

MINUTES	Hawaii Writers Guild	June 23, 2021
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Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting
Held via Zoom

Officers and Directors of the Guild present via Zoom:

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

Others Present via Zoom:

Donna Beumler, Charles Roberts, Margaret Zacharias, Cheryl Ann Farrell, Johnson
Kahili IV (*Diversity Coordinator*)

[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 to the Board's Google Group. Also, prior to the meeting Treasurer Bob Lupo had e-mailed the **final Treasurer's log for May 2021 (Attachment 1) and the interim Treasurer's log for June (Attachment 2)**.

Webmaster, Duncan Dempster was the Zoom host. **The plan is for Duncan to host the Board meetings in the future as long as he is available for each meeting.**

The meeting was called to order at 1:12pm.

President, Carol McMillan indicated that Laura Burkhart had clarified that the role of the manager of any future HWG mentorship program as Laura had previously proposed would be done as a volunteer. At this time Laura had indicated she would be unable to take on that role to manage it due to some recent health issues.

Secretary, Diane Revell called for approval of a revision to the previously approved Minutes of the April 28th, 2021 HWG Board of Directors Meeting that is now Revision 2. It was seconded and the measure passed unanimously. The revision was to add the clarification provided after the prior version had been approved about the intent of the manager of a mentorship program to be done by a volunteer and not be a compensated position. Next **Diane called for approval of the Minutes of the May 28th, 2021 HWG Board of Directors Meeting, Revision 2.** 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 6/24.]

Diane said she'd be out of state on vacation July 13-27. For any HWG support she cannot do remotely **she will coordinate with Donna Beumler to fill-in as needed.**

Bruce Stern was delayed in joining our meeting, so we skipped to the Treasurer's report next.

Treasurer, Bob Lupo, provided a summary for the final May log provided in Attachment 1 and the details for the interim June log in Attachment 2. We ended May 2021 and began June with an ASB Operating Balance of \$5,167.38. The Guild recorded two membership renewals so far in June, totaling \$80.00, plus a donation from Jacob Louie of \$4.55 (\$5.00, less PayPal's transaction fee of \$.45). Hence, our Interim June '21 ASB Operating Balance totals \$5,251.93 as of today. Check #125, payable to Joann Williams, for \$110.00 for the Christmas in July Festival, has not debited our ASB account yet.

Bruce Stern, Vice President, provided a summary of the membership status with 76 active members that includes two student members, so no change since last month in the totals. The Opt-in List had no additional changes since late May. There are no pending members.

Previously **Bruce did** reactivate the HWG Twitter account and the **handle for the Twitter account is @HIwritersguild.** He has not posted to it since that initial reactivation but **plans to tweet links to our two HWG YouTube channel series, "WriteOn!" and "In the Writers Studio".**

Committee Reports/Updates:

Louise Riofrio, Events Director, has kept the membership aware of the independent pop-up bookshop events currently held twice a week in Waikoloa and Kamuela, respectively with her weekly e-mails. At the most recent event, 6 authors were there with each selling at least one of their books. She recently made payments for tables at the Joanne Williams Christmas in July. It will be held this year on Saturday, July 17th from 9am-5pm at the King Kamehameha Hotel in Kailua-Kona. She has reserved tables for the independent pop-up bookshop. Those who want to sell books there can do so by reserving a place with Louise and sharing in the table fees. Their table location will be in the ballroom area. She also sent a check provided by our Treasurer to reserve a table for the Guild to have an informational table that will be in the entry area of the hotel. The Guild has previously participated in the Christmas in July events, and we had the funds allocated in our approved budget for this year. Carol McMillan agreed to spend part of her time that day staffing the Guild's table, Joy Fisher was also going to be there, and other members are encouraged to join with our business cards and tri-fold brochures on hand to hand out, but no book selling at our Guild table. Set-up time begins at 7am with the event open to the public at 9am. Carol will be given some of the Guild brochure and business cards for initial set up as Joy won't be able arrive until 9am. The HWG banner should also be taken for the set-up.

Louise mentioned the **November Kauai Writers Conference has received confirmation from the mayor of Kauai they can proceed with the event this year** as it had not been certain the rules were settled until now for large events on Kauai. She was sending the details to the Board and Joy would pass them along to the broader membership, **as a Guild member we can receive a 25% discount and Joy's message will indicate how** [sent the evening of June 23rd]. **Master**

classes are to be held November 8th to 11th while the main conference is held November 12th to 14th. The Guild will again have an informational table at the event. Carol McMillan said she has already made plans to attend.

