

<b>MINUTES</b>	<b>Hawaii Writers Guild</b>	<b>February 10, 2021</b>
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Hawaii Writers Guild (HWG) Special 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:

Carol McMillan – *President*, Bruce Stern – *Vice President*, Diane Revell – *Secretary*,  
Bob Lupo – *Treasurer*, Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations*,  
Louise Riofrio – *Events Director*

Others Present via Zoom:

Jada Rufo - *Public Relations/Social Media*, Jim Gibbons, Linda Heath, Johnson Kahili

[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.]

1. The special Board meeting for 2021 planning was called to order by our President, Carol McMillan, at 1:02pm.
  
2. Planning for 2021 – Actions, Events, Budget for each
  - a. How to keep the **writer buddies** program evolving to get more members involved; related would be a **mentorship program** (experienced writers help less experienced)
    - i. Writer Buddies – **Need a volunteer to manage the pairing of those who want a writer buddy.** Peer to peer relationships with frequency of meeting and process to help each other defined by each pair.
    - ii. Want manager to report to Board on status of the writer buddies (how many pairs vs. prior report, any feedback) periodically like twice yearly. **Carol to check with Diann Wilson to see if she’d be willing to continue in managing this activity and if not, who she might suggest.**
    - iii. Mentorship Program – Will **need more definition of guidelines, recruit willing mentors, then seek those wanting to have a mentor.** Hierarchical relationship with mentors being experienced authors to be paired for mentoring to new or less experienced authors.
    - iv. Want a manager for the mentorship program to pair mentors with those wanting to be mentored and report to the Board on status of the mentorships periodically like twice yearly one established, but more often during startup. **Carol to check with Laura Burkhart to see if she’d be**

**interested in managing the mentorship program; potential alternate is Margaret Zacharias.**

- v. **No current budget expenditures anticipated at this time** for either writing buddies or mentorship programs.
- b. **Resource directory** for members in HWG and beyond but issue if paid service (with HWG as nonprofit) versus free services. **Determine rules.**
  - i. Much discussion of the current resource directory information on our website that has three parts: *Connections* (list of links to writing related websites), *How To ...* (with currently one file [video added since] of beginning a writing group), and *Local Resources* (with 2 members given with their services/expertise on self-publishing and editing/proof-reading where the first member has since moved away and is not a member anymore).
  - ii. The third item, *Local Resources*, **will need to have rules set to be sure we do not violate our 501(c)(3) commitments** to avoid benefiting personally a member by providing advertising for paid services.
  - iii. **Duncan agreed to create a message to our members to point to our current writing resource information and ask the members what else they would like to see.**
  - iv. Somewhat related, **Bruce Stern is working on an “Opt-In’ list of members** who would be willing to provide their e-mail contact information and genres of interest to other like-minded members, to allow informal communications among members. A couple updates on genres were provided to Bruce during the meeting as he indicated he planned to send it out in the next few days.
  - v. **Diane Revell agreed to write up a summary of all the options made available to our members now for information/communications.** Bruce requested this **include the Opt-In list.**
  - vi. **No current budget expenditures anticipated at this time** for resource directory development.
- c. **Cultural Project** idea - [Cultural Grants Program | U.S. Embassy in Bosnia and Herzegovina](#).
  - i. We discussed what this might involve and if it would help the Guild and be within our mission statement. **The decision was that it would not be useful to the Guild in meeting our mission statement.** [ HWG Mission Statement: Support writers connected to the Hawaiian Islands to hone their craft and engage with the public to heighten community appreciation for literature, creativity, and the written and spoken arts.]

