

MINUTES

Hawaii Writers Guild

January 8, 2019

Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting
Held at Tutu's House

Officers and Directors of the Guild present:

Eliza Cahill – *President*, Bruce Stern – *Vice-President*, Diane Revell – *Secretary*, Bob Lupo – *Treasurer*, Duncan Dempster – *Webmaster*, Cece Johansen – *Events Director*, Joy Fisher – *Public Relations*

Others Present:

Amara Cudney, Sam Cudney, Jim Gibbons

[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.]

President Eliza Cahill called the meeting to order at 1:05pm.

The Secretary, Diane, requested the **December 11th Board meeting minutes** be moved to be approved and they **were approved** unanimously. They **will be posted to the Guild's website** in an archive location for minutes. When this is done by the Webmaster, **the Secretary will send an e-mail to all members with the link.**

Diane reported on **current membership; we have 53 active members** [updated to add one who had been left off roster sent out prior to meeting and delinquent dues paid by another member] with **six others made inactive/suspended due to being 3-months or more delinquent** on their 2018 year's dues. We also have **two pending members, recently approved, but awaiting dues payment. Of those eight members who** were not previously in our membership Google Group and so **did not receive postings from Board members, Diane had added them directly to the group as agreed at the prior Board Meeting.**

We arranged to **switch banks to be at a more convenient location than the Honokaa branch of our current account.** The previously approved signature list would be used **to open an account and transfer our funds to American Savings Bank** which has branches in Waimea, Hilo and Kona and some Saturday hours. [**This was done after today's meeting** though the older account won't be closed until after we have checks for use with the new account and any outstanding checks have cleared.] We **will need to update the signature list after the 2019 election is complete.** Part of the switch is also to enable Duncan to complete the PayPal connection to allow dues and donations to be made to the Guild via PayPal. **It was agreed those paying via PayPal would pay the cost for that service in addition to the actual dues, so around \$1.50 extra to cover the PayPal service fee;** this could be rounded up (or not) to the nearest \$.50 if the fee is something other evenly rounded to the nearest \$.50.

Diane has set up her **Google Drive with access by all the Board members** that will provide a place for the current incorporation documents and an archive for those less current versions. Also, a folder for "how-to" processes and templates was included. It was agreed the **files should**

be saved in PDF format. She agreed to **provide the Board members with a link to the new Google Drive for HWG documents** [Completed January 22nd.]

Treasurer, Bob Lupo, stated the Guild's Operating Account Balance was \$1,157.35 in checking before anticipated expenses for the Annual Dinner, but after paying a donation of \$200 to Friends of the Future for our use of Tutu's House room for our next eight monthly Board meetings (we will still owe \$75 for the last three meetings of the year). This included deposits from some recent dues payments, but we still have 6 members in suspension due to lack of dues payment. **There is \$50 in our saving account.** Bob was provided some cost estimates for the annual meeting, but more planning is needed to define it better. A meeting was held on December 18th to check out the venue of Anna Ranch and discussed more specific options to provide a meal with the meeting, but the final cost will depend on how many RSVP to attend and the related food order based on that count.

The Guild's separate **Nonprofit Donations Fund's still has \$1600 for** future anticipated legal fees and for our attorney to come to one of our Board meetings and provide an overview of our obligations as a non-profit. These are monies donated specifically to cover the expected legal costs to become a 501(c)(3) qualified non-profit.

Committee Reports:

Duncan our Webmaster indicated we still have many new members and some not so new who have not provided the information to him to put their bio and other information on our website. It was suggested Eliza's "how to do a bio" information should be provided to those individuals as when done previously he had a jump in those providing their information. [**Diane will compile a list of those who should be sent the how-to message** to encourage more have their bio's on our website.]

Duncan raised the question as to **how long before we are officially recognized as a 501(c)(3) qualified non-profit** because that makes an impact on our dues/donation statement on the website. **The answer is that it will likely be end of 1st quarter at the earliest with the bylaws still in work and then we can work forms with the federal government to seek approval.** Diane is the one working the bylaws to merge the lawyer draft with our current bylaws.

It was previously agreed a **new Google Group called "HWG Chat" was needed to allow all Guild members to have a free exchange of ideas.** Eliza had previously received input from a member, Lauren Ruotolo, interested in being the moderator, but she has not returned an answer. In the mean time **it appears that Jada Tan Rufo is willing to be the moderator** per information she provided to Joy. **This should be doublechecked with Jada then if she is still willing to be moderator, then Bruce can create the HWG Chat group.** Current members can chat via the Guild's Facebook page that they can join, and Joy does send out an invitation to new members.

