

Minutes of the Hawaii Writers Guild (HWG) **Fifth Annual Membership Meeting**, held on January 22, 2022 at 3:00 pm. Just as last year, this years' meeting was conducted via Zoom rather than an in-person gathering due to COVID pandemic protocols. All times noted refer to Hawaii-Aleutian Standard Time. **These Minutes constitute the Hawaii Writers Guild "Annual Report" for 2021.**

Officers and Directors present via Zoom:

Carol McMillan -*President*

Bruce Stern -*Vice President*

Diane Revell -*Secretary*

Joy Fisher -*Public Relations Director*

Johnson Kahili IV -*Events Director*

Eila Algood, *Regional Director-North Kohala*

Brian Furer, *Regional Director-Volcano*

Others present via Zoom:

Duncan Dempster, *Webmaster*

Donna Beumler, *Secretary-elect*

Additional Members present via Zoom:

See Attachment "A"

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WELCOME: Events Director and organizer of this years' Annual Meeting, JOHNSON KAHILI welcomed all attendees and expressed his appreciation for their participation. With agreement of all present, Johnson activated the "record" option for the Zoom meeting. At Diane Revell's suggestion, attendees utilized the "mute" function unless it was time for them to be heard. Johnson then invited the Board of Directors (BOD) to give their **Executive Reports** as follows.

PRESIDENT CAROL MCMILLAN called the meeting to order at 3:13 pm. Carol indicated that she feels privileged to have been elected to serve as President of HWG for a second year. She had previously prepared opening remarks, but decided instead, upon the passing of a friend, to tell the delightful story of her friend and his wife. Carol described the warm relationship this long-married couple enjoyed over the years, and the great impact that this friendship has had on her. She described their fairy-tale relationship as "a story that needs to be

written.” Carol encouraged members to “write your story,” and mentioned this as an important goal for the year.

In her **State of the Guild Address**, Carol remarked upon the many challenges which 2021 had posed, and expressed her appreciation to Guild members for persevering. In particular, Carol made reference to the COVID pandemic, which has impacted us all individually and as members of HWG.

Carol also made reference to the fact that since HWG became **a non-profit organization pursuant to §501(c)(3)** of the Internal Revenue Service Code, the change in status has resulted in some difficult consequences not completely foreseen, such as the **inability as an organization to participate in and to promote for-profit book sales**.

In closing her Address, Carol **expressed her gratitude to HWG and its members “for seeing us through” a challenging year**. She noted that the Guild has gained new members, the treasury in good shape, and she looks optimistically toward 2022.

**VICE PRESIDENT BRUCE STERN** graciously welcomed attendees and expressed his appreciation to HWG members who had supported the Guild despite a “trying couple of years,” echoing Carol’s comments about the pandemic challenges. He commented that he was very proud of members making the effort to participate in HWG and its writing community, and indicated that Zoom had become a very useful tool in that regard.

Bruce reported that at the close of 2020, HWG active members totaled 72 (including 17 new members). **As of the end of 2021, active members now total 76 (including 12 new members)**; this number does reflect some attrition, which is not unexpected. He did note that the use of Zoom has resulted in the Guild extending its membership opportunities to writers on other islands, the mainland, and even internationally. Bruce advised that he does keep track of the status of the membership, and reports this to the BOD each month.

Bruce expressed his hope that in the coming year, HWG **will continue to grow its membership**, and that the Guild will enjoy even better representation from beyond Hawaii Island. He summarized some of the benefits of membership, including participating in activities, and providing a forum for communication. Bruce also noted that the Guild is an excellent source of support from fellow members; in this regard, he **created this past year an “opt-in e-mail list,”** wherein to date 44 members have shared their personal e-mail addresses in an effort to be accessible to members who have questions, or who may in other ways be searching for “one-on-one” guidance.

Bruce advised that he is happy to be contacted by anyone with questions or concerns, and that his e-mail address is on the Guild’s website. Finally, he expressed his appreciation and a “tip of the hat” to Webmaster Duncan Dempster for his diligence in keeping the website up to date.

