

MINUTES Hawaii Writers Guild June 4, 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*, Joy Fisher – *Public Relations Director*, Louise Riofrio – *Events Director*

Others Present:

Steve Foster

[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 start had been delayed due to attempts to use “Go to Meeting” to allow a couple other Board members to join remotely via internet. This did not work in the end. So Diann let those who were trying to join know that it wasn't going to work today. President Diann Wilson called the meeting to order at 1:14pm.

The Secretary, Diane, requested the **May 7th 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 **a negative change in the membership total count since our May Board meeting; down to 56 active members. This was due to one who decided to not renew membership at this time (Shirli Shook) and leaving from the count a couple members who are several months delinquent. We also have 2 pending members.** Two who had been pending members never paid their dues to become actual members, so we assume they have changed their mind about joining. **The two former pending members had owed dues since November 15 (Tam Hunt) and November 30 (Dennis Dinner).** Dues are still pending as of February 19 (Steven Donovan) and one other pending member who was accepted May 10th (Janet Oakley). Diane R. raised a concern about our current decrease in total membership count with the budget assumption for 2019 of an increase in membership.

Last month 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 contacted Peter Cameron who said he is still considering dropping his membership; he does not plan to publish and has not been active in the Guild. Rachel Grenier was not assigned to anyone and is still delinquent. Joy Fisher agreed to contact Amy Elizabeth Gordon at the June 5th Writers Voices 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 [committee meeting now scheduled for June 17th].**

Treasurer, **Bob Lupo**, provided the **HWG Treasurer's Log, April 30 to May 31, 2019 with current bank balance and recent income/expenditures (Attachment 1).** This included the payment of dues owed by eight

members and the donation of the payment due for the Event Helper insurance we acquired to cover the pop-up bookstore events at the Waimea Farmers Market (Pukalani Stables area).

Committee Reports:

Duncan, our Webmaster was away and unable to attend, but he provided his report in an e-mail message as follows:

Report on use of HWG website blog use for a chat group. He hadn't had much luck connecting with Jada since she's a busy woman with lots of irons in the fire and not too available to meet. He connected with her twice in the past 2 weeks — once to gauge her enthusiasm about moderating a chat group (positive), and once to give her instructions about entering the site and editing the blog page. He had the system send her an invitation to be an editor but she has not yet logged in to try things out. It's going to take a while longer to get her to actually start playing with the Weebly blog software.

Report general status (Local resources & How-to added, other?). He added a "How To ..." page to the site (it's at More>Writing Resources>How To ...) and added Eila's "Begin Your Own Writers Group" blurb. He also added a Local Help page but it's still at the Under Construction stage. Also, under the Writing Resources menu item is the "Connections" page which is our long listing of links and descriptions of useful writing websites.

New prospective member Tom Forgatsch. Tom is a new prospective member who had trouble using the website submission form. Duncan tested the form and it seemed to work fine; not sure what his problem was. Anyhow, Duncan sent him a manual form with instructions to fill it out and either email it to admin@hawaiiwritersguild.com or to snail mail it to Duncan. He mailed it and included a \$40 check as well! [The check went to Bob Lupo to hold until Tom is accepted into the Guild or the check returned if for some reason he is not accepted.]

Joy had more info on Tom Forgatsch, but with a sad note. He had not provided his writing sample to Duncan, but apparently did hand off a large printout of his writings to those at the May 25th pop-up bookstore event. It was not marked as to identity and Tom did not introduce himself as an applicant for the Guild, so at the end of the pop-up event the writings he left behind were not recognized as part of his application and were tossed. **He will need to be contacted and hopefully he can e-mail his writing sample to have his application go forward.**

The Public Relations Director, Joy, updated the Guild News page on our website for the April events. These included write-ups on the April self-publishing workshop by Sam Cudney and Louise Riofrio's well attended presentation on the speed of light at Tutu's house.

The next Writers' Voices reading at the Waimea library will be the evening of June 5th. 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. Joy provided handouts of the flyers for this event and had copies of the press release.

Joy provided an overview of the first meeting of the committee to establish an on-line Literary Review. The **more detailed minutes** of the meeting were previously provided to the Board by the chair of the committee, Laura Burkhart, and are **provided as an attachment to these minutes.** The next meeting of the committee will be on June 19th. One of their key decisions will be deciding on an appropriate application to give the literary review the right look.