The **Public Relations Director, Joy, mentioned the first Writers' Voices event of 2019 will be held on February 6th from 6:00pm – 7:30pm** at the Thelma Parker Library in Waimea with

four readers [she has three lined up, but needs one more] and the related write-up will soon be posted to the website.

We do not currently have any workshops scheduled, but **Joy said that Louise Riofrio would be willing to offer a book marketing workshop** as she has been very effective in marketing her books. [At our annual meeting **Sam Cudney said he'd be willing to offer another self-publishing workshop if a member is has a book they want to self-published**, is ready to do so, but not sure of the process. He needs a candidate before he can offer the class.]

Louise Riofrio is also planning to sign-up for the Nā Leo Public Access TV certification classes in response to the Guild's offer to pay for the classes. They are partly on-line with some in their studio either in Hilo or Kailua Kona.

Joy said Jada is very happy with use of the Guild's recently purchased power pack that allows her to keep her iPhone charged enough to record all of a reading session. **A tripod was also suggested, and Diane is willing to purchase one to donate** as long as it is compatible with Jada's smartphone model, so she will check with Jada first. [Jada provided a couple options and Diane purchased one of the models and has it in hand to give to Jada as of January 23rd.]

Regarding the **t-shirts with HWG logo, Joy has ordered the minimum required in a variety of sizes** and four of the Board members have reserved theirs. The cost varies by size, but **we will charge a \$15 donation to the Guild** for those who want a t-shirt. **Joy will bring the extras to the annual meeting** in case some there want to purchase one.

When we realized no more of the logo pens were available, **Duncan had been requested to order the logo pens for handing out at the annual meeting** and he was going to do so. [He ordered the pens but **slow action by the company slid the delivery date to January 22nd just after the annual meeting, but available for other events.**]

For our **Non-profit Committee work, the next step is to update our Bylaws and currently Diane Revell has taken on that task** but has not made much progress at this time. **It will take a month or two to develop a merged draft** between our current bylaws and the draft provided by our attorney to be more compliant for a 501 (c) (3) non-profit. This will also include developing a policy and procedures document to remove text from the bylaws that are more appropriately designated as policy or procedure.

We are **now meeting at Tutu's House and have also booked and donated \$200 total (\$25/meeting for next 8 months starting in February) for use through September**. The payments are made out to Friends of the Future that provides facilities and services for Tutu's House. [**We usually met on 2nd Tuesdays of the month, but January 22nd Lorraine of Tutu's indicated several months including February were in conflict, so after checking on-line with other Board members, we will now meet on the 1st Tuesdays of each month.**]

Cece Johansen, Events Director, provided information on the current planning for our annual meeting/election on January 19th at Anna Ranch. At the time of this meeting, Cece had 23 members and 9 guests who had RSVPed. The final order of food and beverages would be determined by the time of the deadline for RSVPs though a preliminary list of food options to order had been made assuming 40 attendees in total. The **invitation sent to members requested them to bring a copy of their published works to display during the event**. There would be

an **annual report summary by our Vice President, Bruce Stern, of the 2018 State of the Guild.** There would be a **place to hand out ballots and collect the votes** of those who had not voted early. **Joy lined up five members with 2018 published books; they will discuss getting their book published and/or read from their work** with about 10 minutes per author. The meeting invitation had been sent **on Dec. 17th and Jada Rufo posted it to the Facebook website.** **Cece used the invitation design to also create a program** to have for each one attending the meeting. **January 4th Diane mailed out the ballot and information on each office and the candidates running for the office.** [Seven votes were sent early via e-mail or mail; the rest of the ballots were handed in at the annual meeting with a total of 27 ballots cast via any means.]

Cece reminded us we will have a table at **the February 2nd Waimea annual Cherry Blossom Festival to be held from 9am to 3pm.** Set up will need to be done much earlier in the morning and she solicited help for doing that; Jim Gibbons volunteered. She will send out **a notice to the full membership about the opportunity to come and sell their books** at this well attended event [sent January 21st].

Amara Cudney said there were a couple other writers groups that members might be interested in joining: 1) Writers of East Hawaii which has a Facebook page: https://www.facebook.com/groups/1764069613890285/?multi_permaLinks=2037868883177022%2C2037864999844077%2C2037753249855252%2C2037356996561544%2C2035189150111662¬if_id=1547935287984591¬if_t=group_activity she had joined; 2) and Society of Children's Book Writers and Illustrators (<https://hawaii.scbwi.org/>) whose Hilo meeting she had attended.

A conference that might be of interest to our members is this year's AWP (Association of Writers & Writing Programs) conference and book fair March 27-30 in Portland, Oregon: https://www.awpwriter.org/awp_conference/.