SECRETARY DIANE REVELL set forth in detail the many secretarial duties which she had undertaken in 2021 on behalf of the Guild. In particular, Diane **wrote, distributed, revised and redistributed “a bushel” of HWG meeting Agendas and Minutes** throughout the year. She also answered a number of questions related to Guild business, and additionally provided assistance to the then-newly elected president, Carol McMillan.

Diane also furthered the Guild’s ability to apply for government-funded grants to non-profit organizations by **obtaining a Data Universal Numbering System (DUNS) number** for HWG. She investigated a grant possibility suggested by a member, but the BOD decided to not pursue that option at this time. She reported that Joy Fisher had discovered another potential grant opportunity with the “Laura Jane Musser Fund,” and advised that there is a posting on the Guild’s website under “**Help Wanted**” for a grant writer, or someone who is otherwise interested in helping HWG pursue grant-funded projects.

In the third quarter of 2021, Diane **filed the Annual Report with the State of Hawaii**. She also **assisted in the plans and preparations for the Fourth Annual Membership Meeting** held on January 16, 2021, and served as the spinner for the **opportunity drawing** to win books donated by members. Diane **prepared and distributed ballots for the annual election** (2021 and 2022) of HWG officers, and tallied the votes; she also **filed an update with the State of Hawaii** reflecting the change in the Guild’s president as a result of the 2021 election.

Diane has been diligent about **ensuring that the Guild adheres to the provisions of its Articles of Incorporation and Bylaws, and acknowledged Joy Fisher** for her assistance in this regard. Diane has been involved in numerous discussions regarding resolutions and Bylaws, including the need from time to time to amend the Bylaws. In particular, and pursuant to these discussions (as reflected in the Minutes of the BOD meeting held on December 22, 2021), Diane will be **updating §5.8 of the Bylaws**, with the revised version being posted to the website by Webmaster Duncan Dempster.

Diane also counted among her accomplishments having recruited HWG member Donna Beumler to seek election for the position of secretary, as Diane intended to step down from those duties in 2022. Diane spent the year mentoring Donna and offering support and advice, in preparation for the possibility of Donna’s taking over as secretary in 2022. Diane **will remain as Registered Agent for the Guild**, which is one of the requirements of a 501(c)(3) corporation, and **has agreed to remain responsible for checking the Guild’s post office box** on a regular basis.

TREASURER’S REPORT: Treasurer Bob Lupo was not available to provide a report, nor to offer an update regarding the upcoming 3rd edition of *Latitudes*. Please refer to the Minutes of the December 22, 2021 meeting of the BOD (available on the website under “Guild Business”) for the most recent information in this regard.

ACKNOWLEDGEMENT & TRIBUTE TO PUBLISHED AUTHORS: Johnson **thanked the Guild’s officers for their reports and remarked upon the tremendous amount of work** each officer devotes to his or her duties on behalf of HWG and its members.

Johnson **played a Special Video Tribute he’d produced**, in honor of members who enjoyed publication in 2021. This video included photos, music, and the names of the authors and the titles of their published works. On behalf of all HWG members, Johnson congratulated Cecilia Johansen, Don Mules, Margaret Zacharias, Duncan Dempster, Jamie Brooks, Janet Carpenter, Circe Woessner, Linda Petrucelli, Richard Bodien, Louise Riofrio, Stephen Foster, and Heather Rivera for their success in publishing.

### COMMITTEE REPORTS/OTHER UPDATES

WEBMASTER DUNCAN DEMPSTER reported that **maintaining and updating** the Guild’s website is a near-daily task. He is pleased to report that he has **posted photos and biographies** for approximately 80% of Guild members. Additionally, he has **created and/or posted “personal pages”** for about 70% of Guild members. Duncan would like to see more HWG members take advantage of the opportunity to have a presence on the website. Duncan advised that his role as webmaster also requires that he spend a lot of “tech-time” **working through technology-related issues** in order to ensure the smooth operation of the website.

