**MINUTES Hawaii Writers Guild April 8, 2020 Rev. 1**

Hawaii Writers Guild (HWG) Special 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,* 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.]

The meeting was called to order by President Diann Wilson at 1:05pm with “Zoom” running on the Tutu’s House’s computer to allow all Board members to join remotely per the current stay at home state restrictions due to COVID-19 virus. She asked each member how they were coping during the restrictions on movement and spacing and if we had done much writing. We each provided a reply and in general were staying close to home with varying amounts of writing. Bruce’s wife has been making face masks for donation to those in need and he had previously offered some to our members.

Diann had provided the Board members with a summary of member suggestions given at the annual meeting for the Guild’s 2020 priorities (see Attachment 1) a couple days prior to today’s meeting. She had asked each Board member to select two from the list as their choice for 2020 Guild priorities. Eila indicated she had not selected among the list so there were a total of 14 votes to be allocated.

Diann requested a couple members to provide their view of the Guild’s purpose to guide our discussion. Diane Revell, Secretary, also read our mission statement that aligned well with the other views:

*Hawaii Writers Guild Mission Statement*:

Support writers connected to the Hawaiian Islands to hone their craft and engage with the public to heighten community appreciation for literature, creativity, and the written and spoken arts.

Of those sixteen items under five categories on the list, six had at least one vote with a couple that clearly stood out. In order of selection:

1. Manuscript review program/ Provide support from writers to write and finish work – like a coach/Mentorship
   1. Six votes in favor
   2. Discussion indicated more clear definition needed; may be more than one item
   3. Bruce thought this should include providing guidance on self-publishing
2. Connection to other islands
   1. Three votes
   2. Use of Zoom could be a good way to offer a writers’ support group interisland
   3. Could also include inclusion of those with day jobs by holding it in evenings
3. How to start a readers group to read and review HWG works (readers only)
   1. Two votes
   2. Duncan said Tutu’s writers’ support group already had this [not clear if “readers only” at Tutu’s House or if this was related to other item on suggestions for help on how to do audiobooks with readers other than the author or coaching to the author to do their own reading]
4. Create affinity sub-groups that members can associate with (e.g., historical fiction action, self-help, etc.)
   1. Two votes
   2. Those with interest in sub-groups are likely spread out so may be another option to use virtual meetings
5. Audios of Latitudes
   1. One vote
   2. Duncan pointed out this is an easy item to do and already the poems selected in Latitudes include audio version recorded by the authors
6. Proposed at the meeting and related to item 1 and item 4 above was the idea of “writing buddies” that could provide coaching or mentoring or both.

In the discussions it became clear of a strong relationship among these priorities and that some could be met in a combined manner. It was also clear that more precise definition of most of these (especially item 1 above) would be useful as they could be interpreted in different ways. For example, it could be a request for coaching that doesn’t require the coach to be a writer, but someone to keep you on track to meet your goals and encourage your enthusiasm. Or mentoring which would be provided by a more experienced writer or at least one more experienced in the area you want to be mentored. Manuscript review was deemed to be reading through a full manuscript and looking for things like the characters being believable, the story hanging together and consistent in story line, while most of our writers’ support groups only review a small piece at a time as the meeting is shared among a group of members and only lasts an hour or two. Some members are better at proof reading and editing than others and so those not proficient in those skills may want mentors to help with that.

A couple of the items on the member suggestions referred to either a mechanism for online sales of members books maybe via our website or more places in general to sell and promote their books. This led to a discussion of the issue raised on our pop-up bookstores and tables at festivals being a private benefit to the individuals separate from the goals of the Guild that could endanger our 501(c)(3) status. Joy provided a summary of the issue raised by a legal case [it is also discussed in more detail in the March 25th Special Board Meeting Minutes] and that this may lead us to reduce our current activities of this type versus increasing them. **There was consensus that book sales via our Guild website should not be undertaken** (with Duncan as Webmaster being the loudest voice). A move to eventually have the members who sell their books at the pop-up bookstores taking over the costs of the tables at those events was mentioned as one way to work this while the more expensive tables at festival events (Cherry Blossom Festival, Christmas in July, etc.) could be handled by the Guild as it seemed from the view of the attorney that a minor amount of this type of activity would be okay. Diann sought Louise’s input on this topic as she has been most closely involved in the pop-up bookstores, but it appeared Louise was having technical difficulties so could not respond. The idea of opening the pop-up bookstores to non-members as a way to avoid non-compliance had been mentioned, but Joy felt that was not helpful as it would be difficult to implement, but more to the point it was a private benefit and the ruling referenced did not distinguish between members vs. non-members if an individual had a private benefit from an activity.

For connection to other islands it was thought this could be done via affinity groups meeting virtually or helping them to have a virtual interisland writers’ support group. **Eila said she would be willing to help initiate a virtual interisland writers group with the goal to train someone else to take it on after a period of some months** (as Eila already hosts a couple other groups in North Kohala so only wants a limited commitment to host a third group). **She previously provided a “how to” on How to Start a Writers Group (see Attachment 2),** but newer members may not be familiar with that and might want help to get going.

A suggestion was made to do a survey of the members to see their interest in the items selected and their explanations of what these meant to them. **Duncan indicated our website had a survey feature that could be used to collect the survey information.** It was agreed that the **survey should include the identification and e-mail contact information for each member answering** the survey. This would allow us to do some follow-up if needed. **Relative to interisland virtual meetings a request for preferred time of day, day of the week and frequency of meetings should be solicited**. Diann was going to propose a set of survey questions.

