

# MINUTES Hawaii Writers Guild July 22, 2020

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*, Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations*,

Others Present via Zoom:

Steven 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.]

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

We had an issue with the wrong Zoom information on the agenda for the meeting and after Diann Wilson e-mailed the right one, it took a while for all who wanted to attend to find the new information and log in, so we started later than planned.

**President, Diann Wilson was the Zoom host and called the meeting to order at 1:20pm.** To mix things up she had requested our standard order on the agenda to be reversed for this meeting (and for the future, for now).

**Diann provided an update on the “In the Writers Studio” viewings for June** with 19 current subscribers, and 249 views of the existing episodes. The **HWG Channel is found here:** [https://www.youtube.com/channel/UCmn-e3CM6RGNf\\_8QJMJzzjQ](https://www.youtube.com/channel/UCmn-e3CM6RGNf_8QJMJzzjQ).

Diann at our prior meeting introduced the topic of **providing via YouTube short 15-minute or less workshops on writing skills and related topics.** Virginia Fortner and Diann are **working on a workshop video on memoir writing** that they hope to have ready soon. The **plan is to have the skills workshops alternate with new episodes of “In the Writers Studio.”** **Diann has two other workshops planned to add to the lineup.** One is with an author friend of hers and the third will be with one of our members, Laura Burkhart.

**Another offering on our HWG YouTube channel that debuted July 9<sup>th</sup> is a conversation between one of our members, Linda Ulleseit and an author she knows from another organization, Barbara Linn Probst,** where they **talk about each of their recent novels that have Hawaii as a common theme.** It gives insight into each of their writing processes. It is found here: <https://www.youtube.com/watch?v=Z8xAlczhBbw>.

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**Bruce Stern, Vice President**, provided a summary of the **membership status with 67 active paid full (i.e., non-student) members, two student members, two pending members, and no members currently late on payment**. So, if the two pending ones that are approved do pay, **we will have 71 active members**.

Joy Fisher said the **Jada Rufo is now handling the members HWG Facebook page** but not being a director, **she does not have access to the membership roster, but needs the status of members (paid/current on dues) to determine if she should accept requests for membership**. **Bruce agreed to send to Jada an alphabetized list of the members, their dues status, and their e-mail addresses** to allow her to have what she needs for this task [Completed July 22<sup>nd</sup> via message to Jada and the Board].

Committee Reports:

**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 restrictions have been loosened to allow that. **Joy will check back with Bryan** to see if any updates.

[**Joy did speak with Bryan** via phone and **he provided the following update**: Their book: *Out of Our Minds: Voices from the Mist*, is still undergoing some technical corrections, so **no book launch has been scheduled yet**. Bryan has, however, been in touch with **Ira Ono, proprietor of Volcano Garden Arts, the venue where the Volcano group holds its readings, and Ira is willing to have the book launch there**. They are monitoring the numbers of new cases of Covid-19 on the Big Island, but Bryan **doesn't expect to have a date for the reading chosen until late August or later**.

In the meantime, his **Volcano writers are beginning work on a second book to be called: *Out of Our Minds: Laughter in the Mist*, which will focus on humor.**]

**Eila, Director for North Kohala**, was unable to attend the meeting. She has continued doing new episodes of the Guild's YouTube series "**Inside the Writers Studio**." These have been well received. Eila enjoys the job of being the emcee and doing the interviews. Just prior to our meeting Eila **released Episode 7 with Duncan Dempster as the featured author**. As mentioned above by Diann these may soon alternate weekly releases with the other segments on **skills workshops**. To be kept up to date on the offerings one can subscribe to the series on YouTube: [https://www.youtube.com/channel/UCmn-e3CM6RGNf\\_8QJMJzzjQ](https://www.youtube.com/channel/UCmn-e3CM6RGNf_8QJMJzzjQ).

**Louise Riofrio, Events Director**, is away and was unable to attend, but previously provided via e-mail information on this Saturday's pop-up bookstore at Paniolo Stables on July 25<sup>th</sup>.

