

Minutes of the Hawaii Writers Guild (HWG) monthly Board of Directors (BOD) meeting, held via Zoom. All times noted refer to Hawaii-Aleutian Standard Time.

Officers and Directors present via Zoom:

Bruce Stern -*Vice President*

Bob Lupo -*Treasurer*

Donna Beumler -*Secretary*

Joy Fisher -*Public Relations Director*

Brian Furer -*Provisional Events Director; Regional Director, Volcano-area*

Diane Revell -*Regional Director, North Kohala-area*

Others present via Zoom:

Duncan Dempster -*Webmaster*

Margaret Zacharias -*Reading and Responses Co-Coordinator*

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CALL TO ORDER: Efforts to contact President Carol McMillan over the telephone being unsuccessful, **Vice President Bruce Stern called the meeting to order at 6:16 pm.**

ELECTION PLANNING AND ANNUAL MEETING: The Board discussed the 2023 “annual meeting,” as well as the scheduling and format of the upcoming election of officers.

Prior to the meeting, Diane had forwarded to the Board the results of her e-mail survey of current officeholders, and determined that, with the exception of Carol, all officers and directors are willing to continue to serve in their current positions, unless needed to fill other positions. In addition, Donna advised that she’d sent an e-mail to the general membership on November 9th in which she notified Guild members generally of the upcoming election and requested that members consider serving in leadership positions; to date, no one has responded to that e-mail. Bruce requested that Donna send a second e-mail to the general membership as soon as possible detailing the duties of the officers and directors in an effort to solicit and encourage interest among the membership.

The Board agreed that Diane and Donna will endeavor to prepare a “Google” ballot, to be distributed *via* e-mail to the general membership no later than January 7, 2023. The election will close on January 20, 2023, with the results to be announced at the Annual Meeting, scheduled for Saturday, January 21, 2023, beginning at 3:00 pm via Zoom. In addition, a Special Planning Meeting will follow on Thursday, January 26, 2023 from 6:00 pm to 8:00 pm, also via Zoom. In December, and prior to distributing the ballot, Donna will solicit from each interested nominee a brief statement of interest and biographical sketch, and will forward same in the fashion of a “Voters Guide” to the general membership for their consideration. Joy has volunteered to make personal phone calls to each member soliciting his/her interest and input; Diane offered to assist, and asked Joy to prepare a “script” in this regard. Joy agreed to draft a script, and asked Board members to notify her if they have an interest in helping with the phone calls.

The format of the Annual Meeting was reviewed, and the consensus was that a Zoom meeting rather than an in-person gathering would be appropriate.

Typically, and pursuant to the bylaws, the out-going president gives a “State of the Guild” review, and Diane has confirmed with Carol that she will be willing to do this. The election results will also be announced at the Annual Meeting. Other presentations will include a “membership update,” with reference to new members as well as membership statistics by Bruce, and a slideshow to be prepared by Joy—with the assistance of Duncan—highlighting those members who have published their work in 2022. Additionally, Duncan will provide a review of website changes over the past year, and Margaret will be given the opportunity to summarize the “Readings & Responses” on-line writers group’s activities. Bob, as the Guild’s Treasurer, will offer a summary of the Guild’s finances, and as the Managing Editor of *Latitudes*, he will provide an overview both of 2022’s *Latitudes, 3rd ed.*, as well as the upcoming 2023 *Latitude’s, 4th ed.*

Other possible presentations could include Diann Wilson’s review of the YouTube program’s “Write On” episodes, and an update by Bryan as Events Director. Finally, it is anticipated that the Annual Meeting will include a popular feature known as the “spinning game,” which is an opportunity drawing whereby members have a chance to win books donated by Guild authors.

At Bruce’s request, the issue of the specific format for the Annual Meeting, and soliciting members to assist in this regard, will be added to the December meeting’s agenda. Diane has maintained templates from last year’s meeting and will forward those as well.

ISSUES OF DIVERSITY: Carol not being available this date, the issue of promoting greater diversity within the Guild is deferred, and, at Bruce’s request, will be added to the agenda for the Special Planning Meeting in January.