We still have the **ad on our HWG website for a volunteer newsletter editor, but no takers to date**. Joy felt the newsletter would provide more communications with the full membership, it could include reviews of published works by our members and other activities that might be of interest to the members. The ad is at the top of the Guild News page of the HWG website: <https://www.hawaiiwritersguild.com/guild-news.html>

Joy provided copies of the current trifold for the Guild and indicated some of the areas she felt should be updated as we run low on the current set. The message from the president is not current as it has our former president listed. The front of the trifold is almost all words and could use a graphic to better catch attention and the section with lots of covers of the published works of our members should be updated to include more recent publications and of newer members. **Joy will check with Sam Cudney** who is great with graphics **to see if he could help with the update** and **Diann W. should provide Joy with a message to include** where the one from Eliza (past president and no longer a Guild member) currently is located. Any other updates the Board members suggest should be provided to Joy as soon as possible; this can include cover photos from member books published in the last couple years.

Per a request from Diann, **Joy will bring the current set of the HWG t-shirts she has available to our next Board meeting.** Diann would like to purchase one. If the current set doesn't have the right size, a new batch would have to be ordered.

Louise Riofrio, Events Director, had prior to the meeting provided the revised terms of the liability insurance for the pop-up bookstore events and it is now in place and paid for into 2020. **The pop-up bookstores have been held on May 18th and 25th with the next one to be held June 15th.** In addition to liability insurance, **the cost of a table per event at the stables is \$30 and Louise had paid** the fee for the first two events, so **Bob wrote a check to reimburse her though she will need to provide the receipts to Bob no later than our next Board meeting.**

Louise received the **Christmas in July event in Kailua-Kona application forms for a table.** This year's cost is \$110 for a table **at the King Kamehameha's Kona Beach Hotel on Saturday, July 27th.** She had the forms filled in except needing the EIN (federal tax ID) and GET (state tax ID) that Diane R. provided to her and a check that Bob provided so **she could mail in the form after our meeting.** 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.

Louise has completed the Nā Leo Public Access TV certification classes. She and Diann will discuss how the Guild might make use of her new skills for a Guild public service announcement for example.

Eila, Director for North Kohala, was unable to attend, but provided status via an e-mail that she would be scheduling the **next North Kohala Library reading** for late August or September. [It is now **scheduled for September 23 from 6:00pm-8:00pm** and she will send out a request for readers in late July.]

Bryan Furer, Director for Volcano, was not able to attend the meeting. Brian is active in that area of the island and the next Volcano Writers meeting will be held on June 10th. Bryan had indicated he would be better able to attend Board meetings via internet due to the distance and limited car access.

Diann W. said she met with Susanna Moore (who has lectured at Princeton on writing skills who lives locally) **about providing a workshop on one of her regular class subjects.** Diann had suggested to Susanna the workshop being in July or August, but the next open dates for it to be held at the North Kohala Library (Susanna's choice) are in one in August and one in September. **Diann said she will lock in the August 26th**

library date. The specific topic of the workshop is to be decided but would need to fit within the 2-hour window of evening time available at the meeting room of the library.

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, but today **we found out we can use the license and equipment that Tutu's House has when we use their meeting room at no added cost to us**. The plan is to try it out with just a couple remote Board members at the next Board meeting before opening it up to the full group.

Steve Foster who was at the meeting mentioned his latest book, "Spirit of an Eagle" has been published and is now available on Amazon in both paperback and e-book form: https://www.amazon.com/Spirit-Eagle-Steven-S-Foster/dp/0578439778/ref=sr_1_1?keywords=Spirit+of+an+eagle+by+Steven+Doster&qid=1560224054&s=books&sr=1-1-spell

In response to a request by Diann for any other business prior to adjournment, Bruce Stern expressed his appreciation for Diann's efficient running of the meetings and keeping things moving so we usually finish early.

The **next regular Board meeting date** was set for **Tuesday, July 2nd** at 1:00pm-2:45pm at Tutu's House.

The meeting was adjourned at 2:15pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- The **next regular Board meeting time and place: Tuesday, July 2nd 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 and diane.b.revell@gmail.com) 10-days prior to the next meeting, so **by June 22nd**. The **agenda will be e-mailed June 27th**, 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. Duncan checked with Jada Rufo who is a willing moderator. **Who:** Duncan Dempster **Due Date:** 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 2nd Board Meeting. Latest update for review was sent out to committee by Diane April 11th. **Due Date:** Completed sending out update on April 11th, 2019. Awaiting committee feedback; Diane will try to arrange a face-to-face for discussion/markup by May 17th with revised (hopefully final) version to follow.

