

<b>MINUTES</b>	<b>Hawaii Writers Guild</b>	<b>June 24, 2020</b>
	<b>Revision 1</b>	

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:

Diann Wilson – *President*, Bruce Stern – *Vice President*, Diane Revell – *Secretary*, Bob Lupo – *Treasurer*, Joy Fisher – *Public Relations*, Louise Riofrio – *Events Director*. Eila Algood – *North Kohala Director*

Others Present via Zoom:

Cheryl Ann Farrell, Margaret Zacharias

[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 May 2020 (Attachment 1) and the preliminary Treasurer’s log for June 2020 (Attachment 2).

**President, Diann Wilson was the Zoom host and called the meeting to order at 1:04pm.**

The **Secretary, Diane Revell, requested the May 27<sup>th</sup> Board Meeting Minutes (Rev. 2) be approved.** A motion was made to approve the minutes, seconded and the **Board voted unanimously to approve them.** 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.**

**Treasurer Bob Lupo provided a quick summary of our financial status with the details in Attachments 1 and 2.** He is **keeping an eye on any expenditures that might be deemed as benefiting individuals versus the Guild that might endanger our nonprofit status** with the IRS. It would be useful to know a specific percentage of expenditure that might be considered okay. Per our prior meeting consideration of requesting the advice from our retained attorney or via our membership in the Hawaii Alliance of Nonprofit Organizations (HANO) led to the consensus HANO would be the best option. **Bob Lupo did put this question to HANO but had not heard back as of today’s meeting.** Approval of the budget may need to be revisited after this information is provided.

Committee Reports:

**Our Webmaster, Duncan Dempster,** was not able to attend. He had previously **passed along a New Event Suggestion Form from one of our authors, Linda Ulleseit, and provided his views of the proposed event.** This was discussed again later in the meeting. Duncan in his e-

mail also **weighed in on a request by member Don Bingle for a posting of Don's sale ad to our website** for a Father's Day offer. This was discussed during the meeting and like Duncan's opinion **it was agreed it would be inappropriate to post solicitations like that to our HWG website and endanger our 501(c)(3) nonprofit status**. More discussion in general terms of this occurred later the meeting when Eila Algood was able to join in.

**The Public Relations Director, Joy Fisher**, said our future events are currently on hold due to the COVID-19 restrictions. Our next Writers Voices reading may be held on August 13<sup>th</sup>. This in part will be determined by the rules that our venue, Tutu's House, chooses to implement. **In recent PR actions, Joy had a write-up about our new HWG YouTube channel, *Inside the Writer's Studio*. Diann Wilson believes she saw it in the West Hawaii News.**

Joy said there is **no new response to the Newsletter Editor Ad**, but she thinks it is important and is leaving it up on the website.

Regarding a **next issue of the *Latitudes* Literary Review, Laura Burkhart feels she cannot take on the task as managing editor for this 2<sup>nd</sup> issue**. Duncan had suggested Michael Foley as a replacement. Joy asked Laura to meet with Michael to see whether he would be willing to take on the position. They did meet, but Michael then called Joy to say he is in the process of getting one of his books published, so he declined the position. **Braden Savage our student member from UH Hilo was suggested**. Margaret Zacharias later commented that if he had the time, Braden would be a good choice from what she has seen of him and others agreed. As Bob Lupo knows Braden a bit better than Joy and **Bob was familiar with the *Latitudes* editing process, he would ask Braden if he would take the job as managing editor for at least the next issue**.

**Louise Riofrio, Events Director**, indicated the **pop-up bookstore at Paniolo Stables on Saturday, June 13<sup>th</sup>, was a success** as some of the authors sold 4-5 books each. **The next one will be on June 27<sup>th</sup>**. The Guild participates in two Saturday events at the Paniolo Stables per month now that the farmers markets are back. For now, the Guild has agreed to pay \$20/pop-up event and the authors participating to cover the rest of the fee (currently \$30/event table). She mentioned **she will need a reimbursement for the \$40 Guild portion for June pop-up bookstore events that she paid. Our event liability insurance was due at \$131.81 for 24 events. Louise paid for two of those (\$11.81) and previously, Bob Lupo had agreed to pay for the Guild's portion of \$120.00, so we are now covered.**

**Louise plans to experiment on the 1<sup>st</sup> and 8<sup>th</sup> of July at her own expense at a couple Wednesday pop-up bookstore events** and will do this at either King Shops in Waikoloa and/or at Paniolo Stables in Waimea. This is to see how the visitor traffic level compares to the Saturday events.

