

MINUTES	Hawaii Writers Guild	July 28, 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*, Bryan Furer – *South Hawaii/Volcano Regional
Director*

Others Present via Zoom:

Donna Beumler, Margaret Zacharias, Jada Rufo, 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 June 2021 (Attachment 1) and the interim Treasurer's log for July (Attachment 2)**.

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

The meeting was called to order at 1:11pm after overcoming a technical difficulty in getting Zoom up and running by the host.

President, Carol McMillan suggested the prior meeting minutes be approved as the first item as the topic of separation of the pop-up bookstore activity from that of the Guild would take a while.

Secretary, Diane Revell called for approval of the Minutes of the June 23rd, 2021 HWG Board of Directors Meeting. 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 by 8/1.]

Most of the meeting was taken by the topic about HWG Facebook pages and the need for a strong level of separation from the Pop-up Bookstore relative to Guild postings. Jada Rufo had provided **earlier feedback to the Board of Directors that there had been unclear direction on this topic and clarification was needed.**

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Carol started the conversation by emphasizing three points: 1) We care about each other, 2) We care about the Hawaii Writers Guild, and 3) We care about the Pop-up Bookstore.

Carol also stated our discussion should address two items: 1) Creating a clean separation between the Guild and the Pop-up Bookstore events, and 2) Showing appreciation for those doing the work to create the Pop-up Bookstore events.

Much of the conversation, led by Carol, was the proposal to have the Pop-up Bookstore create its own Facebook page and what might still be okay for authors to post to our Facebook Hawaii Writers Guild (public) page and our Facebook Hawaii Writers Guild Members (open only to Guild members) page. Joy Fisher joined in as the one closest to the legal issues for separation to ensure we did not endanger our 501(c) (3) tax-exempt status. A simple version of the postings that would be okay on either of the Guild's Facebook pages: authors may state when they have a new writing published, but no push for purchasing by having links to book selling pages (like Amazon, or Barnes & Noble or similar); while on the pop-up bookstore page such links would be okay. Diane suggested and **Joy accepted to take on the task of doing a more itemized list of what needs to be avoided on the two Guild Facebook pages.**

For members **with hypothetical cases they would like to get a reading if okay or not to post to the Guild's Facebook pages, let Joy know to get her feedback.** Bryan Furer had raised some specific examples for postings by his Volcano Writers Support group of their meetings, public readings later in the year, and publication of the group's current and coming book. He was advised the meetings and readings could be posted, but not specific information on buying the books (but that could be on the new Facebook page Jada would create). Books could be available for sale at their own writers support group's public readings, but again books being there for sale should not be part of the announcement on the Guild's Facebook pages.

Jada has been the manager of our two Facebook pages but is also a key member for the Pop-up Bookstore group and felt she could not do the current job and also create and manage the one for the bookstore. **Johnson Kahili agreed to take over the management of the two Guild Facebook pages;** Joy Fisher will remain as the administrator for them. **Jada agreed to create a Facebook page for the pop-up bookstore.** [On July 29, 2021 **Jada created a new Facebook public group page called Hawaiian Writers Books:** [\(12\) Hawaiian Writers Books | Facebook](#) and it is open to Guild members as well as other authors who choose to participate in the pop-up bookstores or just kept up to date on the pop-up bookstore events.] Joy said the membership of the new bookstore page should be opt-in for membership, not directed at the full Guild membership, but not limited to Guild members either.

Per our prior meeting, with Louise Riofrio out of state for now, Johnson Kahili agreed to take on Louise's role as Events Committee Director. To be in compliance with our Bylaws, section 6.3 this transition requires Board approval. Diane proposed **a resolution to approve the transition of Events Director from Louise Riofrio to Johnson Kahili. This was seconded and approved unanimously by the Board.**

Bruce Stern, **Vice President**, provided a summary of the **membership status with 76 active members that includes two student members**, with no changes in the last month in the totals

or members by name. The Opt-in List had no additional changes since late May. There were no pending members. Bruce did reformat the member database to make it easier for the Treasurer by putting the date a member's due are owed nearer the front of each member's entry.

Treasurer, Bob Lupo, provided a summary for the final June log provided in Attachment 1 and the details for the interim July log in Attachment 2. We ended May and began June with an ASB Operating balance of \$5,167.38. June was a quiet month with inflows of \$124.55 (3 membership renewals + a small donation). Luckily, outflows were minimal with ASB's \$5.00 monthly fee, the sole debit in June. Hence, we ended June and began July with a balance of \$5,286.93. Deposited the sole membership renewal check to date for July and also had the outflow of the \$110 check that covered the registration for the Guild's table at the Joanne Williams Christmas in July Festival. Hence, the Guild's ASB Operating Balance as of today is \$5,216.93.