With the consideration of more uses of Zoom to facilitate interisland meetings and other discussions among members **a resolution was proposed by Diann to have the Hawaii Writers Guild obtain their own annual license of Zoom Pro** versus just relying on the use of the Tutu’s House license which had some limitations on access for us as they use it for other groups, too. The motion was seconded and there was some discussion. Eila pointed out if paid for one year at once versus monthly the cost was less. The cost per the Zoom website was $14.99/month (but Eila thought it was about $150 so $12.50/month if one paid it in an annual lump sum). We could use it for our monthly Board meetings as well as interisland meetings. When asked, our Treasurer, Bob Lupo thought we could handle the cost. **The resolution was approved unanimously**. **Diann Wilson agreed to be the one to be the Zoom license contact person and to initiate the purchase [to start in May as current setup for April will use Tutu’s House license]**.

The Secretary, Diane Revell, requested the **February 26th Board meeting minutes be moved to be approved**. This motion was seconded, and the minutes **approved unanimously**. She then **requested the March 25th Board meeting minutes be moved to be approved**. This motion was seconded, and **the minutes 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**.

The **next regular Board meeting date** was set for **Wednesday,** **April 22nd** at **1:00pm - 2:45pm** via Zoom using Tutu’s House’s license.

**For those who cannot come to Waimea on the Big Island to attend the Board meetings, we do have Zoom active to allow remote attendance via a computer and internet**. Each meeting agenda includes the specific meeting information for joining via Zoom and tutorials can be found on-line. During the virus-related stay at home Hawaii restrictions all Board members also participate via Zoom

The meeting was adjourned at 2:20pm.

Respectfully submitted,

Diane Revell, Secretary

Announcements:

* The **next regular Board meeting time and place: Wednesday, April 22nd at 1:00pm – 2:45pm via Zoom using Tutu’s House** Zoom license.
* **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 April 12th**. The **agenda will be e-mailed April 17th** five days prior to the meeting.
* Parking Lot:
  1. **Consider ways to streamline current membership process. Who:** Diane Revell, Duncan Dempster, Bob Lupo, Diann Wilson, Bruce Stern **Due:** April 15th, 2020. (or not?)
  2. **Consider Guild participation in Sept. 24-27, 2020 HawaiiCon** at the Sheraton Kona Resort & Spa **Who:** Board **Due:** February 5, 2020 (put on agenda)]
  3. **Survey via our website to membership for clarification on 2020 priorities** among those selected at April 8th meeting. **Who:** Diann Wilson and Duncan Dempster **Due:** April 22nd, 2020

Attachment 1: Hawaii Writers Guild Member Suggestions for 2020 Priorities

Attachment 2:How to Start a Writer’s Group

**HWG 2020 input from members**

**Website related resources/ideas:**

Blog/ Podcast/Video Readings – u tube and website

Mechanism for online sales (bookstore through our website)

Audios of Latitudes

How to start a readers group to read and review HWG works (readers only)

**Promotion ideas:**

More places to sell and promote

Why I love Hawaii Anthology published and sold by HWG members

**Education/member support ideas:**

Help on how to do audiobooks

Local Writers retreat

Manuscript review program/ Provide support from writers to write and finish work – like a coach/Mentorship

Famous authors at Tutu’s house

Create affinity sub groups that members can associate with (e.g. historical fiction action, self help, etc.)

**Youth/keiki outreach:**

Sponsor Keiki writers contest – short story and poetry

Send our members/authors into the schools – show kids writers

Children’s books and programs

**Other:**

Connection to other islands

Serve alcohol at next event

How to Start a Writer’s Group

By Eila Algood

Where

• Choose a location that is easily accessible to the public

• Hawaii State Public Library • Community Organization

• I like having meetings at North Kohala Public Library and Tutu’s House in Waimea because they provide publicity.

Purpose

• To support one another’s writing by sharing unpublished work; giving and receiving feedback.

Format of meeting

• Greeting and welcome • Introduction:

1. If plenty of time, have each person share what brought them to the group (2 minutes each). 2. If not plenty of time, have each person say their name. • Each participant: 1. Reads the written piece they are working on.

2. They have 10-15 minutes for reading AND feedback

3. Bring a piece of writing they are working on (up to 3 typed pages) and copies for others to read and make comments (up to 8 copies)

• If 30 minutes left at end of readings, encourage people to write during that time.

• Once everyone has read, meeting can end.

Facilitation of a group

• As the facilitator, you set the tone and keep it on time.

• Create a space of respect and kindness.

• It’s important that each person is able to share, and no one runs away with the group.

• Limit conversation to writing.

• If someone goes off topic, gently remind them this is a writing group and they can talk more about that after the meeting.

How long

• 2 hours maximum

Time of Day and Day of Week; Choose based on:

• Your availability as a facilitator,

• When public space is available and

• When attendees may be available.

FAQ

What if we have 16 people who want to read in our 2-hour group?

• In my experience, it’s best to limit to the first 10 people who arrive (you can have a sign-up list). Cramming in more reduces the quality of feedback for everyone.

What if we have 4 people for a 2-hour meeting?

• Give each person 15 minutes. Then ask the group if they want to stay longer to talk about something relating to writing (ie: publishing), or would they like to write for 30 minutes, or do they want to end the meeting early? Reminder – this is a writers’ group so writing during your time together makes sense.

How often should meetings be?

• That depends on your availability as a facilitator and the availability of the space. I’ve facilitated in a weekly group, a twice a month group and a once a month group. The answer resides with you.

What if I cannot lead the group one week?

• Gather email addresses from participants at each meeting and look for someone who you could ask to fill in for you.

Do I charge money for meetings?

• The writers’ groups I’ve been involved with do not charge money.

Do I have to pay for space?

• It is best if you don’t. I have found my local library or community association to offer free space especially if I’m not charging participants.

Do I need to send email reminders prior to each meeting?

• That’s up to you. It can help participants to have a reminder.