**The HawaiiCon event September 24-27 is still on** and she recommends our Guild participation. She will check to see if as a qualified non-profit we can participate without paying a fee. [A link to the website page with current fee schedule is here: <http://www.hawaiicon.com/vendor.>]

**Louise said she will be away part of July.** In response to a question from Diann Wilson, **Louise said the informal pop-up bookstore group could be made more formal and handle those Event Director activities when she is away.** Someone asked about our member Jim Gibbon's health after a serious bike accident he had. He still is not able to drive for now. Louise has been running errands for Jim and helping him out as needed, but **she suggested others could contact Jim to check on him and if he has any errands to be done when she is off-island July 4<sup>th</sup> - 6<sup>th</sup>.**

**Eila, Director for North Kohala,** was unable to attend the full meeting, but joined in near the end. She and Diann W. had previously discussed a few of Eila's HWG activities and Diann reported them during this time. The main activity had been **the initiation of an HWG YouTube channel with the inaugural segment of a series called "Inside the Writers Studio."** The **first episode had Eila emceeing and interviewing Diann Wilson** after Diann read a recent writing of hers. The intent is to keep these to 10-15 minutes each **and issue a new one once a week.** **The second episode was also released and is with Braden Savage.** These have been well received. Eila enjoys the job of being the emcee and doing the interviews, but for one featuring Eila, she and Diann switched roles. Eila has already recorded or lined-up other episodes including with Virginia Fortner, Sabrina Ito, Jada Rufo, and Bob Lupo. **Members interested in participating can contact Eila.** To be kept up to date on the offerings one can subscribe to the series on YouTube: [https://www.youtube.com/channel/UCmn-e3CM6RGNf\\_8QJMJzziQ](https://www.youtube.com/channel/UCmn-e3CM6RGNf_8QJMJzziQ).

**Bryan Furer, Director for Volcano,** was not able to attend the meeting. The Volcano Writers Group's plan for a public reading at Ira Ono's Volcano Garden Arts to highlight works from their book *Out of Our Minds: Voices from the Mist* had been cancelled but they plan to schedule it when virus restriction have been loosened to allow that. **Joy said at the previous Board meeting, Bryan told her this event was still on hold, but she did not have a recent update. She will check back with Bryan to see if any updates.** Per Bob Lupo, Bryan is still delinquent on his dues. Joy had reminded Bryan when she had recent contact with him about the dues, but apparently, they have still not been paid. At this point **it was agreed Diann Wilson would contact Bryan and ask about the dues payment** in light of the reminder by Joy and other e-mail reminders sent by Bob.

**Bruce Stern, Vice President,** provided a summary of the **membership status with 67 active paid full members, two student members, one pending member, and one potential member late on payment to start their membership.** One member also resigned. So, if the one late one pays and pending one is approved and pays, **we will have 71 active members.**

**Our President, Diann W.** had relayed the "In the Writers Studio" current status earlier, but also took time to thank Eila for all her efforts in making this series possible as Eila had been able to join the meeting about then. She also noted when she checked recently the first episode had been seen by 95 viewers.

Diann introduced the topic of **providing via YouTube short 15-minute or less workshops on writing skills and related topics.** Margaret Zacharias has taught writing skills and with some technical help might provide one of these to also offer on our YouTube channel. Even **items like**

**“my top 10 tips for [your best skill related to writing, publishing, marketing]” could be useful.**

We discussed the **new event suggestion submitted by Linda Ulleseit**. The idea was for her and another author (not a member) who also writes Hawaiian-themed books talking with each other about the themes of each of their latest books. In the suggestion form it included the following:

*This event would showcase two new books with Hawaiian themes. THE ALOHA SPIRIT is mine, and QUEEN OF THE OWLS is by Barbara Lynn Probst. We would end with our websites and a listing of any Hawaiian bookstores that carry the books*