**Louise planned 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** at either King Shops in Waikoloa and/or at Paniolo

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Stables in Waimea. [Diane sent a status request to Louise after the meeting. The ones at **Waikoloa were cancelled for all of July and August per an e-mail reply from Louise, but she hopes to try Waikoloa's Farmers Market after August and her return to Hawaii** from her current trip. This is to see how the visitor traffic level compares to the Saturday events.]

[**The HawaiiCon event September 24-27 had been planning to continue**, but Louise provided a copy via e-mail of **their message dated July 25<sup>th</sup> that the event has been postponed to sometime in spring** due to current virus related travel restrictions.]

**The Public Relations Director, Joy Fisher**, said our future events continue to be on hold due to the COVID-19 restrictions. Any future Writers Voices public readings will in part will be determined by the rules that our venue, Tutu's House, chooses to implement. **In recent PR actions, Joy sent our membership the link to the newest HWG YouTube channel, *Inside the Writers Studio* that was with Duncan Dempster.** [The Hawaii Tribune Herald on July 23<sup>rd</sup> had a write-up on our YouTube channel offerings: <https://www.hawaiitribune-herald.com/2020/07/23/community/hawaii-writers-guild-announces-inside-the-writers-studio/>.]

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**, we need a managing editor and a poetry editor. **Bob Lupo, Joy and Duncan Dempster had a conversation with Braden Savage our student member from UH Hilo about potentially becoming the managing editor** as Laura Burkhart did not have enough time to do it for our 2<sup>nd</sup> edition and Braden has some experience at this with another publication. **Braden provided a follow-up e-mail to their meeting, but he also felt he did not have the time to do the job of managing editor** but was **willing to offer ideas related to changing the process and layout**. His offer was discussed at our meeting. At this time, it was felt those topics were well enough developed based on the work done on the 1<sup>st</sup> edition and that **we instead wanted to fill the editor jobs as a higher priority** though we might consider his offer later. **Diann Wilson agreed to convey our decision to Braden no later than Saturday [she completed this on Friday]**.

It was suggested that each of us **directors at the meeting think of who else might be a good candidate for *Latitudes* managing editor and also poetry editor and contact that person(s)** to see if they had interest in taking on the role. This was suggested in lieu of a blanket request being sent via e-mail as those seldom had any results. **Bob Lupo said he would contact Mark Kelly** as a potential managing editor.

The intent was to have two issues of *Latitudes* per year (spring and autumn), but we may end up sliding the second edition or moving to one issue per year.

**Our Webmaster, Duncan Dempster**, said of **our current 69 paid full and student members, only 50 have provided their photo and bio for posting** to our Guild website. **Duncan will send out a request to those not on our website a reminder** that they can have their photo/bio information added and encourage them to do so.

**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. **Bob Lupo did put this question to Hawaii Alliance of Nonprofit Organizations (HANO).** He received a reply that basically suggested we contact a CPA who deals specifically with nonprofits and provided a list of 5 Honolulu based CPA offices they would recommend. Based on a prior suggestion, Diann Wilson also spoke with Yvonne Leiser who helped the Guild previously with best practices for financial tracking in a non-profit. She does this type of work for her church and in the past taught classes on the subject. Here are the suggestions from Yvonne to our questions based on Diann's notes:

**Regarding the selling of books at the Farmers Markets** – We are having a table to promote the writers guild and members who volunteer to staff it, can get the benefit of selling their books. The sale of the books promotes the mission of our organization. Also, the money does not run through the Guild, so for these reasons, this is of no threat to our nonprofit status.

**Dinner** – we are a club. We can have a dinner.

She is unaware of any rules/ numbers/% of our budget – particularly with our budget being so small.

**Her opinion is we are not at any risk.**

**Bob felt it still might be good to get a second opinion and will checkout on-line the HANO suggested CPA organizations, select a couple and contact them for an opinion.** He thought the answer might depend on the gross receipts of the particular 501(c)(3) nonprofit.

