

MINUTES	Hawaii Writers Guild	November 25, 2020
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Hawaii Writers Guild (HWG) 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:

Diann Wilson – *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:

Donna Beumler, Margaret Zacharias, Carol McMillan

[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.]

Prior to the meeting Vice President Bruce Stern had posted the current membership rosters (order of joining the Guild and alphabetized order) to the Board’s Google Group. Also, prior to the meeting Treasurer Bob Lupo had e-mailed the **final Treasurer’s log for October 2020 (Attachment 1) and the preliminary log for November 2020 (Attachment 2)**.

President, Diann Wilson was the Zoom host and called the meeting to order at 1:02pm. She welcomed all especially our three non-Board member attendees.

Next **Secretary, Diane Revell called for approval of the Minutes of the October 28th, 2020 HWG Board of Directors Meeting.** The measure passed unanimously, and the minutes **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.**

Bruce Stern, Vice President, provided a summary of the **membership status with 70 active members one down from the prior month that includes two student members.** There are 3 with late payments of 3 months or more, not counted as active. Joy mentioned she had spoken with Jan Asch who has been late to pay; Jan told Joy she does plan to pay and her husband, author Frank Asch is also planning to join as a new member.

Treasurer, Bob Lupo provided a summary of the final October Treasurer’s log with details provided in Attachment 1. There was little financial activity that month. For the **preliminary Treasurer’s log entry as of November 24th** there have been 5 dues payments including 2 for new members and also **a payout to the Guild of \$9.97 from members use of Amazon Smile where they have designated the Guild as their chosen charity.** This is the first payout from that program we have received since our Webmaster Duncan Dempster enrolled the Guild. Our current Operating Balance in the bank as of the meeting was \$3,315.18.

Committee Reports/Updates:

Louise Riofrio, Events Director is now in Texas and joined the meeting from there. **Louise was aware the Guild will no longer sponsor the book sales at events and the pop-up bookstores but she will keep the Guild informed of such events organized by sets of our members.** Relative to that members will be holding the **pop-up bookstore at Kamuela’s Pukalani Stables Saturday Farmers Market starting again the second Saturday in January (the 9th).** Also, in the new year **they will be adding in Tuesdays at the Farmers Market at King’s Shops in Waikoloa** (Big Island, also). Louise said the Tuesday markets there are a great place for meeting potential book buyers.

Louise was going to check into the **status of the 2021 Merrie Monarch Festival.** They offer **free tables in the shopping area to non-profits** which otherwise are in the hundreds of dollars. This raised the **topic of whether or not a “free table” would allow for a pop-up bookstore combined with Guild promotion.** The final discussion decided it would still be providing a **financial benefit to the individual members who participated as otherwise they would have to pay for a table.** [Joy passed along information later that the 2021 Merrie Monarch Festival will be done without an audience and so she assumed they also would not have the shopping area this coming year, so it is not an issue for 2021 anyway. The **shopping opportunities usually provided by the Merrie Monarch Festival moved after the cancellation of the April 2020 event to an on-line and TV version known as the Pop-up Makeke which may provide an option for members to sale their books.** A Nov. 27th news story on these can be found here: <https://www.hawaiinewsnow.com/2020/11/27/hawaii-strong-pop-up-makeke-one-stop-shop-buy-local-during-pandemic/>,]

Louise mentioned that she had participated in a on-line interview on “Third Phase of the Moon” and would send the link. [She provided the link via an e-mail on November 28th to the Board of the interview available on You Tube: <https://youtu.be/bglJRMNid1s>. She was hoping the link could be added to our Guild website.]

The Kauai Writers Conference On-line began this past Sunday with its first master class. They had told Diann Wilson when she asked that they would be **willing to offer a discount for our members.** Turns out Diann had been sent the discount information and tried to pass it on to Joy for sending to the members, but had an old e-mail address. [That was fixed after the meeting and **Joy sent the offer of a 25% discount and how to request it for attending the year of events out to the members late on November 25th under the subject “Something to be grateful for.”**] The website for the on-line conference is as follows: : https://kauaiwritersconference.com/online/?mc_cid=3d1f3364b4&mc_eid=7b87a50b84.

The Public Relations Director, Joy Fisher, said there is **no new response to the Newsletter Editor Ad,** but she thinks it is important and is leaving it up on the website.

There was a motion passed during our September meeting for us **to become an official associate of the Berkeley branch of the California Writers Club,** to exchange information on our events including our HWG YouTube Channel series. **Joy since then had sent a message with this information to the head of the Berkeley branch, but having not heard back she sent another message and added another person there hoping one of the two would respond.** Our members can check their event tickets page for upcoming events that as an associate

organization our members could attend. <https://www.ticketsource.us/california-writers-club-berkeley-branch>.