MEMBERSHIP UPDATE: Bruce previously e-mailed to the Board membership logs reflecting a current tally of 78 members in good standing (down one member from last month). Bruce noted that there are three outstanding membership applications to which the President as not yet responded, and requested that Donna contact Carol for follow-up. Additionally, Donna agreed to be the “gatekeeper,” moving forward, to keep track of membership applications, maintain the 7-day rule for action, and remind the President to send out responsive e-mails in a timely fashion.

TREASURER’S REPORT: Prior to the meeting, Bob e-mailed an “Interim Treasurer’s Log,” dated November 15, 2022, as well as an amended “Final Treasurer’s Log,” dated October 31, 2022, to Board members. The current operating budget totals \$7,752.01.

The Board then confirmed unanimously that the practice of appending the Treasurer’s Logs to the monthly Minutes (which are then posted to the website and are available to the general public) is inappropriate and shall cease immediately. Bob inquired of Duncan as to the feasibility of establishing a “member’s only link” on the website wherein this type of information may be made available to members. Although Duncan indicated that he is certainly willing and able to set up such a link, Bruce and other Board members voiced strong opposition to publishing the logs on the website.

SECRETARY’S REPORT:

Donna had nothing to add to what’s been previously discussed.

COMMITTEE REPORTS/UPDATES

EVENTS DIRECTOR UPDATE: Bryan reported that there has been no activity with respect to prospective Guild events. He has been seeking volunteers to assist with Guild events, but to date has received no positive responses. Bryan suggested that college-age students are a potential demographic to tap into, and queried as to how the Guild might best bring the enthusiasm and energy of students to the organization and implementation of Guild projects. Bruce agreed, and noted generally the need to interface with college professors and/or other educators in an effort to garner their assistance and utilize their resources.

The question was raised as to how to interest students in getting involved with HWG. Donna noted that she and Diane had been discussing the feasibility of the Guild developing a student writing contest with the “prize” for the winner being publication in *Latitudes*. Bob expressed the opinion that the ability to submit to *Latitudes* should remain as a benefit of Guild membership, and reiterated that the plan is to develop a print-version of “*Best of Latitudes*” for publication in 2024. Diane encouraged the Board to explore ways to get current student members

to submit their work for publication. Joy asked that this topic be added to the agenda for the planning meeting, and noted that Cece Johansen is very interested in this topic. In light of the objection to including non-members' work in the *Latitudes* submissions process, Diane offered the suggestion that the "prize(s)" for the winner(s) of a student contest could be membership(s) in HWG; in that way, student submissions could be considered for publication.

PUBLIC RELATIONS DIRECTOR UPDATE: Joy reported that five Guild members were present on Kauai for the Kauai Writers Conference, who all gathered for dinner and a photo. Members were also joined by two prospective members. Joy will write a story for "Member News" about the conference and the Guild members in attendance; she also will include photos. At Diane's suggestion, she will look into whether a Kauai newspaper would be interested in publishing an article; Margaret advised that the main Kauai newspaper is "The Garden Island."

WEBMASTER UPDATE: Duncan advised that he has no updates regarding the website at this time.

READINGS AND RESPONSES UPDATE: Margaret advised that two facilitators of Readings & Responses have had to limit their participation at this time. This includes Don Mules, who graciously made himself available as host *via* Zoom at 2 pm on the designated Saturdays, only to recently find that no one else was interested or available to participate. A second facilitator is relocating and will be unavailable for the near future.

Accordingly, Margaret advises that she has met with Frank Reilly to discuss moving forward with the Readings and Responses on-line writers groups. At this time, either Margaret or Frank will facilitate an "open forum" group twice per month, as well as a "fiction focus" group twice a month. In addition, she has heard from members who are interested in a non-fiction/memoir focus group, and will explore developing such a program. She noted that these on-line groups are not listed on the Guild's website, and believes that it would be very helpful if the details (including guidelines) of these group meetings could be posted to the website. Duncan is very happy to post this information if Margaret (and/or others) will provide the content. Duncan opined that the absence of information about writers support groups on the Guild's website is something that should be remedied. Bruce agreed, and suggested that it is appropriate to post information in this regard, regardless of whether the Guild actively sponsors the particular group. For example, existing writers groups such as Tutu's House, Volcano-area Writers, and Kohala-area Writers invite and welcome participation from non-Guild members. With respect to invitation-only groups such as Readings and Responses' fiction focus group, Margaret suggested that this information be included on the website as well, and the consensus was that posting this information could be of great value to members and non-members alike.