Approval of the budget may need to be revisited after this information is provided.

In addition on this topic, **Joy had contacted and solicited practices on this topic from members of the California Writers Club.** They have a central organization and then branches specific to different areas of the state. It turns out per the reply that **the central organization is like us a 501(c)(3), but the branches like the one in Berkeley she initially contacted is organized under a different part of the tax code for nonprofit unions, 501(c)(4), and the rules are different** so the same questions we raised to do not apply in their case even though they do hold events for members similar to those cited in our questions. The person who replied, **a former president of the Berkeley branch, included in her reply a contact reference to the head of the central organization of the California Writers Club, but it did not sound like Joy had been able to contact her for a reply at this time.**

The Secretary, Diane Revell, requested the June 24<sup>th</sup> Board Meeting Minutes (Rev. 1) 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

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archive location for minutes. When this is done by the Webmaster, **the Secretary will send an e-mail to all members with the link.**

As we neared the end of our agenda, **Diann asked our member Steven Foster how his writing was going.** He said he is polishing his 2<sup>nd</sup> novel *Summer Passion* and is researching another book that is a drama with science.

**Duncan** mentioned that he has been attending another of the writing support groups. He has attended the one at Tutu's House for years (currently via Zoom) but is now attending a Saturday one facilitated by our member Tamara Hynd monthly on 3<sup>rd</sup> Saturdays. **He was contrasting the ways the meetings are run relative to feedback to the authors. Diane R. mentioned that Eila's every other Thursday writer support group meetings have adopted a hybrid method between the one's used in the other two groups. These ranged from free form feedback with everyone including the author, feedback with the author muted but the author can reply at the end, to feedback with the author muted and no author return feedback at the end.**

Someone **asked Diann W. about the writing buddies' pairings** she had set up with those who wanted a mentor. **Diann requested the secretary add the topic to the agenda for our next meeting,** but mentioned there were **eight currently involved** and she'd done **an e-mail check to see how it was working for each pair; she'd heard back from six but was still awaiting replies from the other two.** Per a request she said **she'd e-mail to the Board the names of those involved in the writing buddies [completed July 24<sup>th</sup>].**

The next regular Board meeting date is set for **Wednesday, August 26<sup>th</sup> at 1:00pm -2:30pm 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. With the virus restrictions currently in place and expected to go on into August we expect that meeting to be also held only via Zoom.

The meeting was adjourned at 2:17pm.

Respectfully submitted,  
Diane Revell, Secretary

### Announcements:

- **The next regular Board meeting time and place: Wednesday, August 26<sup>th</sup> at 1:00pm – 2:30pm** previously at Tutu's House at 64-1032 Mamalahoa Hwy # 305, Waimea, HI 96743, but **via all Zoom through July (and maybe August).** 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.

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- **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 August 16<sup>th</sup>**. The **agenda will be e-mailed August 21<sup>st</sup>** five days prior to the meeting.
- Parking Lot:

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

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

Attachment 1: Hawaii Writers Guild Final 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, as of 6/30/20</b>			
ASB Monthly Service Fee			<b>-5.00</b>
<b>Total ASB Operating Balance as of 6/30/20</b>			<b>2935.27</b>

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

<b>Hawaii Writers Guild Treasurer's Log, July 2020, To Date</b>					
<b>American Savings bank Balance as of June 30, 2020</b>					<b>\$2,935.27</b>
<b>July Inflows</b>					
Diane Revell, June Membership Renewal, as of 7/22/20					40.00
Janet Carpenter-Morales, June Renwal, as of 7/22/20					40.00
Bryan Furer, Membership Renewal, as of 7/22/20					40.00
<b>Total July Inflows as of 7/22/20</b>					<b>120.00</b>
<b>Total July Outflows, To Date</b>					<b>0.00</b>
<b>Total ASB Operating Balance, as of 7/22/20</b>					<b>\$3,055.27</b>

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