Having worked hard to assist the Guild as webmaster for a significant period of time, Duncan is now **actively seeking an assistant whom he can train, with the goal being to turn over web-related responsibilities when he feels it is time for him to do so**. This is a good opportunity for **members who might be interested in working with Duncan and learning the ropes of HWG website management. Anyone with questions for Duncan are welcome to e-mail him directly**. On behalf of the Guild, Johnson expressed deep appreciation for all that Duncan has done for HWG and joined in Duncan’s request for any members interested in helping out with the website to be in touch.

PUBLIC RELATIONS DIRECTOR JOY FISHER addressed the fact that her activities on behalf of HWG have been necessarily affected by the pandemic. Traditionally, Joy would write articles highlighting upcoming HWG activities, meetings, and events, and send these notices to newspapers and other media outlets. However, because COVID has just about eliminated indoor in-person activities, these duties are on hold for now.

However, Joy did spend a considerable amount of time this past year **establishing the Guild’s affiliation with the Berkeley Chapter of the California Writers Club**. In this way, HWG members can participate in on-line programs (lectures, presentations, etc.) offered by the Berkeley Chapter. In exchange, the Berkeley Chapter has access to HWG’s YouTube presentations “Inside the Writers Studio” and “Write On,” as well as to the Guild’s on-line

literary journal *Latitudes*. Joy **sends out emails to HWG members when these on-line opportunities occur, and she includes information as to how to participate.** Joy gratefully **acknowledged the role Cecilia Johansen has played** in this regard, and **expressed her appreciation to Cecilia**, a founding member of HWG and a member of the Berkeley Chapter of the California Writers Club, for her efforts to facilitate this important affiliation, and to give notice of upcoming presentations of the Berkeley Chapter.

Joy also worked with Cecilia to **create the Guild’s on-line members newsletter, “Member News,”** with the first issue having been published in August of 2021. This newsletter is a great resource to spread the word about what Guild members have been up to, including publications, awards, news, and information. Joy hopes to have the second issue of the newsletter available sometime in March of 2022— after Webmaster Duncan Dempster has had an opportunity to post the third edition of the Guild’s on-line literary journal, *Latitudes* (scheduled to be completed in February). **Joy welcomes articles and input from members**, and asks that members who have news to share (recent published works, awards won, etc.) e-mail her, and noted that her e-mail address is posted on the website. Joy noted that the inaugural issue of the newsletter included a story about member Don Kennedy’s award-winning book, and an article celebrating the Volcano-area writers group’s efforts to publish a very well-received anthology of collective writings. Joy **expressed her appreciation to HWG writers** for their endeavors, which continue to inspire us all. Johnson thanked Joy for her continuing efforts on behalf of the Guild.

READINGS & RESPONSES COORDINATOR MARGARET ZACHARIAS remarked upon the success of the Guild’s Saturday two-hour program known as “Readings & Responses.” **All members are invited to participate via Zoom each Saturday, and to read their work** for feedback from other members in a supportive atmosphere and in a “round-table” type forum. These meetings are quite well-attended. Six HWG members participated in Eila Algood’s facilitator training and serve as facilitators for these meetings in an alternating fashion. Margaret **sends out an e-mail each week with the information necessary to attend to the meeting, and encourages all members** to consider joining the growing group of writers who enjoy reading their work, as well as giving and receiving feedback, in a collegial setting. Johnson expressed appreciation to Margaret for her diligence in building and supporting this on-line program.

EVENTS DIRECTOR JOHNSON KAHILI provided an update concerning his activities throughout the year, and remarked that the Guild’s activities had been unfortunately curtailed due to the on-going pandemic. For example, Johnson had **made arrangements for Guild members to participate in in-person readings once per month** at Pukalani Stables; however, this activity is on hold until the pandemic is better under control and the readings can be done safely. Similarly, he advised that the Waimea Cherry Blossom Festival has been cancelled due to COVID. Johnson did report however that HWG *was* able **to have informational/membership tables** at the King Kamehameha Hotel for the “Christmas in July” event and for the December holiday gift event.

