\$560.00	\$774.87	886.08	1000.00
Pop-Up Events		\$0.00	\$511.81	275.36	0.00
Thelma Parker Library Rental		\$275.00	\$0.00	0.00	0.00
Room Workshop Rentals/BOD Meetings		\$50.00	\$100.00	25.00	50.00
Speaker/Microphone Rental/TV Setup		\$0.00	\$100.00	0.00	50.00
Kamehameha Christmas / July Festival		\$0.00	\$110.00	0.00	125.00
Kamehameha Christmas / November Festival(JoAnn Williams)		\$225.00	\$200.00	0.00	225.00
Cherry Blossom Festival		\$0.00	\$90.00	100.00	100.00
Vinyl Banner/T-Shirts/Trifold		\$490.80	\$49.22	0.00	150.00
Zoom Link		\$0.00	\$0.00	180.00	180.00
Website Hosting/Net Setup Fees	\$351.89	\$0.00	\$0.00	149.22	280.00
Domain Email Accounts (2 in '18, 4 in '19)		\$0.00	\$0.00	100.00	75.00
Posters (6 in '18, 8 in '19))		\$89.95	\$65.00	0.00	50.00
New Business Cards/Expense Reimbursements/Supplies/P.O.Box	\$243.44	\$82.00	\$230.85	134.50	150.00
<b>Total Operating Expenses</b>	<b>\$751.57</b>	<b>\$2,581.08</b>	<b>\$3,940.26</b>	<b>\$ 2,282.41</b>	<b>\$ 3,170.00</b>
<b>Total Operating Income</b>	<b>\$958.43</b>	<b>\$1,778.92</b>	<b>(\$344.72)</b>	<b>\$ 1,086.55</b>	<b>\$ 270.71</b>
<b>Estimated Retained Earnings</b>	<b>\$958.43</b>	<b>\$2,737.35</b>	<b>\$2,392.63</b>	<b>\$ 3,479.18</b>	<b>\$ 3,749.89</b>

**Notes:**

The Guild's ASB balance totaled \$4,130.18 at February's-end. To date in March, 7 member renewals totaling \$280 have been deposited. Hence, the Guild's bank balance totals \$4,410.18 as of 3/23/21.

Aggregate 2020 operating expenses totaled \$2,282.41--markedly lower than 2019's total expenses of \$3,940.26. The 'savings' was due obviously to Covid-19's impact. \* I've kept 2021 Gross Receipts estimates low, staying with 55 paying members (1) for this year, and estimated cash donations and other gross receipts in-line with last year to arrive at 2021 estimated revenues of \$3,336. I've increased estimated operating expenses year-over-year to accommodate potentially higher Legal Expenses and in anticipation of a return to some semblance of normalcy in 2021.

Hence, I project increases in our annual dinner event, increased participation in local island festivals, and am estimating outlays for Website Domain expenses, YouTube, and Zoom link costs. Hence, estimated 2021 operating expenses aggregate \$3,120 (up ~37% year-over-year) to produce estimated net operating income of \$216, and estimated Retained Earnings (ASB Account) of \$3,695.18 at year-end.

(1) Presently, we have ~65 regular paying members not more than 2 months past due, but membership renewals and new member initiations have exhibited notoriously irregular payment patterns in past years. Of members *current* to date, ~ 14 have been tardy renewing their membership in previous years. Hence, my reason for maintaining estimated 2021 paying members at 55--the same as in 2020.

**Hawaii Writers Guild**  
**Digital Communications Manager Job Description**

**Formal Position Title:** Digital Communications Manager  
**[Currently, most of this is done by Duncan Dempster as Webmaster unless otherwise indicated]**

**Reports To:** Board of Directors

**Job Overview:** The Digital Communications Manager oversees the Guild's digital communication methods including website, email accounts, electronic financial facilities, social media, and other electronic communication means.

**Responsibilities and Duties:**

a) **Direct Responsibility:** Create, configure, and maintain digital communications accounts related to HWG's internet identity:

- Domain Name Registration and DNS account
- Website Authoring and Hosting accounts
- Google Workspace account
- Google Groups email accounts (BOD and General

membership) **[Backup is Bruce Stern as Vice President that includes Membership role]**

- PayPal account
- American Savings Bank (ASB) account (for PayPal

integration)

**[Duncan Dempster as in coordination with our Treasurer, Bob Lupo]**

- Other future digital accounts which may be desired or required, such as Submittable, Google Workspace, etc.

b) **Indirect Responsibilities:** Monitor such accounts created, set up, and maintained independently by others in behalf of HWG :

- YouTube Channel account
- Facebook accounts **[Primary is Jada Rufo as PR/Social Media]**
- Zoom subscription account
- Hawaii Business License contact **[Primary is Diane Revell as Registered Agent]**
- Hawaii State GET License contact **[Treasurer?]**
- 501(c)(3) registration & Compliance contact **[Primary is Diane Revell as Registered Agent]**
  - **Twitter [Primary is Bruce Stern as Vice President; has been inactive, but Bruce will check to reactivate]**

**Qualifications:** Qualifications necessary for someone to fill this position are:

- Education level: N/A
- Experience: Have wide and deep experience in internet conventions and usage
  - Specific skills: Must be fluent in digital communication methods and internet technology
- Certifications: None
- Licenses: N/A

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