

Hawaii Writers Guild  
-MINUTES of the Board of Directors EXECUTIVE SESSION-  
MARCH 6, 2024

Minutes of the Hawaii Writers Guild (HWG) Board of Directors EXECUTIVE SESSION, held via Zoom. All times noted refer to Hawaii-Aleutian Standard Time. Action items identified for follow-up are italicized and underlined.

Officers and Directors present via Zoom:

Diane Revell —*President and North Kohala-area Regional Director*

Bruce Stern — *Vice President*

Donna Beumler —*Secretary*

Joy Fisher —*Public Relations Director*

Other Members present via Zoom:

Duncan Dempster —*Webmaster*

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**EXECUTIVE SESSION (CLOSED to general membership)**—

**1. PRESIDENT DIANE REVELL CALLED THE REGULAR SESSION OF THE MEETING TO ORDER at 11:34 am.**

**a. Treasurer’s Resignation:** Diane advised that Catherine Tripp, former treasurer, has delivered to her several folders of Guild documents which had been in Catherine’s possession during her tenure. Regarding the question of how previous treasurer, Bob Lupo, handled the membership dues for students, Diane did reach out to Bob, who advised that there is a “general donation” fund which he had maintained and which covered the dues for students when necessary. There is currently only one student member, and *Diane will make contact with her in order to ascertain her status and her wishes vis-a-vis the Guild.*

Bruce reported that he is showing 16 members as delinquent in their dues; however, because of limited information having been provided by Catherine, he has no idea how accurate that number is. *Diane asked that Bruce send her the list and she will compare that with the invoicing records which she received from Catherine.*

Diane was able to clarify with Catherine that, although she has resigned as treasurer, she does intend to remain a member of HWG.

**b. Interim Treasurer/Website Access to PayPal:** Diane agreed to serve as interim treasurer until a replacement for Catherine can be found. She will investigate whether using Quicken software for invoicing purposes will be feasible. Duncan noted that he has already reinstated the PayPal option for paying dues *via* the Guild’s website, and that he continues to utilize the @admin PayPal account.

**c. Invoicing/Dues Process:** Discussion ensued regarding the dues payment process. Under Bob Lupo, the Board had moved to a system where all members would be invoiced in January of each year, with new members joining during the year charged on a *pro rata* basis an amount according to which quarter they joined in. However, Catherine favored an annual invoicing process according to the month in which the individuals joined. It was generally agreed that the implementation of the new dues collection procedure and invoicing was not carried out efficiently. In addition, that system created potential problems in identifying “active” members each December for purposes of participating in and voting during the Annual Meeting, held in January each year.

Donna, while deferring to Catherine and her expertise in this regard, noted that all of the dues-paying organizations of which she is a member collect dues in January of each year, regardless of when during the year she became a member. Donna also suggested that the Guild choose a payment system and make it permanent, so as to minimize confusion going forward. Also, if the Guild reverts to a January invoicing system for all members, an individual joining during the year and paying the full \$40 could be given a credit off the following years’ dues, according to which quarter he or she joined. It was requested that this issue be added to the agenda for the March 28th Board Meeting.

The topic of recruiting student members was also discussed. Although during the past few pandemic years this effort was largely on hold, the consensus was that reaching out to the youth demographic in the community would be a positive thing both for the Guild and for younger (high school and college age) writers. This is especially timely, as a Youth Poetry Contest is being planned for this Spring. Although the student membership, with an annual fee of \$10, does not permit them to be *voting* members of the Guild, it was agreed that student members would be eligible to submit their writing for consideration for publication in the Guild’s on-line literary journal, *Latitudes*. It was also noted that engaging student participation in the Guild could potentially encourage teachers to become members. Diane will follow-up with Bob’s information concerning a possible fund set aside to assist students with membership dues.

**d. Federal Tax Returns:** Diane advised that Catherine had not filed the Federal tax return required of non-profit organizations, and that she will follow-up in this regard.

e. **Annual Budget:** Diane will review Catherine’s “annual budget” in order to determine whether it was amended pursuant to the decisions made by the Board at the February 22nd meeting.

f. **Post Office Box Key:** Diane did retrieve the second post office box key from Catherine and will turn that over to another Board member so that two people have access to the PO Box.

ANNOUNCEMENTS:

The next **Board of Directors meeting** is scheduled for Thursday, March 28, 2024 at 5:30 pm (one hour earlier than we have been meeting). Bruce will be traveling throughout the month of March and will not be available, however.

All meetings for the foreseeable future will be **held via Zoom ONLY and will be hosted by Duncan.**

**Requests for items to be added to the agenda for the next regular Board meeting should be sent via email to President Diane Revell ([diane.b.revell@gmail.com](mailto:diane.b.revell@gmail.com)) and Secretary Donna Beumler ([dmbaumler@gmail.com](mailto:dmbaumler@gmail.com)) at least 10 days prior to the next meeting (no later than March 18, 2024). The final agenda will be emailed to the full membership five days prior to the meeting.**

**The meeting adjourned at 12:33 pm.**

Respectfully submitted this 21st day of March, 2024.

By: Donna Beumler

Donna Beumler  
Secretary, Hawaii Writers Guild