In lieu of the planned in-person readings. Johnson spent a great deal of time **developing and producing the YouTube program “Hawaii Writers Showcase,”** which features members reading their work during a seven-minute video. This program will continue to offer a once-monthly forum for members to share their work to a broad audience, and Johnson invites interested members to e-mail him. Johnson has also **partnered with Bryan Furer, Regional Director-Volcano, to provide assistance and support** with respect to the endeavors of the Volcano area writers.

REGIONAL DIRECTOR BRYAN FURER, Volcano-area, reports that he and the Volcano writers—together with Johnson’s assistance—are at work on **creating and producing a one-hour podcast to be fashioned in the style of a radio play.** He envisions that the podcast would be broken down into segments by genre (poetry, flash fiction, etc.) and would include all the elements of an old-fashioned radio play such as sound effects, music, and actors. Members interested in assisting with this project should contact Bryan for more information.

REGIONAL DIRECTOR EILA ALGOOD, North Kohala-area, indicated that she very much enjoyed **developing and producing the Guild’s YouTube program “Inside the Writers Studio,”** during which members were invited to read their work and participate in an interview concerning themselves and their writing. She was able to complete a total of 29 episodes of this well-received program.

Eila feels it’s time for her to move onto other projects, and made reference to the **possibility of gathering together an anthology of works from North Kohala and Waimea writers,** a project which would be similar to the book published by the Volcano-area writers. Eila also noted that for more than seven years she has been broadcasting a radio program on KNKR (North Kohala Radio, 96.1 FM) which includes a component called “Women’s Voices.” She asks that women members of HWG **who may be interested in reading poems or very short essays, or having Eila read their work, during this broadcast contact her directly.** Eila indicated how pleased she is to see how the Guild has grown, and offered a mahalo to Johnson for his adept facilitation of this Annual Meeting.

CHAT ROOM: Johnson made reference to the members who’d posted on the Chat Room component of Zoom, including Circe Woessner, who queried about applying for a state humanities grant. Margaret Zacharias applauded the Volcano writers’ endeavors to produce a vintage radio show. Donna Maltz and Diann Wilson were among the members who posted thank-yous to the Chat Room. Johnson will include the “Chat Room” when he sends the recording of the meeting out to members.

OPPORTUNITY DRAWING: Johnson took on **the task of developing and presenting a game for members to enjoy** at this point in the meeting. This virtual “spinning wheel” opportunity drawing chose at random six attendees to be awarded books graciously donated by their authors to the Guild for this purpose. A list of books donated and those who won each book follows as Attachment “B”.

ELECTION RESULTS: Out-going Secretary Diane Revell related that the final tally of members submitting their votes for the elective offices (president, vice president, treasurer, and secretary) was 36. Of those voters, 33 utilized the Google ballot form which she'd devised, and a few voted by replying to her e-mail. Other than one write-in vote for Joy as president, all other votes were unanimous. Diane offered her congratulations to Carol McMillan (President), Bruce Stern (Vice President), Bob Lupo (Treasurer), and Donna Beumler (Secretary).

CLOSING REMARKS: Johnson invited each of the newly elected officers present to offer closing remarks. **Donna Beumler** indicated that she is looking forward to assisting the Guild with its secretarial duties, and expressed her desire for input, feedback, and constructive criticism from all interested members. She also thanked Diane Revell, out-going secretary, for her mentoring and continued support. (Donna also mentioned that her last name is pronounced "Bye-m-ler.") **Bruce Stern** remarked that he's very proud of the organization which HWG has become. He thanked Bob and Duncan for all their hard work, and is looking forward to another successful year for the Guild— and to one day being able to meet in person again. **Carol McMillan** extended her gratitude to Diane for recruiting Donna to be her replacement and for coaching her along the way. Carol added that she invites any interested members to shadow her throughout the year with an eye toward running for the office of president next year.

