

# MINUTES Hawaii Writers Guild May 7, 2019

Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting  
Held at Tutu's House

Officers and Directors of the Guild present:

Diann Wilson – *President*, Bruce Stern – *Vice President*, Diane Revell – *Secretary*, Bob Lupo – *Treasurer*, Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations Director*, Louise Riofrio – *Events Director*

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 **April 2<sup>nd</sup> 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 total count since our April Board meeting; 59 active members. This was due to one new member paying (Yves Nager), but one who decided to not renew membership (Eliza). We have 4 pending members.** The four pending members have yet to pay their dues to become actual members. **Two owe dues since November 15 (Tam Hunt) and November 30 (Dennis Dinner), so may have decided not to join.** Dues are still pending as of February 19 (Steven Donovan) and one other pending member who may not have yet been accepted with her April 10 application (Janet Oakley) though likely to be accepted [acceptance sent May 10<sup>th</sup>]. Another applicant applied on April 28<sup>th</sup>, but some Board members had questions about her application (Annastacia Sequoyah) as the writing example had many errors. It was agreed to not accept that person and to instead recommend she attend one of the writer support groups (North Kohala Library every 3<sup>rd</sup> Tuesday 10-noon, or Tutu's House every Tuesday 10-noon) to improve her writing and then to reapply. **Diann W. agreed to write the reply to Annastacia.**

Our Treasurer, **Bob Lupo**, mentioned **four other current members are delinquent on their dues by a few months.** It was agreed **these people should be contacted directly (vs. just via e-mail)** to see if they plan to let their membership lapse or if they just haven't gotten around to making their payment. **Diane Revell will contact Peter Cameron, someone else (?) was to contact Rachel Grenier, and Joy Fisher would contact Amy Elizabeth Gordon and mention also that Marc Gordon was delinquent.**

**Diane sent a draft of our updated Bylaws to the 501 (c) (3) Committee for review on April 11th:** Bruce Stern, Bob Lupo, Joy Fisher and Diane Revell. Joy provided some feedback on the related policies and procedures and has comments on the bylaws that might best be handled via a face-to-face meeting. **Diane and Joy will arrange to meet for discussion of the Bylaw comments and also invite Bruce and Bob to participate prior to the next Board meeting.**

Treasurer, **Bob Lupo**, provided the HWG Treasurer's Log, April 2019 & May 6, 2019 with current bank balance and recent income/expenditures (Attachment 3). The 2019 budget updates and associated notes provided in the minutes of the March 5<sup>th</sup> Board meeting were not previously approved, so were put to a

**vote today and approved. The approved budget provides the authorization for expenses by the Guild.** 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 spoken** via the phone and e-mail **with Jada Tan Rufo to see if she is still interested in moderating the chat group using the website blog option.** He said **she is somewhat reluctant but will do it for now as a trial.** Posts made by Jada will need to be announced to the full membership and currently can only be done by a Board member via our Hawaii Writers Guild Google Group. Once members or others see the post they can then comment on the item.

Eila (unable to attend due to travel) had sent an e-mail asking if the agreed upon how-to item she developed on “how to run a writers’ group” was on the website and difficult to find, or if it had not yet been posted. **Duncan said he had not created a “How To” page yet but would do so and post the one on running a writers’ group. This will be separate from the local writers’ resources listing to be put on the website.**

**The Public Relations Director, Joy,** said she still **needs to update the Guild News page on our website for the April events.** These will include the April self-publishing workshop by Sam Cudney and Louise Riofrio’s well attended presentation on the speed of light at Tutu’s house. Joy was gone part of the month, but had others gather the information and photos to be posted. **She considers the Guild News as an archive for events we host that will be useful in the future for possible grant applications.** The **next Writers’ Voices reading at the Waimea library will be the evening of June 5<sup>th</sup>.** Joy has lined up four of our members to read including two that usually live off-island, but will be here at that time. The four author/readers are as follows: Paul Bryant, Amy Elizabeth Gordon, Mark Kelly from Colorado and Carol McMillan from Washington State.

