

MINUTES

Hawaii Writers Guild

June 12, 2018

Rev. 2

Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting

Held at the home of Eliza Cahill

Officers and Directors of the Guild present:

Eliza Cahill – *President*, Bruce Stern – *Vice-President*, Diane Revell – *Secretary*, Bob Lupo – *Treasurer*, Joy Fisher – *Public Relations Director*, Cece Johansen – *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.]

President Eliza Cahill called the meeting to order at 1:30pm.

The Secretary, Diane, requested the **minutes of the May 8th Board meeting** be moved to be approved and they **were approved unanimously**. They **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 reported on current membership; we have 49 active members some delinquent on this year's dues with two new members pending dues payments. [Sue Korb still pending, but Jan Asch has now paid since our meeting; **50 active members.**] Bob Lupo mentioned he has continued to send gentle reminders to those with outstanding dues. Related to this **we had a discussion of how to treat those with delinquent dues**. It was **agreed that there would be a 3-month grace period after which the member would be retained in the Guild records, but the member would not have access to the privileges of membership until they paid their delinquent dues** (examples: cannot vote in the annual election, cannot be a reader at a Guild sponsored public reading).

Diane indicated she still needs to **post the Guild documents of incorporation** to make them available to the Board members. [She has sent a shared PDF version as of 4/11/18 stored on her Google Drive, but may need to fine tune this approach by consulting with someone more familiar with Google drive.] It was **suggested a high-level folder for this purpose could be created within the Hawaii Writers Guild-BOD Google Group**. **Diane will investigate how to do this**. It was mentioned some additional bank related documents should be scanned and added to this set of documents when the means to store them is finalized.

Diane asked if any changes needed **to approve the previously provided draft update to the HWG Constitution and Bylaws related to specifying which officer fills in for the other up in**

case of an absence. No changes were proposed, **the draft update was approved as is.** The draft is provided at the very end of these minutes as an attachment.

Our **Treasurer, Bob Lupo,** said **we currently have \$1238.48 in checking and the required minimum of \$50 in savings.** He has not received any additional dues payments from new and renewing members since our last Board meeting. **He will send out dues payment reminders** to the new members who still need to pay up as well as to those with 2nd quarter due dates for annual dues and to any other delinquent dues members.

The question of an **audit was superseded by the question of whether the Guild would owe taxes** (thought unlikely based on prior questions Cece posed to her tax advisor) as we only collect dues and some donations. We had decided previously to **get a written opinion from a tax advisor about the Guild's tax liability** once the tax season was over and advisors would more likely have time available. **Bob Lupo agreed to check with an officer of his homeowners association to see if they could recommend a tax advisor for this activity, but as of this meeting he had not received any reply to his query.**

The Treasurer only accepts cash or checks for now though we are looking at the option to allow PayPal or a similar payment application such as Stripe. This might make it easier for our international member to pay her dues. **Eliza spoke with Duncan on this topic** and they discussed either using his current PayPal account or setting up a PayPal Standard Business account specifically for the Guild. Eliza's impression was that whichever way we went, **this was in work by Duncan.** The Guild's website would need to provide a way to link to the means to pay for dues or a donation via our Guild PayPal account.

Committee Reports:

Duncan our Webmaster was still out of commission for a while so did not attend, but he is participating as much as possible at this time outside of the Board meetings. We previously agreed a new Google Group called "HWG Chat" was needed to allow all Guild members to have a free exchange of ideas. Two things are needed to make this possible. **One is to set up the new Google Group and Duncan has been asked to do this for us.** [Communicating with **Duncan after our meeting, he recommends someone else take on this task** as he plans to steer clear of this social media type of use.] The other issue was to **have a moderator on the Board preferably to ensure no inappropriate use** of the group by member postings. It was decided that if she was willing, Jada Rufo might perform as moderator. **Joy was going to check with Jada to see if she would be willing once the group is set up.**

The **Public Relations Director, Joy,** mentioned the **purchased amplifier/mike/recorder for use by the Guild** was not the same as one Bryan Furer had bought for use by the Volcano Writers Group. It turns out the one Eila bought for the Guild though it worked well was much larger and heavier, did not have an **option to run on batteries,** and was not **water resistant.** **These features would make the equipment more useful for outside events** like the Cherry Blossom Festival. So, the bigger one was given back to Eila to return for a refund. [**Joy since**

located one at Costco that was like the one Byran had and has purchased it for the Guild's use.]

