

Minutes of the Hawaii Writers Guild (HWG) Board Meeting, held *via* Zoom. All times noted refer to Hawaii-Aleutian Standard Time. **Motions and nominations passed are included in bold.** *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, and Interim Treasurer*

Bruce Stern — *Vice President*

Donna Beumler —*Secretary*

Joy Fisher —*Public Relations Director*

Other Members present via Zoom:

Duncan Dempster —*Webmaster*

[*Note: In order to assist Donna in preparing the Minutes of the meeting, Duncan —without objection— activated Zoom’s “record” function. Once the Minutes are completed, approved, and posted to the website, the recording will be deleted.*]

1. CALL TO ORDER: President Diane Revell called the meeting to order at **6:37 pm**.

a.) Peace Poem Project/confirmation of donation: Diane, in her role as interim treasurer, confirmed that the previously-approved \$500 donation to the Maui-based youth literary project known as the “Peace Poem Project” had been acknowledged as received by the §501(c) (3) umbrella organization, and the check has been cashed.

b.) Youth Creative Writing Project/update: Diane reported that she has been in touch with Carol Prescott, who, together with Michael Foley, plans to organize an after-school youth creative writing group. Due to unforeseen circumstances, there has been a delay, and Carol hopes the group will be up and running sometime in January. There had been issues raised regarding venue, and Diane suggested that Carol look into renting a meeting room at the Hub in Hawi from the North Kohala Community Resource Center (NKCRC). In the event that there is an expense associated with an appropriate venue, HWG may wish to consider assisting financially. *Diane will endeavor to follow-up with NKCRC for more details.*

c.) HWG “Policies and Procedures:” Currently listed on HWG’s website under “policies/processes:”

- 1) Dues Collection (Nov. 21, 2021)
- 2) New Member Applicant Review Process (Nov. 21, 2021)
- 3) Trifold Brochure
- 4) Procedure for Processing New Member Application Form

The Board noted that other subjects which might properly be the subject of written policies and procedures could include:

- * the annual election of officers
- * preparing and maintaining membership logs and the Guild's "opt-in" list
- * annual estimated budget process and treasurer's duties generally
- * organizing a writing critique group

Bruce agreed that it is important to document the elements of recurring duties and responsibilities for those who may wish to take over leadership roles in the future.

d.) Maui members/fire update: Diane reported that she has heard from all five HWG members who live on Maui, and that they are safe— although no doubt affected in various ways by the recent devastating wildfires.

2. MEMBERSHIP REPORT: Prior to the meeting, Bruce e-mailed to Board members updated Membership Logs. Current active, paid HWG members total 69, with one student member. In addition, Bruce advised that he has organized a new "opt-in list" for members who wish to share their e-mail addresses with other members for purposes of mentoring and/or networking. He has created a Google-groups e-mail list for ease of distribution. The opt-in list is not to be used for commercial or marketing purposes, but rather is designed to allow members to connect with others to share experiences and offer insight and advice. *It was noted that, currently, only 18 members have asked to be included on the opt-in list, which is significantly fewer than were listed originally; Bruce will follow-up in this regard.*

3. TREASURER'S REPORT: Diane, serving as interim treasurer in light of Bob's resignation, reported that, as of August 24, 2023, the Guild's ASB operating balance is \$9,927.69. Discussion then ensued as to member Catherine Tripp, who was approached concerning her possible interest in serving as treasurer. Donna reported in this regard that her queries revealed that Catherine has an extensive background in banking, and has authored — among other things—a number of financial articles. Diane also noted that Catherine's work experience includes international banking, and that she appears to be imminently well-qualified. In response to Diane's e-mail, Catherine responded that she would be honored to serve as the Guild's treasurer (although it was noted that she was unable to be present today due to an unexpected medical issue). **Accordingly, Diane nominated Catherine to serve as treasurer to fill out the remainder of Bob Lupo's 2023 term, and the nomination was seconded by**

Donna. By unanimous vote of all directors and officers present, the nomination passed, and the Board expressed its enthusiastic welcome to Catherine. *Duncan advised that he will immediately add Catherine to the list of those persons authorized to send e-mails via the Guild's BOD Google-groups e-mail. Diane will send a congratulatory e-mail to Catherine, and when she returns from her Alaska trip, will work with Catherine to help her get up to speed.* Bruce inquired as to the mechanism by which to get Catherine on board as a signator on the Guild's checking account; Diane responded that the bank's focus is on who is currently authorized to sign checks on behalf of the Guild. She has been advised by bank personnel that they will rely on the official, approved BOD meeting Minutes for this purpose, and that it is understood that, once the Minutes are finalized and posted on the HWG website, those Minutes are the official and approved version of the business conducted at that BOD meeting. Diane further noted that the Guild has a checkbook but no debit card, and that the bank required that she go on-line and create her own account. In this regard, Diane has notified Bob that he may delete his account with ASB if he chooses to do so.

