

MINUTES	Hawaii Writers Guild	December 23, 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, Jada Rufo, Meliha Avdic, Cece Johansen, Linda Heath

[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 November 2020 (Attachment 1)** and the **preliminary log for December 2020 (Attachment 2)**.

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

Next **Secretary, Diane Revell called for approval of the Minutes of the November 25th, 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 72 active members up two from the prior month that includes two student members.** There were three lapsed members who paid up to be reinstated. There are 4 with late payments of 3 months or more, not counted as active.

Treasurer, Bob Lupo provided a summary of the final November Treasurer's log with details provided in Attachment 1. November's final balance was \$3,310.18 in hand to begin December. With membership dues payments for renewals and reinstatements (including two paying next year's dues also) we had an additional \$280.00 deposited and a deduction of \$106 in payment for the Guild's annual post office box bill. Leaving **the current balance as of today's meeting at \$3,484.18.** The ASB monthly fee of \$5 is still to be deducted and very recent PayPal dues check has come in that are not yet reflected in the totals.

Committee Reports/Updates:

Louise Riofrio, Events Director is now in Texas and joined the meeting from there. She expects to be back in Hawaii by January 7th or 8th. Members will be holding a **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. 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 to encourage other members to join in.

Louise was going to check into the **status of the Cherry Blossom Festival held in Kamuela** each February as she had not heard its current status. [Per a December 23 posting to the festival's Facebook page, **the event for 2021 has been cancelled due to the pandemic and is postponed to February 5, 2022.**]

There was a discussion of a **Waimea** (on the Big Island, alias Kamuela) **Holiday Pop Up Shop** that might be worth looking into for next year. This year it was in a storefront in the shopping area with the KTA grocery store from November 27 – December 28th. [Per their Facebook page they had the following information **for next year planning**: *"We can only hope that "a" space will be available next year, time will tell. I start planning and contacting vendors in September... so, if interested email me Kathy, cazco@hotmail.com."*]

The Public Relations Director, Joy Fisher, said there were no recent PR actions taken. There was no response to the long-standing **Newsletter Editor Ad**, but **Joy has decided to take on the role herself as she has had another member, Cece Johansen, volunteer to assist her.**

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 (CWC)**, to exchange information on our events including our HWG YouTube Channel series. **Joy pursued this by contacting 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. **She finally received a response.** They now had a formal process that **required a member of their organization who was also a member of our organization to act as liaison if we became an Association Affiliate. We indeed have such a member who belongs to both: Cece Johansen. Cece agreed to follow-up and filled in the Affiliate Agreement forms for us (Attachment 3).** The next step is for the **Berkeley branch of the CWC to approve our application** at their next Board meeting. Our members can check their event tickets page for upcoming events that as an Association Affiliate our members could attend once we are approved. <https://www.ticketsource.us/california-writers-club-berkeley-branch>.

Our Webmaster, Duncan Dempster, provided the Board a report on his web activities the day prior to the meeting and summarized the contents in the meeting. In addition to his prior placing of three new Our Authors entries added **for recent members: Pat Evans, Meliha Avdic, and Jamie Brooks, Duncan now has their personal pages up.** Duncan said another not as recent member, **Margaret Zacharias, provided him information for her personal page he is now in the process of assembling.** Members without a personal page, but seeking to have

one added, can provide Duncan information and take an active interest in its design or hand it off to him to design it. **Of the 60 members who have chosen to be listed on Our Authors page, currently 50 also have personal pages on our website.**

Duncan **highlighted the “publication” by one of our authors, Patty Bigelow, of her musical play *Christmas Makes Me Crazy*. It is now streaming live and free for the holidays on Kalilu.tv and he provided the link which he will also send out to the full membership:**
<https://www.kahilu.tv/what-s-new/videos/christmas-makes-me-crazy>.

Duncan mentioned he has participated in **the writers support group held at Tutu’s House in Waimea (and now via Zoom in the time of COVID-19) and has audited the one facilitated by our member Tamara Hynd. Both are great venues for getting feedback on one’s writing.** He thought with 10-13 often in attendance **it would be good to have a 3rd group running** to give more opportunity/time to the authors at the meetings as that count is rather high. Diane mentioned she and some other members participate in **one held every other week by Eila Algood** that includes some who used to attend the North Kohala Library writers support group. **Duncan expressed interest in also auditing that group** for ideas and Diane said she would check with Eila and let her know. [Eila plans to extend the Zoom invitation to Duncan for the January 14th meeting of the writers support group she facilitates. In addition, **Eila has initiated the option for others who would like to start a writers support group a class via Zoom on Jan 30, 2021 03:00 PM Hawaii time, sent to the full membership in a December 30th e-mail.**]