Diann W. asked **how we might increase attendance at the Writers Voices events?** Joy said that **the one with the most attendees had been when Amara Cudney was one of the author/readers and Amara had personally invited many friends to attend.** **Louise had great attendance at her April presentation at Tutu’s House and said besides personal contact she had some recently placed items in a variety of news media (not just local) that had peaked interest in her topic.** Joy does put the event news in several local publications and postings but **will check with Louise for some additional ideas.** One idea raised at the meeting was to **have handouts of the upcoming Writers’ Voices event to handout at the pop-up bookstore.** Joy suggested when a marketing workshop is offered by Louise, it should be held at Tutu’s House based on the good attendance she drew for her speed of light presentation given there.

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. With the Writers Voices scheduled for June, **Diann will suggest to Suzanna the workshop being in July or August.** **She also needs to be sure Suzanna knows the intent was for this to be a volunteer teaching workshop versus a paid job.**

**Louise Riofrio, Events Director, provided information on the event liability insurance** for use at the proposed Pukalani Stables **pop-up bookstore approved previously for up to two per month starting in May and for other Guild events.** **The cost to cover 27 event days is \$205.** She was going to work with Bob after the meeting to sign a check for the cost. [Need to ensure this is accounted for in the total for “festivals” in the budget or itemized separately.] Plan is for the **initial pop-up bookstore to be held on May 18<sup>th</sup>.** A table may be provided, but if not, she will coordinate with Jim Gibbons who has a table and four chairs of Guild property.

[After the meeting she provided copies of the liability policy to Board members and received some feedback that will require corrections to be sure the insurance extends beyond 6-months and covers other locations than the Pukalani Stables. Louise said she would work with the insurance company to make these corrections. Also, a check would take the insurance company 30-days to process so she recommended using their on-line payment option and then be reimbursed.]

In addition to liability insurance, **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, but at the last Board meeting a trial for the remainder of 2019 was approved for up to two pop-up bookstores per month starting in May. **[Need to ensure this is accounted for in the total for “festivals” in the budget.]**

Earlier Joy did post **an ad for a volunteer editor for a Guild Newsletter** at the top of the Guild News page of the HWG website: <https://www.hawaiiwritersguild.com/guild-news.html>. **To date no one has applied** for the position.

As Event Director, Louise investigated a few **other coming events for book sales opportunities**. She said the **Merrie Monarch Festival** (this year April 21-27) **is expensive unless an organization is a qualified non-profit and we don't qualify yet**. She did see what was available by going to this year's festival that had 3 **venues for vendors and the one in the garden on the edge of town is where we would want to be** with it having both indoor and outdoor areas, many folks attending, and good quality items on sale. She showed some photos she had taken of the area. **We will plan to attend next year when we hope to be a fully qualified nonprofit.**

Louise received notice the **Christmas in July event in Kailua-Kona application forms for a table should be out this week 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.

Eila, Director for North Kohala, was unable to attend, but had told Joy or Diann her previous plan to edit the audio of the March 25<sup>th</sup> North Kohala reading and make it available for play on the KNKR radio station was not going to be possible due to the poor quality of the recordings.

**Bryan Furer, Director for Volcano**, was not able to attend the meeting. Brian is active in that area of the island and their previous two Volcano Writers meetings were held on April 29<sup>th</sup> and May 6<sup>th</sup>. Bryan had indicated he would be better able to attend Board meetings via internet due to the distance and limited car access.

**Volunteers were found to evaluate inputs and edit an on-line literary review for the Guild with one edition to see how it works out**. Laura Burkhart volunteered as did Michael Foley. 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. **Laura will host the first meeting of the Literary Review Committee at her home at 9am on May 15<sup>th</sup>.**

**Duncan has been provided with a couple of items for initial posting to a Hawaii Authors Resources page on our website**. **The page is still in work**, but hopefully will be in place by our next Board meeting. Examples made available for the page include some writing services our member Virginia Fortner offers and a website link for the Hawaii Children Authors & Illustrators site. This page would be specific to offers available in the state of Hawaii versus some more general resources/links already listed on the website.