Our Webmaster, Duncan Dempster, said not much had changed at our website this past month, **but there were a couple items.** He had three new **Our Authors entries added for recent members: Pat Evans, Meliha Avdic, and Jamie Brooks.** Duncan said another recent member on Kauai, Frank Riley, participates like Duncan in the on-line writer support group run by Tamara Hynd and per conversation there **Frank said he was looking for more HWG interaction** and thought we might want **to make others aware of the Kauai Authors Collective, a small group that might benefit from more members.**

From a website submitted contact form, we discussed what our response should be to the request for some mentoring by an Oahu teacher, Shay Zykov for a current class of English Language Arts (ELA) students following the process of the NaNovWriMo project, but not sticking to the “only in November” timeline. Eila Algood had submitted prior the meeting **a suggestion that we maybe offer to just set up a panel of four guild members who would be willing to answer questions.** This way you don’t have back-and-forth emails and everyone can just meet on zoom for a couple hours on an agreed upon date and time. Someone suggested Cece Johansen might be interested in this as she often advocated for working with students. **Duncan agreed to check with Cece and Eila about their interest in taking on this project to provide some support to the students in the class.** Diane R. also suggested the teacher be told about our WRITE ON! and Inside the Writers Studio episodes that might interest her students.

Bob Lupo as managing editor of our 2nd edition of *Latitudes*, our HWG literary review, provided an update on current status. Some additional submissions have been received to date after the weak start noted last month. For now the submissions compared to last year in each of four categories is as follows: fiction only 33%, non-fiction only 45%, drama more than last year, and poetry more than last year. Bob encouraged all in attendance to make submissions and not wait to the end of the submission period on December 10th. He said the **goal is to release the 2nd edition of *Latitudes* on February 10th.** Bob has a great review team assembled and acknowledged them in prior messages about the process.

Joy had previously **publicized the specifics of the submission period and guidelines for the 2nd edition of *Latitudes*** with the membership. The information is also on our HWG website thanks to Duncan and Bob Lupo has sent another notice to members about the opportunity along with Jada Rufo putting it on our Facebook page. **The submission period is October 10th – December 10th.** As we are now entering the last two weeks of the submission period, **Bob said he would send out one more notice [completed on 11/27/20].** A suggestion made later in the meeting was that a paper version of *Latitudes* might make use of Kickstarter or another crowd funding source to have it published.

Diann W. provided an update on the “In the Writers Studio” and “WRITE ON!” episodes on our Hawaii Writers Guild YouTube channel. She and Eila Algood have been alternating weekly the release of one or the other of each series. **For 2021 they plan to slow the pace with an episode of “In the Writers Studio once a month on second Tuesdays and an episode of “WRITE ON!” once a quarter.** We have 19 recorded episodes of “In the Writers Studio” with

16 of those released to date for viewing, thanks to Eila Algood. For “WRITE ON!” hosted by Diann, we have 10 episodes recorded and 9 of those released to date for viewing. **Diann is looking for more topics as candidates for episodes.** One suggestion was for Louise Riofrio to do an episode on crowd funding using Kickstarter to get one’s book published. The **HWG Channel is found here:** https://www.youtube.com/channel/UCmn-e3CM6RGNf_8QJMJzzjQ. In the last month, our channel had 49 subscribers, 152 views with 15.4 hours watched.

Next up was the **planning for the annual meeting to be held** virtually via Zoom on **Saturday, January 16th**.

- Diann reiterated the plan to **limit the meeting to about 1 hour** and mentioned some possible times on that day. Since it will not be a gathering around a meal this year, it came down to picking a non-mealtime and a time suitable for the variety of time zones covered by most all of our members. **The general consensus was that a 1pm-2pm Hawaii time slot would be good.**
- **Diann also said she would provide a draft agenda soon** to the Board.
- **For an interactive suggestion Diann planned an “opportunity drawing” where books donated by our member authors could be given away to members attending.** Diann thought 5-6 book prizes would be a good target. Cheryl Ann had recent experience with something similar where a virtual spinner was spun that had names of all attending on the dial. When it stopped on a person’s name they won, then their name was eliminated from subsequent spins. **Cheryl Ann Farrell had provided Diann with a link to an on-line spinner tool for our use.**
- Diann’s related concern was **how to get the donated books to those who won.** Some options were raised, but Diann suggested we **have this as a separate agenda item at our next Board meeting.** As pointed out by one of our Board members, those with books for sale via Amazon have an option to gift a book to a designated person, so that could be one option.
- For **election ballot status, Diane R. said she had managed to draft one using Google Docs** which can be used to create ballots and collect the votes and we already use Google. Diane still **planned to contact Cheryl Ann Farrell on her offer of help to see if she had suggestions for how to provide a write-in option** and any other ideas to make the ballot better. Need to set a date to send out the ballots and required return date to be counted,
- **From the Nomination Committee, Joy said where we are now is as follows: Carol McMillan to run for President as a new candidate, Bruce Stern to run willingly as the incumbent Vice President, Diane Revell reluctantly agreed to run as the incumbent Secretary** once she had **Donna Beumler agree to be her backup in training** to run for 2022 Secretary, and **Bob Lupo reluctantly agreeing to run as incumbent Treasurer** as we did not find any other members willing to run for that position in 2021. Diane R. suggested Bob may want to also find a backup for the year who could take on the role in 2022.