Hawaii Writers Guild - June 4, 2019 Board Meeting Minutes

- 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. Diane R. saw Yvonne on 5/10 and Yvonne is interested, so Diane R. is now working with audit team/treasurer to set up meeting with Yvonne **Who:** Diane Revell **Due Date:** July 2nd

- 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:** "How-to" page is up and running as of May 31st, Hawaii specific resource list under construction - due July 2nd

Attachment 1: HWG Treasurer's Log, April 30, 2019 to May 31, 2019

Attachment 2: Coordinating Meeting HWG Literary Review Minutes for May 15, 2019

Hawaii Writers Guild Treasurer's Log for May 2019

		Date
American Savings Bank Balance as of 4/30/2019	\$2,405.53	
Jada Rufo Dues Received	40.00	5/6/2019
Greer Woodward Dues (PayP)	40.00	5/13/2019
Pam O'Shaughnessy Dues (PayP)	39.96*	5/17/2019
John L. Hart (PayP)	39.96*	5/20/2019
J. Fisher/D. Wilson/L. Burkhardt/B. Ching Dues Received	160.00	5/28/2019
Less ABS Monthly Service Fee	5.00	5/31/2019
Total ABS Operating Balance	\$2,720.45**	5/31/2019
Event Insurance Transaction:		
The Event Helper	-131.81	5/13/2019
Event Insurance Paid by Credit Card 7713	131.81	5/15/2019
Insurance Transaction Balance	0.00***	5/15/2019

Note *: PayPal change in fee caused \$0.04 less for each dues paid via PayPal after 5/15/2019. Check with Duncan Dempster on means to correct issue.

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 \$1120.45.

Note *:** Personal credit card use for Event Helper insurance payment made as a donation to the Hawaii Writers Guild by Bob Lupo.

First Coordinating Meeting HWG Literary Review
Wednesday May 15, 2019, Laura's place in Hawi

Present: Bob Lupo, James Gibbons, Joy Fisher, Duncan Dempster, Michael Foley, Laura Burkhart

1. **Content** of the literary review

a) Genres:

poetry
fiction: short, excerpt (stand-alone) from larger works, flash, graphic novel (excerpt),
science fiction, occult, fantasy
non-fiction: memoir (stand-alone), essay (including personal)
dramatic monologue
10-minute play
humor

Pornography, gratuitous violence and political diatribes will not be welcomed.

b) Length of pieces:

Committee members will check with other literary periodical submission guidelines to see what might be appropriate in our case. Initial suggestions for maximum lengths:

Fiction/non-fiction – 2,500 words
Poetry – 30 lines
Dramatic monologue – 1,500 words
10-minute play – 10 pages (1 minute/page)

Total length of each issue to be determined after initial submissions are received.

c) Artwork:

Suggestion that each piece be accompanied by a visual image, preferably a photograph (e.g. book cover), to be submitted by the author or chosen by editors once the piece is accepted.

d) Author biographies:

100-130 words, to be accompanied by an author photo.

2. **Format**

a) Of submissions

text– .doc, PDF (See *Off Assignment* journal)
images – jpeg
voice – sound cloud

b) Of the online journal

To be determined by the editors. Suggestion that we follow the format of *Off Assignment*. Discussion of the need for a style guide. Suggestion that we contact the editors of *Off Assignment* to see which guide they use.

3. **Presentation**

a) Name

Suggestions of Hawaiian names: Huki Puke, Kuhi, Huki Mana`o.
It was suggested we contact Mahealani Wendt for feedback/input (Joy?). Michael is willing to contact Kumu Keala Ching to see what he thinks.

b) Logo

This symbol will be chosen to go with the title (possibly petroglyph).

c) Tag line

Will follow title and logo

d) Advertising and Promotion

Of the journal – to HWG members (membership emails, HWG website, HWG Facebook page)

Within the journal – not necessary to solicit or accept advertising at this time

4. **Submission Criteria**

a) Eligibility to submit
HWG members only

b) Submission guidelines

More research/discussion needed on number of submissions allowed per person per issue, whether previously published work will be accepted; simultaneous submissions and other variables we may not have thought of yet.

c) Blind judging

Following the meeting Joy sent out an article that compared three submission/management systems for literary reviews. Here's the link:

<https://www.cmscritic.com/3-submission-management-systems-for-literary-journals-an-overview/>

5. **Budget/Revenue**

- a) Possible sources of revenue
advertising of their books by members
donation link on site
submission fees

6. **Follow-up to be discussed at next meeting**

- a) Name, logo, tag line (contact Mahealani Wendt?)
- b) Review submission guidelines of *Off Assignment*, *California Writers Club Literary Review*, *The Gorge* and other literary journals for information on length of submissions, eligibility (number of submissions per person/per issue, eligibility of previously published work), copyright, etc.

Here are samples.

California Writers Club: <https://calwriters.org/publications/#submit>

Off Assignment: <http://www.offassignment.com/write-for-us>

The Gorge Literary Journal: <http://gorgelit.org/submission-guidelines/>

Grain Magazine: <https://grainmagazine.submittable.com/submit>

- c) Submission process and deadlines
- d) Submission selection criteria and process (vetting committee/judges/editors)
- e) Proposed date of first publication

7. **Next meeting**

Wednesday, June 19, 1:00 pm, at Jim's place in Waimea (directions to follow).