**Another item being considered** is a way to **allow meeting attendance via internet/video and this is being looked into by Diann Wilson**. Diann has looked at Zoom which is about \$120/year. 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 using a cell phone as internet hub would be adequate. Diane R. called Tutu's House las month 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. 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). **Diann asked if anyone knew of any good places in Waimea that offered free wi-fi. Diann requested we keep other places with wi-fi in mind and come with other options by our next meeting. Checking with Hawaii Preparatory Academy (HPA) or Parker School for such rooms might be an option.** Some places like Starbuck's and McDonalds have free wi-fi but are not suitable for a group or even an individual trying to verbally participate. Louise said in Waimea that the **Canada France Hawaii Telescope and the W.M. Keck Observatory facilities have meeting rooms with wi-fi that are often available on short notice.** [We'd have to see if they would be okay with use by our Guild.] [The public libraries offer free wi-fi to library card holders with on-line accounts; a library with wi-fi in a separate room might work.]

The **next regular Board meeting date** was set for **Tuesday, June 4<sup>th</sup>** at 1:00pm-2:45pm at Tutu's House.

The meeting was adjourned at 2:15pm.

Respectfully submitted,  
Diane Revell, Secretary

P.S. After the meeting Steven Foster provided some information about his family's Shella Foundation that provides support to care givers and the recent \$500 donation made by the foundation to Friends of the Future for Tutu's House. He mentioned the gratitude of the Hawaii Writers Guild and the writers support group that both use the Tutu's House facilities. For more information about this see Attachment 4.

Announcements:

- The **next regular Board meeting time and place: Tuesday, June 4<sup>th</sup> 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](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 25<sup>th</sup>**. The **agenda will be e-mailed May 30<sup>th</sup>**, 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:** Duncan has spoken with Jada and she plans to moderate this blog/chat. Need to send notice to members when Jada has her first post up.
  - 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 2<sup>nd</sup> Board Meeting. Next update for review to be sent out to committee by Diane prior to May Board Meeting with comments from that review once incorporated near completion of

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update. **Due Date:** Completed sending out update on April 11<sup>th</sup>, 2019. Awaiting committee feedback; Diane will try to arrange a face-to-face for discussion by May 17<sup>th</sup>.

- c. 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. Diane R. saw Yvonne on 5/10 and Yvonne is interested and awaits Diann's call **Who:** Diann Wilson **Due Date:** June 4<sup>th</sup>
  
- d. Duncan to **create a page on our Guild website for writers' resources specific to the Hawaiian Islands and a How-To page;** post recent submittals for these pages when they are ready to be active. **Who:** Duncan Dempster **Due Date:** June 4<sup>th</sup>

Attachment 1: HWG Financial Spreadsheet - 2017/2018 Actuals & 2019 Estimated Budget

Attachment 2: HWG Financial Notes for 2017/2018 Actuals & 2019 Estimated Budget

Attachment 3: HWG Treasurer's Log, April 2019 & May 6, 2019

Attachment 4: Shella Foundation Donation to Friends of the Future - Tutu's House

**Hawaii Writers Guild Budget--2017 & 2018 are Actual, 2019 Estimated:**

**Revenues - Expenses = Retained Earnings Surplus / (DEFICIT)**

	2017A	2018A	2019 Est'd
<b>Revenues:</b>			
Year-End Retained Earnings	0	\$918.48	\$2,737.35
Dues--Existing Assessed Members (43 in '17; 51 in '18; (67 est'd '19)	\$1,670.00	\$2,040.00	\$2,680.00
T-Shirt Revenues		\$0.00	\$80.00
Cash Donations		\$2,320.00	\$1,100.00
<b>Total Operating Revenues</b>	<b>\$1,670.00</b>	<b>\$4,360.00</b>	<b>\$3,860.00</b>
<b>Operating Expenses:</b>			
Anna Ranch-- Dinner Rental	\$156.24	\$208.33	\$225.00
Annual Dinner Supplies		\$400.00	\$774.87
Other Annual Dinner Expenses		\$160.00	\$0.00
Thelma Parker Library Rental		\$275.00	\$150.00
Room Workshop Rentals /TV Training		\$50.00	\$400.00
Legal 501-c-3 Expenses		\$600.00	\$600.00
Business Licenses + Pens _+ New Checks	191.84		\$100.00
Speaker+/T-Shirts/Banners/Tri-fold	51.60	\$490.80	\$80.00
Kamehameha Christmas / November Festival + Other Festivals		\$225.00	\$800.00
Website Hosting/Domain Name Services	\$351.84	\$0.00	\$346.86
USPS P.O. Box		\$82.00	\$82.00
Savings Account Setup @ HCFCU +ASB Initial Deposit		\$50.00	\$100.00
ASB Account Service Fee			\$71.40
<b>Total Operating Expenses</b>	<b>\$751.52</b>	<b>\$2,541.13</b>	<b>\$3,730.13</b>
<b>Total Operating Income</b>	<b>\$918.48</b>	<b>\$1,818.87</b>	<b>\$129.87</b>
<b>Year-End Estimated Retained Earnings</b>	<b>\$918.48</b>	<b>\$2,737.35</b>	<b>\$2,867.22</b>