- ii. To apply for US Federal grants, a corporation needs to have a D-U-N-S Number (see Attachment 1). This number can be obtained at no cost and is used to uniquely identify any corporation that wants to do work for the US government. This came up as it would be needed to apply for the cultural project grant. Even though we decided not to proceed with this grant project, **Diane agreed to apply for a D-U-N-S Number for the Guild so we would have it if needed for future opportunities.**
  - iii. **No current budget expenditures anticipated at this time** for acquisition of a D-U-N-S Number.
- d. Discuss **implementation of ideas provided by Eila Algood for Guild promotion** to the public.
- i. Of a group of ideas previously proposed by Eila for the Guild's promotion to the public, the ones we focused on resulted in plans to update our trifold brochure used to hand out at Guild-sponsored events like our public readings.
  - ii. One of Eila's ideas was to provide a flyer with 4 benefits each for writing and reading during a pandemic. We decided it was not an item to include in the trifold brochure but could be made available to the Guild members and to the public via our website. **Diane Revell agreed to check with Eila Algood to see if she would be willing to create a writeup with these sets of tips.** Might be worth considering a YouTube version of providing this information, too.
  - iii. Concurring **the brochure needed to be updated, Joy Fisher agreed to take on that task** and **Diane Revell would provide Joy with the source document** she had in her HWG secretary's archive.
  - iv. Joy will route the result to the Board for any other edits before having a printer make 100 copies for future events. Based on experience, it was anticipated it would cost about \$1 per brochure. Also, the final version to the printer should be as a PDF file to ensure consistency when printed.
  - v. We discussed cost and **it was agreed to budget \$200 for trifold brochure printing**, so after an initial printing of 100 of them, budget would remain if more were deemed needed later in the year.
- e. Create a **new position on the Board of Directors for a HWG Media Manager** – define the job with list of tasks (hold/monitor accounts for an HWG e-mail address and use for YouTube, Facebook, other?)
- i. Carol McMillan thought a younger person would be more familiar with all things digital media, though Duncan as our webmaster did not think that was a requirement.

- ii. With discussion as to what might be required in this role, **Duncan Dempster agreed to make a first pass at what the job description should be.**
  - iii. **This could be either a separate committee chair role and thereby another director [requires a Bylaws update] or handled as a committee member of the Webmaster or Public Relations committees.** As an example, Jada Rufo acts as the social media manager as part of the Public Relations committee headed by Joy Fisher.
- f. Carol McMillan raised another potential role for our Guild, a **Diversity Coordinator**. This would be an individual who would work to **encourage new members across a more diverse spectrum.**
- i. **Johnson Kahili was willing to take on this role** to help diversify the HWG membership. This was supported by the Board.
  - ii. If decided to be a new standing committee, the Bylaws will need to be updated accordingly with the associated job description.
  - iii. **No current budget expenditures anticipated at this time** for the new role of Diversity Coordinator.

The **next regular Board meeting date** is set for **Wednesday, February 24<sup>th</sup> at 1:00pm-2:30pm via the Guild's own Zoom account.**

The meeting was adjourned at 2:30pm.

Respectfully submitted,  
Diane Revell, Secretary

Announcements:

1. **The next regular Board meeting time and place: Wednesday, February 24<sup>th</sup> 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@msn.com](mailto:sylvanease@msn.com) and [diane.b.revell@gmail.com](mailto:diane.b.revell@gmail.com)) 10-days prior to the next meeting, so by February 14<sup>th</sup>. The agenda will be e-mailed February 19<sup>th</sup> to the full membership five days prior to the meeting.**

Attachment 1: About D-U-N-S Number

Hawaii Writers Guild - February 10, 2021 Special Board Meeting Minutes

Parking Lot:

1. Hold **Conflict of Interest class and sign off acknowledgement forms**. Joy to develop and teach class. Plan to do this at Feb. 24<sup>th</sup> regular Board Meeting.

## Attachment 1: About D-U-N-S Number

[About the D-U-N-S Number \(dnb.com\)](#)

### About the D-U-N-S Number

Established in 1962, Dun & Bradstreet's Data Universal Numbering System, commonly known as the D-U-N-S® Number, is a unique global business identification system that identifies, validates, and links to more than 280 million businesses worldwide.

The D-U-N-S Number is a nine-digit non-indicative numbering sequence and is assigned at the lowest organizational level, i.e. business locations with a unique, separate, and distinct operation. The D-U-N-S Number is assigned to all types of business organizations including sole proprietorships, corporations, partnerships, non-profits, and government entities. The D-U-N-S Number is constant it stays with a business throughout the lifecycle including name, address and corporate structure changes and even bankruptcy.

The D-U-N-S Number is not just a number it is a system for maintaining accurate, comprehensive and timely information and it is issued rapidly and **free of charge** for all entities wanting to do business with the U.S. Federal Government.

To apply:

[SAM Webform : Search \(dnb.com\)](#)