Louise will be out of state for an extended period of time and another member, **Johnson Kahili, has agreed to transition into Louise's job as the Guild's Event Director.** [Per our **Bylaws, Section 6.3 this requires Board of Directors approval.** It was not done formally at this meeting but will be done in the future with no anticipated objections expressed today. Johnson plans to coordinate more specific transition information with Louise when both are at the Christmas in July event.]

The Public Relations Director, Joy Fisher, said there were no recent PR releases. However, she and Cece Johansen have done much work and the **first edition of the HWG Newsletter** appears on track to be **published to our website in July.** She said one article remains to be written as well as a welcome from our President, Carol McMillan. Carol will write her item once all the rest is complete. The many features for the first edition consist of the following:

- New member profiles of the 8 who have joined in 2021- She had questionnaire replies with information from each of them to allow for the write-ups.
- A synopsis of new 2021 publications by eight of our authors.
- Two items about the Volcano Writers Group consisting of an interview with the group members about their publication "Voices From The Mist" that will include a link to video of the Zoom interview plus how they developed their first book and any future book plans.
- Two short opinion pieces from our authors in a Genre Corner feature:
 - One with Lehua Wells – She was stumped in her attempts to write the great American novel, but once she heard about writing an episodic novel instead, she has been writing every day.
 - One with Amanda JS Kaufmann on how she used writing of "punk" haiku to get over a mid-life crisis
- Carol McMillan's welcome to the Guild and our newsletter, as well as a welcome to the newsletter by the editors, Joy and Cece.

Joy sent a message to the membership on May 26th **looking for someone with experience to head a grant writing activity to apply for next year's Laura Jane Musser Fund grant.** The request it also posted to our [Guild website Home page](#). **So far, she has not received any replies but if any members who know of non-members that would like to volunteer to help with this, do contact Joy.** Ideas for a specific project for use of the funds if a grant were to be obtained should be sent to Joy or other Board members.

Our Webmaster, Duncan Dempster, confirmed previously the **e-mail associated with the Hawaii Writers Guild's Zoom account** has been switched from that of our prior president, Diann Wilson, to **his administrative e-mail tied to our website: admin@hawaiiwritersguild.com.** **This also involved a password change for those who use it to host HWG Zoom events.** [Transition of annual Zoom fees to the Guild is not yet in place; Bob Lupo may need to

coordinate this with Diann Wilson and Duncan per our April Board Meeting discussion.] Duncan coordinated with Margaret Zacharias to ensure the Saturday HWG Reading and Responses writers group had the updated information as they were the first to use it since the change. He also provided the information to Board members and though we've had a few glitches, when made aware, Duncan works to smooth out any issues.

Duncan sent to the membership a question as to **what ideas they had to make improvements to the website in April** and had received nine replies. Some of the **good ideas suggested will take a bit of time to evaluate and implement and he is still working on them. Progress to date includes updates to the Writer Resources section of the website: a Short Story Outline Template provided by Charles Roberts has been added to the "How To ..." page**, and he is removing obsolete links and adding some new links to the Connections page. Duncan mentioned he already had **a version of a disclaimer on the Writing Resources/Local Help page of the HWG website** but **updated it by considering the one proposed by Joy** and discussed at our prior Board meeting. He replied to a thank you message from Bianca Pace, a leader of a youth writing group on Oahu who found our website and brought it to the attention of her group, The All Saints Writers. He said he plans to send a second thank you to her and let her know he is adding one of the young member's ideas to our Connections page of her suggested **link to help writers protect their wrists and hands: [A Writer's Guide To Healthy Wrists And Hands \(wristco.com\)](http://A Writer's Guide To Healthy Wrists And Hands (wristco.com))**. His thank you will also point out to them how to access the Guild's YouTube channel [competed on June 24th].

Duncan has made some **updates to the Our Authors** webpage for two newer members that provided him with information and photos and also removed four former members who are no longer active members.

Planning for the 3rd edition of our literary review *Latitudes* was led by Bob Lupo. Based on his experience as previous managing editor and feedback from others, the following was agreed as a path forward. **The work on a 3rd edition to be out in Winter 2022 should begin in late July for the first meeting.** We discussed **whether each of the four genres should have more than one editor to get more eyes on the decisions as to which submittals make the cut. Two options** for having more editorial review of submittals seemed to be 1) **two editors** per genre or 2) **one editor per genre but have one at-large editor** to support each of the other editors. It was **agreed the previous guidelines should become requirements and those who do not comply with their submittals should have the submittal rejected** as this is more in line with other literary journal submission rules. It also lessens the burden on the editor(s) to try to get back to the authors and doing extra work to bring them into compliance. **Diane Revell agreed to work with the prior guidelines and create a submittal requirements form** and spell out the process for acceptance/rejection. Bob thought the prior **time of two months open period for submissions seemed okay** and no one raised an objection. **Bob Lupo agreed he'd be willing to serve again as the managing editor.** Joy suggested that **even though Tamara Williams moved to Georgia she may still be willing to serve again as poetry editor.** Concern was raised by Joy that **Jan Asch as prior drama editor may not be able to serve** due to her husband having some health issues, so we **may need someone else for that role. Someone suggested Bryan Furer** might be a suitable replacement if he was willing. It looks like **one of the first tasks will be recruiting the new team** especially if we want to go with additional

editors per genre. Also, will need to **confirm others who were on last year's team that are interested in serving again.**