Committee Reports/Updates:

In one of her last acts as Event Director, Louise Riofrio registered the Guild for a table at the **Joanne Williams Christmas in July event held this year on Saturday, July 17th** at the King Kamehameha Hotel in Kailua-Kona. She had also reserved tables for the independent pop-up bookshop, though she was away and unable to attend there were several who did. The event was deemed a great success for both the Guild with its informational table and those at the separate bookstore table. **From now on Johnson Kahili will be the Events Director** in addition to his role as Diversity Coordinator. Diane **requested Duncan as our webmaster update the HWG Board of Directors Google Group to reflect this change in the Board.** Johnson will be working to connect other arms of writer groups to the Guild and would like to be kept informed of any related events.

Duncan had previously forwarded to the Board **information he received about the Maui Writers Retreat to be held April 24-30, 2022 in Lahaina:** [The Maui Writers' Retreat » Kahini](#). As it is a retreat versus a conference, we did not see it as something the Guild would find as a means to inform those attending about our organization, but it would be something our members might appreciate knowing about as a writing opportunity.

The Public Relations Director, Joy Fisher, said there were no recent PR releases but she will send one out about **our inaugural on-line HWG Member News.** This inaugural version was **released on July 11th with several complements received** for the wonderful effort by Joy and Cece Johansen as well as Duncan to create and place it on our Guild's website: <https://www.hawaiiwritersguild.com/member-news-top.html>. Joy is seeking information for the next release with plans for new releases about every 6 months. She already has a member proposing a genre corner item on SciFi Haiku.

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 and Diane will remove this item from future Board** agenda entries to be added back only if any change in status.

Our Webmaster, Duncan Dempster, confirmed previously the transition of the Zoom account we use to his admin e-mail as owner. The renewal of annual dues around April of 2022 should be sent to him with this change. **A question about the ownership of the YouTube account used for our two series** (Inside the Writers Studio & Write On!) **came up and Duncan agreed to contact Diann Wilson and Eila Algood as the moderators for those videos with any open questions.** Relative to our Guild website, **besides the release of the Member News and a couple additions to resources, there were no significant changes** this past month.

Bryan Furer, South Hawaii/Volcano Regional Director, said they have started their biweekly meetings that are focusing on their second book with their next meeting on August 2nd where they will collect titles, approximate word counts, and brief synopsis for the submittals for the book. They meet on alternate Mondays at Ira Ono's Volcano Garden in the mornings. **They hope to have the long delayed public reading of their first book close to Halloween.**

Planning for the 3rd edition of our literary review *Latitudes* was led by Bob Lupo who will serve again as the managing editor. He said the team will consist of pairs of co-genre editors, a pair of editors-at-large, and the online engineer as follows:

- *Drama*: Richard Bodien, Joy Fisher
- *Fiction*: Mark Kelly, Carol McMillan
- *Nonfiction*: Linda Heath, Jada Rufo
- *Poetry*: Laura Burkhart, Tamara Williams
- *Editors-at-Large*: Laura Burkhart, Duncan Dempster
- *Online Engineer Maestro*: Duncan

The first meeting of the *Latitudes* team is expected to be held via Zoom on August 7th with the specific time still in work.

Donna Maltz had proposed a **Guild hosted book club** that Diane Revell raised at our prior Board meeting; it was received positively. Diane had not called back to Donna to see if she was willing to manage such a project and said she would do so prior to our next Board meeting. [Diane contacted Donna on 7/30. Donna is also too busy partly in promoting her books and setting up a related book club event. Donna thought it would be good to go ahead and raise the issue with other Guild members who might have more time to create and facilitate a Guild hosted book club to feature books by our Guild members. Diane had proposed some guidance for such a club in talking with Donna and will run that by Joy before raising the opportunity with the full Guild membership.]

The next regular Board meeting date is set for Wednesday, August 25th 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

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Announcements:

1. **The next regular Board meeting time and place: Wednesday, August 25th 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 to the next meeting, so by August 15th. The agenda will be e-mailed August 20th to the full membership five days prior to the meeting.**

Attachment 1: Hawaii Writers Guild Final Treasurer’s Log for June 2021

Attachment 2: Hawaii Writers Guild Interim Treasurer’s Log for July 2021

Parking Lot:

1. In August have Johnson Kahili IV, serving as Diversity Coordinator, report on any recent status.
2. 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.