- **Joy has been collecting info on who/what our members have published in 2020 to highlight at our annual meeting.** Diane R. had helped by sending an e-mail to our North Kohala members to provide this information to Joy.

We had a short discussion of implementation of Eila Algood’s ideas for alternatives to our Guild promotion at the pop-up bookstores (see Attachment 3) but decided it would be more suitable to decide who should address the suggestions in the new year. The update of our brochure or creation of new ones was agreed could be useful to be handed out by those authors when they were selling their books at events even though no longer sponsored by the Guild. The authors could create brochures for their use, but if the Guild logo or other reference included, then the brochure would need to have been approved by the Hawaii Writers Guild Board of Directors prior to the brochure being used.

The next regular Board meeting date is set for Wednesday, December 23rd at 1:00pm-2:30pm via the Guild’s own Zoom account.

The meeting was adjourned at 2:05pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

1. **The next regular Board meeting time and place: Wednesday, December 23rd 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 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 December 13th. The agenda will be e-mailed December 18th to the full membership five days prior to the meeting.**

Parking Lot:

1. Discuss **implementation of ideas provided by Eila Algood for Guild promotion** to the public (see Attachment 3) in **the new year of 2021.**
2. Determine **best way to get books won in the opportunity drawing of the annual meeting delivered to the winners.**

Hawaii Writers Guild – November 25, 2020 Board Meeting Minutes

Attachment 1: Hawaii Writers Guild Final Treasurer's Log for October 2020

Attachment 3: Hawaii Writers Guild Preliminary Treasurer's Log for November 2020

Attachment 3: Eila's Ideas for HWG Sponsored Bookstore/Festival Participation with Member Book Sales

Attachment 1: Hawaii Writers Guild Final Treasurer's Log for October 2020

Hawaii Writers Guild Treasurer's Log as of October 2020						
American Savings Bank Operating Balance as of October 1, 2020						\$3,070.84
October Inflows						
Margaret Zacharias, membership renewal						40.00
Total October Inflows						40.00
October Outflows						
ASB Monthly Fee						-5.00
Total October Outflows						-5.00
Total ASB Operating Balance as of 10/31/20						3105.84

Note: Total ASB Operating Balance includes \$600 General Reserve Fund

Attachment 2: Hawaii Writers Guild Preliminary Treasurer's Log for November 2020

Hawaii Writers Guild Treasurer's Log as of November 24, 2020						
American Savings Bank s of October 31. 2020						\$3,105.84
November Inflows						
Amazon Smile Receipts						9.97
Wendy Wlson, Membership Renewal						40.00
Meliha Avdic, New Member						39.37
Tessa Rice, Membership Renewal						40.00
James Brooks, New Member						40.00
Louise Riofro, Membership Renewal						40.00
Total November Inflows as of 11/24/20						209.34
Total November Outflows as of 11/24/20						\$0.00
Total ASB Operating Balance as of 11/24/20						\$3,315.18

Attachment 3: Eila's Ideas for HWG Sponsored Bookstore/Festival Participation with Member
Book Sales

Re: Kamuela Farmers Market rent & IDEAS

Mon 9/14/20 12:31 PM

Hello BOD:

I have some ideas to enhance the Saturday market to keep in line with the mission of HWG:

- * Create give away flyer with Writing Tips -
- * Create give away flyer with How to Get Published -
- * Create a flyer with the 4 Benefits of Writing during a Pandemic
- * Create a flyer with the 4 Benefits of Reading during a Pandemic
- * Provide Writing prompts with paper for people and a space for 1 or 2 people to sit and write - make it fun - 10 minute limit. Provide individual sheet of paper for them to take and pen (clean in between users).

OR if that's too much work, hand out a sheet of paper with a prompt written on top and let folks take it with them and write at home.

Include the HWG logo and website and social media links on all flyers

Continue to sell books but do outreach to the community in a way that can help them.

If there is a Market committee - they can morph this into whatever they feel will serve the community.

Maybe then, the issue of paying for a table would be justified.

Happy Monday to you all,
Eila