Eila, Director for North Kohala, was not able to attend. **The next North Kohala reading will be held in the month of March.** Eila indicated previously **she would like to resign her role and would try to find a replacement.** **Diane will check with her to see if she has found someone.**

Bryan Furer, Director for Volcano, was not able to attend the meeting. Brian is active in that area of the island and their **next Volcano Writers meeting will be held on January 21st.**

Bruce Stern, our Vice-President will present the State of the Guild message at the Annual Meeting and also will be one to discuss his recently published book and the process of publication. [Cece and Joy provided Bruce with a draft for use in his State of the Guild message.] **Bruce will take on defining 2019 priority projects** with near term discussion and voting on top contenders. Some initial contenders: on-line writing support, meetings via internet/video, a Guild on-line magazine.

Eliza, our President, will not be attending the Annual Meeting due to a long-time scheduled trip that conflicts.

The **next regular Board meeting date** was set for Tuesday, February 12th at 1:00pm-2:45pm at Tutu's House. [Due to a conflict for use of the room at Tutu's House on Feb. 12th, the meeting has been moved to **Tuesday, February 5th at 1:00pm – 2:45pm and future meetings will also be on the first Tuesdays of each month.**]

The meeting was adjourned at 2:12pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next regular Board meeting time and place: Tuesday, February 5th at 1:00pm – 2:45pm at Tutu's House** at 64-1032 Mamalahoa Hwy # 305, Waimea, HI 96743.
- **Requests for items to be added to the agenda for the next regular Board meeting** should be sent to the **President Diann Wilson and Secretary Diane Revell at their e-mail addresses** (island.diann@gmail.com and diane.b.revell@gmail.com) 10-days prior to the next meeting, so **by January 26th**. The agenda will be e-mailed **January 31st**, five days prior to the meeting.
- Parking Lot:
 - a. **The goal had been for the audit of the HWG finances be completed no later than February 28th, but based on August tax status per attorney and plans to incorporate that will include potential related Bylaws changes this will be done for 2017 and 2018 at the end of this calendar year or early in 2019.**
Who: A) Board to form an audit committee – Diane willing to participate B) Committee complete audit report **Due Date:** A) at or February board meeting B) After the annual January 2019 all-member meeting.
 - b. **Find a tax advisor for a written determination of the Guild's tax liability.**
This may have been overcome by our consultation with an attorney though she did state she was not tax expert. Cece indicated depending on our timing, her tax accountant might be able to help **Who:** Bob Lupo **Due Date:** Decide if still needed for now
 - c. **Find a moderator for the new HWG Chat Google Group.** Joy took this over from Eliza and it appears that Jada Rufo will take on the role. **Who:** Joy **Due Date:** February 8th
 - d. **Set up the HWG Chat Google Group for all members to post comments** to for an exchange of ideas. Need to define appropriate tags for categorizing comments

and this requires completion of above item first. **Who:** Bruce Stern pending identification of a moderator; see item above **Due Date:** TBD

- **Open a new account at American Savings Bank**, Kamuela branch and **close the one at Hawaiian Federal Community Credit Union's** Honokaa branch. **Who:** A) Open account – Bob, Diane, Bruce, Duncan, Eliza, and B) Close account – Bob Lupo, Due Date: *A) Jan. 8th, 2019 [Completed (A) opening new account]*
B) When all old account outstanding checks clear.
- e. **Set up a PayPal Standard Business Account for the Guild and provide links on the website for making dues payments or donations** with this as a means to pay. [New account at American Savings Bank is being used by Duncan to finalize this with the setup ready in late January with remaining step to have it able to be done via our website.] **Who:** Duncan Dempster **Due Date:** February 8th.
- f. **Update Bylaws** to be in sync with new Articles of Incorporation – **Who:** Bruce, Diane, Bob, Joy. More effort than originally anticipated to reconcile attorney version with our prior version. **Due Date:** March 2nd, 2019
- g. **Honolulu Book and Music Festival** that might be of interest for our members. <http://hawaiibookandmusicfestival.com/> It will be held in May 2019 with the cost of hosting a table at \$600. **We need to see if enough interest by our members** to participate. **Who:** Cece **Due Date:** February 8th
- h. Seek **input from members on other islands** than Big Island about **upcoming events that the Guild members could participate in for selling their books or learning more about writing/publishing/marketing skills.** **Who:** Cece **Due Date:** March 5th
- i. **Define 2019 priority projects** with discussion and vote on top contenders with some initial suggestions: on-line writing support, meetings via internet/video, on-line magazine. **Who:** Bruce Stern **Due Date:** February 8th