Joy had a box of our **Hawaii Writers Guild business cards** in both the new and old styles. It was **passed around for Board members to take any they needed**. She said she had meant to provide some to Bryan Furer when she saw him earlier, but as she hadn't. **Diane agreed to take some and mail them to Bryan if he wanted some** if he would provide his mailing address to her. Placing of Guild business cards at local bookstores was considered a way to get the word out about the Hawaii Writers Guild to the larger population of the island.

Joy said the **June 6th Lit Nite reading event in Waimea went well**. Cece was unable to do her usual emcee job, so Joy substituted. Jada was unavailable to be the photographer, so **Sam Cudney** volunteered to do that and **managed to get a photo of each reader with a smile on their face**. It was **suggested that before each reader starts** in the future, **they might be requested to smile for the camera for better photos** than what we often have with the reader's mouth open and them often looking down. The PA system Eila had purchased for the Guild was used and worked well though per the prior comments a smaller system more like the one Bryan had was thought to be a better option for the Guild's usual types of venues.

There was a discussion of **alternate suggestions for the name Lit Nite for the Waimea public readings**. The term Lit Nite was thought not to convey the true nature of the public readings. Some alternatives had been provided via e-mail among Board members. **It was suggested and agreed that this should be opened to the full Guild membership for suggested alternative names and then put to a vote of the membership to select the final name**. This might encourage more membership participation. **Joy was going to send out the request to the members for new names**.

Another issue raised was **the need for one or more additional Hawaii Writers Guild banners that would be smaller**. As an example, one that could be put on the fence near the Waimea Post Office and the street intersection there where ads for events are often placed. It was thought Duncan had obtained the current banner and may be the one to see about acquiring some others. [Communicating with Duncan after our meeting, **he said he had not been the one to obtain the banners; it may have been Ray Pace, but he thought they could be obtained locally from any print shop**.] This was agreed to be a good idea to pursue and perhaps Joy should check with Duncan on how best to obtain the alternate banners.

Joy felt the May 5th Volcano reading event was a very successful considering the volcanic eruption and worth repeating.

Joy posted an advertisement to our members to see if any would like to become certified as proficient with Nā Leo Public Access TV [Nā Leo TV: <http://naleo.tv/>] training programs they provide to the public. If the person committed to record and edit a certain number or hours of our Guild events, we would have the Guild reimburse payments made for the certification (\$100 or \$50 for seniors). **So far there were no takers, so she wanted to expand the offer to those outside of the Guild** (students in college or high school media courses for example). Related to this she would like a **shortened version of her ad to be put on our HWG**

Website so the link could be provided to likely candidate pools. This would require Duncan to post the ad in a manner similar to what he did for the Event Suggestion form on the Website.

Joy reported on her contact with our member **Mahealani Wendt** as Mahealani had **expressed interest in having a writers group on Maui where she lives that could get together but would like some guidance.** Joy said Mahealani appreciated the outreach and will keep in touch as this develops.

Cece Johansen, our Events Director, said she sent an application and money to reserve a place for the Guild at the Christmas in July event at the King Kamehameha Kona Beach Hotel in Kailua-Kona on July 16th. She is still awaiting a reply. As a craft fair it is mainly things other than books, so we would stand out as a book related table. **Eliza mentioned if a table and chairs are needed, the Guild's are in her garage and just send her a text** if a Board member plans to come to take them for an event.

Cece now lives in Kailua-Kona and plans to **investigate in the fall opportunities to hold author readings at the local Kona public library.**

Cece has checked with the social directors (Alena is prime, Christy is backup) at the Regency at Hualalai where she now lives as to the potential for reading activities there. One of her concerns is the average age of the population and a commonly early bedtime among residents means readings would need to be during the day versus evenings. Also, the social directors seem to emphasize activities specific to Hawaii versus more general topics.