Bryan Furer, South Hawaii/Volcano Regional Director, was not at this meeting but Joy had worked with the group as she indicated earlier with an interview for an article in the coming HWG Newsletter. **Bryan consistently posts announcements of the Volcano Writer Group's alternate week meetings on the Hawaii Writers Group Members Facebook page** now that they have resumed with the reduced pandemic restrictions. Eila Algood, North Hawaii/North Kohala Regional Director has a standing conflict, so did not attend. Diane Revell indicated **the writing group for North Kohala that Eila leads was on a break for the month of June but will be active again in July.**

New Business

Following up on the idea she mentioned last month and with the Board's encouragement, **Carol McMillan will be offering an in person class at Tutu's House in Kamuela open to the public about writing for those who are happy to talk story but don't see themselves as writers.** The class is a trial to see if she wants to go beyond the current one month set of classes to be **offered in August, Monday evenings 6pm -7pm** titled "Talk Story/Write Story." **Its purpose is to get those folks more comfortable with writing their stories.** She especially hopes to encourage those who have Hawaii specific stories to tell.

Asked if any of the non-Board members had comments, **Cheryl Ann Ferrell mentioned she made successful use of the Opt-in List.** She was able to contact one of our members who had science fiction as his genre and obtained some useful suggestions for a short story she was writing.

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

The meeting was adjourned at 2:22 pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

1. The **next regular Board meeting time and place: Wednesday, July 28th 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@gmail.com and diane.b.revell@gmail.com) 10-days prior**

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to the next meeting, so **by July 18th**. The **agenda will be e-mailed June 23rd** to the full membership five days prior to the meeting.

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

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

Parking Lot:

1. In July hold Board of Directors vote in accordance with Bylaws, Section 6.3 to approve transition of Events Director duties from Louise Riofrio to Johnson Kahili IV.
2. In August have Johnson Kahili IV, serving as Diversity Coordinator, report on any recent status.
3. In July check with Bob Lupo to see if way to transition financial payments for annual Zoom fees from Diann Wilson to our HWG account figured out. Needs to be in place prior to April 2022.
4. HWG now has an account for the Guild on the SAM.gov website. Diane Revell's memo provides the information for both items including the history to obtain them. She wanted to include an attachment with the details on the SAM.gov account but not until she could assure the security of the information. She will consider Bruce Stern's suggestions to encrypt the item in Word and including use of a password management tool like KeePass to secure the information and report back.

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

Hawaii Writers Guild Treasurer's Log as of May 28,2021						
					ASB Operating Balance as of April 30, 2021	\$4,723.22
					May Inflows	
					Amanda Kaufman, New Member, PayPal	40.00
					Sarah-Lynne Simspon, New Member, PayPal	40.00
					Hannah Michnya, New Mewmber, PayPal	40.00
					Linda Ulleseit, Membership Renewal, PayPal	40.00
					Susan Cyewski, New Member, PayPal	40.00
					Patty Bigelow, Membership Renewal	40.00
					Laura Burkhart, Membership Renewal	40.00
					Laura Burkhart, Donation	160.00
					Amazon 501-c-3 Rebate	9.16
					Total May Inflows	449.16
					May Outflows	
					ASB Monthly Service Fee	-5.00
					Total May Outflows	-5.00
					ASB Operating Balance as of May 28, 2021	5167.38

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

Hawaii Writers Guild Interim Treasurer's Log as of June 23,2021							
		ASB Operating Balance as of May 28, 2021					\$5,167.38
		June Inflows					
		Joy Fisher, Membership Renewal					40.00
		Janet Carpenter-Morales, Membership Renewal					40.00
		Donation: Jason Louie, \$5.00 Gross, Less .45 PayPal Fee					4.55
		Total Interim June Inflows					84.55
		Interim June Outflows					0.00
		Interim ASB Operating Balance as of June 23, 2021					5251.93
Note: Check #125, payable to Joann Williams, for \$110.00, for the Christmas In July Festival has not debited as of today.							