In closing, Carol read an updated version of her poem which she read at last year's annual meeting, styled after *The Night Before Christmas*. The poem was fun and indeed inspirational, and very much enjoyed by attendees. Carol offered a toast, joined in by attendees, to another successful and productive year for HWG.

FURTHER BUSINESS: members who welcomed the opportunity to provide information regarding their work, publications, and projects were as follows.

**Margaret Zacharias** offered her appreciation to the members who volunteered to facilitate the Readings & Responses program, and her gratitude to Duncan Dempster for his assistance in this regard. **Circe Woessner** encouraging members to keep writing, reminded Guild members that "your writing makes a difference." **Diann Wilson** advised members that she welcomes input regarding the educational and inspirational 20-minute YouTube program "Write On." **Joy Fisher** addressed a query posted in the Chat Room concerning Oahu members. **Dan Sockle**, "Zooming-in" from Vancouver, informed the attendees regarding his non-fiction work and community activism. **Donna Maltz** offered to provide to interested members complimentary copies of her e-book. Donna also expressed an interest in pursuing the issue of book promotion, and in possibly forming a Guild committee to investigate, instruct, and advise regarding publishing and marketing. **Joy Fisher** additionally mentioned that a potential project discussed this past year involved developing a Guild book club, which would gather to read and discuss members' books. She invites interested members to contact her. **Circe Woessner** referenced her military member-focused podcast, and welcomed writers who have connection to the military to

contact her. Johnson indicated that he would post a link to Circe’s website on the Guild’s Facebook page. **Johnson Kahili** reiterated to the members that anyone interested in furthering any of these projects is more than welcome to e-mail him or any member of the Board of Directors. **Carol McMillan** expressed her gratitude to Johnson for all he has taken on, and the diligence with which he has worked, on behalf of the Guild.

The meeting adjourns at 4:20 pm.

Respectfully submitted this 29th day of January, 2022

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

Donna Beumler  
Secretary, HWG

ATTACHMENTS:

Attachment “A”: List of additional members attending Annual Membership Meeting via Zoom or phone

Attachment “B”: List of attendees awarded donated books during the opportunity drawing



ATTACHMENT “A”

Additional members attending the Fifth Annual Membership Meeting on January 22, 2022 via Zoom or by cell phone:

NANCY BAENZIGER  
JORDAN BARNES  
SUSAN CYSEWSKI  
CHERYLANN FARRELL  
STEPHEN FOSTER  
CECILIA JOHANSEN  
DON KENNEDY  
DONNA MALTZ  
DON MULES  
CARLA ORELLANA  
DR. HEATHER FRIEDMAN RIVERA  
SHANON SIDELL  
DON SOCKLE  
DIANN WILSON  
CIRCE WOESSNER  
DR. MARGARET ZACHARIAS

ATTACHMENT “B”

**Opportunity Drawing Results(\*)**

*The Fuel Saver Conspiracy: A Peter Jones Mystery*, by Bruce Stern —  
awarded to **Nancy Baenziger**

*America’s Jihad: Joining Humanity’s Struggle with Jihadists, the Far Left, the Far Right, and Other Extremists After 9/11*, by Dan Sockle —  
awarded to **Don Kennedy**

*America’s Jihad: Joining Humanity’s Struggle with Jihadists, The Far Left, the Far Right, and Other Extremists After 9/11*, by Dan Sockle —  
awarded to **Joy Fisher**

*Kids Say the Darndest Things to Santa Claus*, by Don Kennedy —  
awarded to **Donna Maltz**

*Cheating Death & Other Hallucinations*, by Richard Bodien —  
awarded to **CherylAnn Farrell**

*On the Carvings of Dragons: Translations from Ancient Chinese*, by Richard Bodien  
awarded to **Shanon Sidell**

**(\*) Winners are reminded to make sure that Johnson Kahili has their mailing addresses in order that the authors may forward their books to the recipients.**