There may be a way to do something similar to what they want as a variation on our series In the Writers Studio, but **their concept creates a similar conflict to Don Bingle’s proposal to have a post that was basically an ad for his works** to be put on our website. At this point with Eila in the meeting and her experience with the nonprofit Hawi radio station, we discussed what can and cannot be done to ensure we don’t lose our nonprofit status. **The major IRS don’ts for nonprofits:**

- 1. No promotion (or similar activity) of products/services offered by individuals**
- 2. No call to action, such as how to buy the products/services or urge others to buy**
- 3. This was deemed as applicable to our website, YouTube channel and HWG Facebook page**

Eila mention one author she interviewed for Inside the Writers Studio, when asked a question answered by saying it is all here in my book and held up the book showing the cover. Eila thought that might be okay. **Perhaps Eila could contact Linda to provide feedback on what would be possible if they want it done under the Guild’s activities.**

The **next regular Board meeting date** is set for **Wednesday, July 22<sup>nd</sup> at 1:00pm -2:45pm via the Guild’s own Zoom account.** [Hawaii’s COVID-19 virus related “stay at home” restrictions were relaxed effective June 1<sup>st</sup>, but still some limits on group gatherings.]

**For those who cannot come to Waimea on the Big Island in the future 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.

The meeting was adjourned at 1:49pm.

Respectfully submitted,  
Diane Revell, Secretary

Announcements:

Hawaii Writers Guild – June 24, 2020 Board Meeting Minutes

- **The next regular Board meeting time and place: Wednesday, July 22<sup>nd</sup> at 1:00pm – 2:45pm** usually at Tutu’s House at 64-1032 Mamalahoa Hwy # 305, Waimea, HI 96743, but **via all Zoom through June (and maybe July)**. Attendance via internet or phone via Zoom will be offered and if still under “stay at home” restrictions will be the method used.
  
- **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 July 12<sup>th</sup>**. **The agenda will be e-mailed July 17<sup>th</sup>** five days prior to the meeting.
  
- Parking Lot:
  - a. **To consider Guild participation in Sept. 24-27, 2020 HawaiiCon** at the Sheraton Kona Resort & Spa, **determine if a reduced or no fee for participation by qualified non-profit. Who:** Louise Riofrio **Due:** July 21, 2020

Attachment 1: Hawaii Writers Guild Final Treasurers Log for May 2020

Attachment 2: Hawaii Writers Guild Preliminary Treasurers Log for June 2020

Attachment 1: Hawaii Writers Guild Final Treasurers Log for May 2020

<b>Hawaii Writers Guild Treasurer's Log for May 2020</b>					
<b>American Savings Bank Balance as of April 30, 2020</b>					<b>\$2,490.32</b>
<b>May Inflows</b>					
Diann Wilson, membership renewal, 5/12/20					40.00
<b>Total May Inflows</b>					<b>40.00</b>
<b>Total May Outflows To Date</b>					
Less ASB Monthly Fee as of 5/29/20					-5.00
<b>Total ASB Operating Balance as of 5/29/20</b>					<b>\$2,525.32</b>
<b>Less General Reserve Fund</b>					<b>-600.00</b>
<b>ASB Operating Balance as of 5/29/20</b>					<b>\$1,925.32</b>

Attachment 2: Hawaii Writers Guild Preliminary Treasurers Log for June 2020

<b>Hawaii Writers Guild Treasurer's Log For June 2020</b>					
<b>American Savings Bank Balance s of May 29, 2020</b>					<b>\$2,525.32</b>
<b>June Inflows</b>					
Mahealani Wendt, May membership renewal, as of 6/23/20					40.00
Pat Bigelow, Membership renewal, Pay Pal, as of 6/5/20					40.00
Johnson Kahili, New member initial dues, Pay Pal, 6/10/20					40.00
Richard Bodien, New member initial dues, Pay Pal, 6/10/20					40.00
Dale Belvin, Membership renewal, Pay Pal, 6/19/20					40.00
Tamara Williams, New member initial dues, PayPal,6/22/20					40.00
Joy Fisher, Membership renewal, 6/23/20					40.00
Rush Moore Refund, 6/23/20					134.95
<b>Total June Inflows as of 6/23/20</b>					<b>414.95</b>
<b>Total June Outflows, To Date</b>					<b>0.00</b>
<b>Total ASB Operating Balance as of 6/23/20</b>					<b>2490.27</b>

Note: Total ASB Operating Balance includes \$600 General Reserve Fund