There being no objections in this regard, Duncan will create a "writers support group" tab and listing on the website, and will be posting the information as it is developed and received. Bryan and Diane reminded everyone that the key function of this type of writers group is to provide any requested feedback in a supportive, non-critical, and confidential environment. Margaret suggested that the term "support group" may not be ideal, and asked that this topic be added to the agenda for the 2023 planning meeting, but Diane indicated that some groups can begin forwarding their information to Duncan at this time without the need to wait for the planning meeting, as they see fit. Bruce agreed, opining that the individuality of each group is something to be valued and promoted.

LATITUDES: Bob Lupo, Managing Editor of *Latitudes, 4th ed.*, advised the Board that the submission window closed on November 1, 2022. Submitted were: fifty poems (up from forty-three last year), thirteen non-fiction essays/memoirs (the same number as last year), and eleven pieces of fiction/short stories (down from eighteen last year, but a number which is consistent with prior years). No submissions fitting the guidelines for screenplays or dramatic monologue were received, which is of course disappointing; however, there was some truly exceptional writing among the pieces which were submitted this year. Genre editors are currently reviewing submissions and will report to Bob within 10 days; by mid-December, Bob will forward those submissions approved at the genre stage to the selection committee. He believes that *Latitudes, 4th ed.* remains on line to be published in February.

Also, discussion ensued with respect to an e-mail from a member who suggested that *Latitudes* submissions be open in the future to the general public and not limited to Guild members in good-standing. It was the unanimous consensus that publication in the Guild's on-line literary journal is an important benefit of membership, and should remain so.

#### REGIONAL DIRECTOR REPORTS:

Regional Director, Volcano-area: Bryan advised that the recent anthology book launch and readings have developed new interest and inquiries sufficient to open up a second Volcano-area writers support group meeting. On alternating weeks, a Sunday afternoon meeting will convene; the following week, the traditional Monday Volcano-writers meetings will take place—all at Ira Ono's Volcano Garden Arts.

Regional Director, North Kohala-area: Diane reported with respect to the Kohala Writers Group as follows: she's received inquiries from three people with respect to joining the group. Skipping "Thanksgiving Thursday," the next meeting will be on December 8th. In the past, the Zoom meetings have been typically attended by four or five writers, but up to eight or so would be ideal; it is accordingly good news indeed that the group appears to be growing. Further, a member has advised Diane that she knows of a home in the Kohala area which has been kindly offered as a place to meet when in-person gatherings resume, and she will follow up with this

offer. Diane noted that, while Zoom meetings have been both convenient and successful, in-person meetings from time to time are also important.

In closing, Bruce expressed his appreciation to all for their active participation, and for bringing their individual voices and backgrounds to the Guild team in furtherance of HWG goals.

Finally, Duncan reminded Board members that the link to join the monthly Board meetings is always the same, and should not require that members search for the link each month in order to join the meetings.

#### ANNOUNCEMENTS:

\* The next BOD meeting will be held on December 22, 2022 at 6:30 pm. All meetings for the foreseeable future will be **held via Zoom and 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 Carol McMillan ([sylvanease@gmail.com](mailto:sylvanease@gmail.com)) and Secretary Donna Beumler ([dmbeumler@gmail.com](mailto:dmbeumler@gmail.com)) at least 10 days prior to the next meeting (no later than December 12, 2022). The agenda will be emailed to the full membership five days prior to the meeting.**

The meeting adjourned at 7:47 pm.

Respectfully submitted this 9th day of December, 2022

By: \_\_\_\_\_*Donna Beumler*\_\_\_\_\_

Donna Beumler  
Secretary, HWG