Eliza mentioned that Amara Cudney is interested in offering a workshop for our members. It was thought this offering could to be held at the North Hawai'i Education and Research Center (NHERC) in Honokaa. **Eliza was going to forward Amara's e-mail about the workshop to the rest of the Board members.**

Eila, Director for North Kohala, said she was considering holding future scheduled public readings at the North Kohala Public Library, beginning in August or September. Joy suggested September would be better as it would avoid a conflict with the August plans for a Waimea public reading. **So, the current plan will be to start in September at the North Kohala Public Library for a public reading set.**

Eila also mentioned she is planning a for fee workshop on the topic of Writers Using Meditation. Eliza suggested a useful book that may relate called "Ignite Creativity" but she could not recall the author's name. [Might be "Creativity on Demand: How to Ignite and Sustain the Fire of Genius" by Michael J. Gelb.] **Eila said she is friends with the owners of Kona Stories bookstore and would check with them to see if a way for us to cooperate with them to our mutual benefit** and to help get more Kona folks involved with the Guild.

Bryan Furer, Director for South Hawaii, was unable to attend today's Board meeting. The most recent Volcano Writers Group meeting was held Monday, June 11th.

Vice President, Bruce Stern, provided his notes for possible rules for Board members' signature authority that would be incorporated into the Bylaws. Some comments were collected in the meeting, but for time savings it was agreed **the notes would be sent out for comments in the next few days, collected comments incorporated,** then **Diane would help to put it in Bylaws format for consideration** as an update at our next Board meeting.

Eliza, President, drafted a Public Service Announcement (PSA) about our Guild for use on KNKR (Kohala North Radio). She provided the text previously via e-mail for some feedback. The feedback included Eila's comment that it will need to be no more than 3 minutes, so **Eliza will update the PSA with the feedback and time it to comply.**

Eliza said **having some standard forms/letters/processes for the other things the Guild does:** holding reading events and all that encompasses including a timeline of the sequence, answers to frequently asked questions (FAQ), congratulations e-mails to new members, requests for dues, etc. **Eliza reminded the others she would like the Board members to provide her with a list of these types of things that we could standardize and (if you have them) examples to use.** **Diane suggested she could create a HWG secretary handbook** that would include templates for agendas and meeting minutes.

The **next meeting date was set for Tuesday, July 3rd at 1:30pm-3:30pm.** This is a week early to allow Bruce to attend as he will be unavailable on the 10th.

The meeting was adjourned at 2:50pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next meeting time and place: Tuesday, July 3rd at 1:30pm – 3:30pm at Eliza's home** at 65-1372 Kawaihae Rd. in Waimea.
- **Requests for items to be added to the agenda for the next meeting** should be sent to the President Eliza Cahill at her e-mail address (Fridamagazine@gmail.com) 10-days prior to the next meeting, so **by June 23rd.** The **agenda will be e-mailed June 28th,** five days prior to the meeting.
- Parking Lot:
 - a. **The goal had been for the audit of the HWG finances be completed no later than February 28th,** but this was delayed again with focus on determination of tax status taking precedence. **Who:** Form an audit committee **Due Date:** Within a month after determination of the Guild's tax status