**Note:**

Financials for 2017 and 2018 have been justified to actual income flows and expenses and fully corroborate with both transaction and dues records as well as the Guild's Audit Committee's findings on February 25, 2019.

In normal operating years, our revenue generation hinges primarily on member renewal dues and initial dues from new members but is enhanced by periodic and necessary donations from members.

Please note that current estimates for 2019 are preliminary and will likely vary from these estimates.

**Also, please note, that following our Board Meeting on 3/5/19, I revised several financial items to reflect likely expenses this year, particularly increased Festival Fees to \$800 from \$500 previously estimated, ASB's account service fees of \$71.40 annually, and miscellaneous expense items (pens / checks) to \$100 from \$50.**

**Consequently, I increased estimated Year-end 2019 membership to 67 from 64 and increased Cash Donation to \$1,100 versus \$500 previously. (The Guild's membership has increased by 6 members to year-to-date, fyi.)**

**Hence, estimated 2019 revenues now total \$3,860 versus \$3,140, and estimated 2019 Operating Revenues now aggregate \$3,730.13 against \$3,126.73 previously.**

**Again, absent estimated donations of \$1,100 for the year and the modest rise in estimated memberships, our operating income balance of \$129.87 for 2019, would be a Deficit of \$(1,090.13).**

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**Hawaii Writers Guild Treasurer's Log, April 2019 & May 6, 2019**

		Date
American Savings Bank Balance as of 4/1/2019	\$2,331.48	
PayPal Dues Transfer (Yves Nager, Eila Algood)	80.00	4/30/2019
Less ABS Monthly Service Fee	5.95	4/30/2019
<b>Total ABS Operating Balance</b>	<b>2,405.53</b>	<b>4/30/2019</b>
Dues (Jada Rufo)	40.00	5/6/2019
<b>Total ABS Operating Balance</b>	<b>2,445.53</b>	<b>5/6/2019</b>

*Note:* Of total operating balance \$1600 consists of donations made specifically to fund costs associated with becoming a 501(c)(3) non-profit. Minus these reserved funds, the available operating expense budget for other purposes is \$845.53.



***Shella Foundation Donation to Friends of the Future - Tutu's House***

We have our family Shella Foundation that honors the caregiving legacy of my parents, Shelton and Della Foster. We combined their names to come up with Shella. My sister, Debbie is severely disabled with cerebral palsy and seizures. She is now 55.

My dad and mom were loving, dedicated caregivers, who provided a good, healthy home environment for Debbie. They refused to put her in a nursing home. They were role models for the whole family. All four of us siblings and our spouses took turns with her care over the years. Now my youngest brother, Doug and his wife are Debbie's full-time caregivers.

My brother, Michael founded Shella Care Management in 2005 in California. He now has over 700 employees that provide in-home care to families in need. Later we formed the Shella Foundation to provide support to caregivers. Now we have Shella Island Products, an on-line shopping site that sells local Hawaiian crafts. After expenses are paid, all the proceeds are donated to the foundation.

We want to give back to our community here on the island. Since Tutu's House is so vital, we decided to donate \$500. When I presented the check to Michelle and Bernie, I thanked them for all the groups blessed with the privilege of participating in their programs. This included a mention of gratitude from the members of the guild and the writer's support group.

Thank you.

Sincerely,

Steven S. Foster  
Vice President  
Shella Foundation  
(808) 640-4970