4. SECRETARY'S UPDATE:

Donna advised the Board as to the responses to the Guild's "Vacancies/Opportunities" flyer which she e-mailed to the general membership on August 4, 2023. She noted her disappointment that Jordan Barnes is not at this time able to assist with managing editor duties re: the Guild's on-line literary journal *Latitudes*, although he remains open in the future to assisting should his personal situation change. However, Donna reported that she received a number of positive responses to her August 4th e-mail. One response, from a member interested in helping with either the website duties or with the Guild's social media is being held in abeyance at this time, as that member lives in Lahaina, Maui and was adversely affected by the wildfires. Donna further advised that member Cheryl Ann Farrell expressed a willingness to take over from Margaret Zacharias as facilitator of the Guild's Zoom-based "Readings and Responses Open-Forum" writers group, although she would only be able to commit to a once-monthly meeting at this time. Cheryl has been in touch with both Frank, for advice and assistance generally, and with Duncan, for assistance with utilizing the Guild's Zoom account for this purpose. Cheryl Ann also offered to serve as an editor for *Latitudes*, as she has done in the past. In addition, Margaret Zacharias responded that, in light of Bob Lupo's resignation and his dire family situation, she is willing to take over as managing editor of *Latitudes*. Diane and Joy have been in touch with Margaret in this regard, with Joy offering to provide what support she can to Margaret, based upon her extensive past experience as an editor of the Guild's literary journal. Joy clarified that she will provide support but is not able to serve as co-editor.

Donna additionally updated the Board with respect to the revisions to the Bylaws, noting that she has not prepared a written amendment yet reflecting the change in the language of "book sales," as there may be additional changes forthcoming. In particular, there has been discussion regarding revising the schematic to include a position for the Guild's Kauai-based regional director. There has also been reference in the recent past to broadening the definition of

“member” in the Bylaws, although Donna did note that the Bylaws provide for additional categories of “member” to be designated by way of policies and procedures. Finally, it was agreed that, moving forward, Duncan will change the caption on the website under Guild business from “policies and processes” to “policies and procedures.”

Diane again addressed the issue of *Latitudes*, noting that the preparation and production of the annual literary journal requires a committee, although in the past the group of hard-working editors has not been officially designated as such. She suggests that the Board consider creating a *Latitudes* committee and adding that committee to the Bylaws, although the question of whether the managing editor would be considered to be a “director” is still outstanding. Diane advised that she has received e-mails from Bob concerning the editing and production of *Latitudes*, and that she will pass this information on to Margaret and Joy. **Accordingly, Diane nominated Margaret Zacharias to serve as managing editor of *Latitudes*, and that nomination was seconded by Bruce. By unanimous vote, the nomination passed, and the Board expressed its gratitude to Margaret for stepping up and making sure that the literary journal will continue.** The issue of whether the managing editor position will be considered a Guild directorship will be added by Donna to the agenda for the next meeting. Duncan will add Margaret to the list of those authorized to send e-mails to the general membership via Google-groups.

5. COMMITTEE REPORTS/UPDATES:

a.) EVENTS COMMITTEE: The events director position remains unfilled.

b.) PUBLIC RELATIONS: Joy noted her regret at not having had the opportunity to write the press release for publication in Kauai news media about Frank Reilly being appointed to a directorship *vis-a-vis* his position as host and facilitator for the new Kauai Readings and Responses writers group. She advises that she will accomplish this as soon as possible.

c.) WEBSITE UPDATES: Duncan reports that he has been working with several members to make changes to their bios and/or their personal pages. Duncan noted that one member in particular, John Blossom, is an active and prolific writer and that he has very much enjoyed his writing. Duncan also advised that Carol Prescott has indicated that, due to a variety of unexpected personal issues, she is no longer available to assist Duncan with the website. Although Duncan feels he is able to continue to manage the website without assistance, it would nevertheless be a good idea to engage a member to take on a website management trainee role. Finally, he has worked with Cheryl Ann for her to obtain the necessary credentials to utilize the Guild’s Zoom account in order to facilitate and host the monthly Readings and Responses Open Forum writers group, as Margaret had done in the past.

e.) REGIONAL DIRECTOR REPORTS:

—**Volcano-area:** Bryan was not available to provide an update at this time. *Diane agreed to remind Bryan in the future about the dates and times of the BOD meetings, and will re-send the agenda to him on the day of each meeting.* The Board acknowledged Bryan’s efforts for his active involvement with the very successful Volcano-area writers group.

—**North Kohala-area:** Diane reports that the turnout has been small for the North Kohala on-line writers support group, but does include one Maui-based member. She is hoping to build participation back up to pre-pandemic levels. Diane noted that she has discussed with a participant activating the “live transcript” aspect of Zoom, which now appears to be available, and can be very helpful to those with hearing-related issues.

—**Tutu’s House:** Bruce and Joy reported that the Zoom-based Tutu’s House group continues to do well, with active, responsive, and productive engagement from participants. The question was raised as to whether the group will return to in-person meetings; however, because COVID is still active in the community and because of the geographic diversity of the group, Bruce does not feel that is a realistic option at this time.

—**Kauai Readings and Responses:** Frank was not available to provide an update at this time.

—**Other reports/Non-fiction Focus Writers Group:** Joy reported that four members consistently participate in this group, with positive feedback and connection among the participants. The group meets on Sundays, twice per month from noon to 2:00 pm, and the group decides amongst themselves which Sundays of each month are most feasible in terms of working around individual schedules.

6. OTHER BUSINESS/PARKING LOT:

* Broadening the definition of “member” using “Policies and Procedures” and/or Bylaws amendment

*Filling vacancies:

—Web assistant

—Events Director

—YouTube [“Inside the Writers Studio”]

—Facebook/social media

ANNOUNCEMENTS:

The next **Board of Directors meeting** is scheduled for September 28, 2023 at 6:30 pm.

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) and Secretary Donna Beumler (dmbaumler@gmail.com) at least 10 days prior to the next meeting (no later than September 18, 2023). The final agenda will be emailed to the full membership five days prior to the meeting.

The **meeting adjourned at 7:34 pm**.

Respectfully submitted this 5th day of September, 2023.

By: Donna Beumler

Donna Beumler

Secretary

Hawaii Writers Guild