- b. **Find a tax advisor for a written determination of the Guild's tax liability.**
Who: Bob Lupo, but he would appreciate some help **Due Date:** Moved out to July 3rd
- c. Place the **Events Nomination Form and filled-in example on HWG Website** for members' use. **Send out a notice when it is available.** **Who:** Duncan Dempster **Due Date:** *Completed May 23rd*
- d. **Draft a set of signature authority rules.** Have the Secretary help in putting them into Bylaws appropriate edits. **Who:** Bruce Stern/Diane Revell **Due Date:** *Notes provided June 12th by Bruce, Diane now collecting comments for completion* by July 3rd.
- e. **Establish a Guild policy on who covers in the case one of the officers or directors is out of commission** temporarily for vacations or other issues. A) **Who:** Eliza Cahill will draft and send out for review **Due Date:** Draft and feedback *Completed May 8th* B) **Who:** Diane Revell to wordsmith based on results of May 8th meeting. **Due Date:** *Approved and Completed at June 12th meeting.*
- f. **Developing a process and associated forms/letters** that any Guild member could use **to initiate and set-up a reading event: recruiting authors to read, finding the appropriate venue, follow-up reminders to the readings and emceeing as well as any finish work.** A) **Initial Framework Who:** Bruce Stern/Eliza Cahill **Due Date:** TBD B) **Finalized Version Who:** Diane Revell while checking with Eila Algood and Cece Johansen to be sure their experiences were included **Due Date:** TBD
- g. Work to **get members of other writers' groups like the Mystery Authors of Hawaii Island (MAHI) group involved in our Guild and expand our membership into Kailua-Kona and Hilo areas.** Provide HWG business cards at local bookstores. See about establishing readings at other venues like the Kona Public Library **Who:** Eliza Cahill for bookstores, Cece Johansen for Kona Library **Due Date:** TBD
- h. **Presentation of a proposal for the HWG Poetry Slam.** Some work done with a suggested venue; see minutes **Who:** Eliza Cahill **Due Date:** reset to September 11th
- i. A) **Let members know about classes on equipment use available at local Public Access TV Station** [Nā Leo TV: <http://naleo.tv/>] for \$100 or \$50 for seniors that if passes allow the use of their equipment without charge. B) If no takers advertise to others outside of the Guild **Who:** A) Joy, B) Joy working with

Duncan **Due Date:** A) *Draft sent by Joy to Board for comments on May 24th. Completed June 2nd - Final distributed to membership* B) June 30th

- j. **Find a moderator ~~on the Board~~ for the new HWG Chat Google Group.** Suggested at June 12th meeting Jada Rufo may be a good candidate and should be asked if she is willing. **Who:** Joy Fisher **Due Date:** June 30th
- k. **Set up the HWG Chat Google Group for all members to post comments** to for an exchange of ideas. **Who:** not Duncan Dempster so TBD **Due Date:** June 30th
- l. **Set up a PayPal Standard Business Account for the Guild and provide links on the website for making dues payments or donations** with this as a means to pay. **Who:** Duncan Dempster **Due Date:** June 30th
- m. **Additional HWG banners should be obtained** for advertising use. **Who:** Joy Fisher **Due Date:** TBD
- n. A) Request **members input for alternative name for Lit Nite**, then B) hold a **vote to select replacement**. **Who:** Joy Fisher **Due Date:** A) June 30th, B) July 27th

Attachment 1:

Hawaii Writers Guild Constitution and Bylaws – Proposed Update Regarding Officer Backup
June 2, 2018

Eliza Cahill, President, had provided on April 23 a draft of changes to Board members for establishing an absence policy for HWG officers. There was much feedback that mainly indicated the draft was too much detail for our size of organization. The result of the May 8th Board meeting was that Diane Revell, Secretary, agreed to create a simplified set of changes that just handled the situations for the HWG officers and who covers for whom in the case of extended absence by an officer.

The current Constitution and Bylaws document already covers the situation of whom covers for the President if absent; which is among the Vice President's duties and responsibilities in Article IV, C, 4, *Vice-President*.

This documents the proposed updates for the situation of other officers being absent. Article IV, C, 4 under duties and responsibilities for President add the following prior to the second sentence (that begins "The President researches and defines issues, ..."):

The President acts in the absence of the Vice-President.

Article IV, C, 4 under duties and responsibilities for Secretary add the following at the end of the paragraph:

In the case of the Treasurer's absence, the Secretary will act in his/her absence. In the case of the President's and Vice-President's absence, the Secretary will act as President.

Article IV, C, 4 under duties and responsibilities for Treasurer add the following at the end of the paragraph:

In the case of the Secretary's absence, the Treasurer will act in his/her absence. In the case of the President's and Vice-President's absence, the Treasurer will act as Vice President.

These changes will be provided to the Board of Directors prior to the June 12th Board meeting and discussion of the changes and approval of these changes as amended if needed will be done at that Board meeting.