Bob Lupo as managing editor of our 2nd edition of *Latitudes*, our HWG literary review, provided an update on current status. Submissions were no longer accepted after December 12 and those are **now in the review/evaluation phase** by his team members. He felt all the submissions were of good quality. Submissions consisted of **4 dramas, 39 poems, 18 non-fiction stories and 10 fiction stories.** The number of submissions exceeded the count of last year in each category except in fiction. Several authors made multiple submissions and some in a variety of the 4 genres. He said they are **on track to let each author know if their work was selected around mid-January and to release the 2nd edition of *Latitudes* online by mid-February.**

Diann W. provided an update on the “In the Writers Studio” and “WRITE ON!” episodes on our Hawaii Writers Guild YouTube channel. The last episode for 2020 will be “WRITE ON!” Episode 11 on the topic “Top 10 Writing Tips.” 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.** Diann had not yet been provided the monthly statistics for our YouTube channel to present at the meeting.

Eila had also floated the idea in a prior e-mail of **using our channel to create episodes of pop-up poetry using actors Eila would recruit to read poetry of our members. This idea was greeted very positively** in replies to the e-mail and in this meeting. Those shy about reading their work were thought to be more likely to get their work highlighted this way.

The HWG Channel is found here: https://www.youtube.com/channel/UCmn-e3CM6RGNf_8QJMJzzjQ.

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

- We confirmed the time slot for the one hour **Annual Meeting would be 1pm-2pm Hawaii time.**
- **Diann provided a draft agenda** to the Board prior to the meeting **with time allocations assigned each item.** See **Attachment 4.** We had discussion with those who had roles per the agenda to be sure it **looked like the allocated times would be adequate and decided it looked reasonable** as is.
- For an interactive suggestion Diann planned an **“opportunity drawing” where books donated by our member authors could be given away to members attending.** Cheryl Ann Farrell had provided Diann with a link to on-line spinner tools for our use; we selected one of them. **Joy has collected some books signed, one not, by some of our authors for this drawing.** She also had commitments from others of the authors to **donate their books if needed.** To **finalize how this would be done during the annual meeting,** how many spins for book prizes and who would do what; **Diann, Diane and Joy would hold a separate Zoom meeting.** [This meeting was **held Dec. 30th**. Plan is to hold 2 spins for two winners in each of the four scheduled times allocated on the Annual Meeting agenda.] Books will be taken to or mailed to each winner based on their location.
- For election ballot status, **Diane R. said she had collected all the information needed, just needs to finalize the ballots.** The **ballots will be sent out early in the new year followed a day or two later by the RSVP invitations** to the Annual Meeting.
- **Diane had created a draft of the RSVP invitation and sent it to Board members for comments on Dec. 23rd.**
- **Joy has been collecting information on who/what our members have published in 2020 to highlight at our annual meeting.** She provided the current version of the slide show of those with publications in 2020. She sent it out prior to the meeting and we also reviewed it to positive reviews in our meeting.

Our **member from Bosnia, Meliha, attended this meeting** despite the near half-day time difference **as the Cultural Project suggestion she had was to be discussed today.** It was proposed by Diann that this would be best handled in the new year so, **it has been moved to our parking lot for future work.** The idea ties into a cultural project grant opportunity under the U.S Embassy in Bosnia and Herzegovina with a **stated purpose as follows:**

The goal of the U.S. Embassy’s Cultural Grants Program is to **support programs that share the richness and diversity of American culture with the Bosnian public and to promote mutual understanding and cultural dialogue** between the United States and Bosnia and Herzegovina

Hawaii Writers Guild – December 23, 2020 Board Meeting Minutes

The **next regular Board meeting date** is set for **Wednesday, January 27th at 1:00pm-2:30pm via the Guild's own Zoom account**. Diane R. raised the issue as to how Diann W. would transfer the regular Board Meeting's Zoom set up to the new President for 2021. Diann said she would plan for that.

The meeting was adjourned at 2:05pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

1. The **next regular Board meeting time and place: Wednesday, January 27th 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 January 17th**. The **agenda will be e-mailed January 22nd** 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 of Nov. 25th Board Meeting Minutes) **in the new year of 2021.**
2. Discuss **Cultural Project opportunity as proposed by member Meliha Avdic.** [Cultural Grants Program | U.S. Embassy in Bosnia and Herzegovina](#)

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

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

Attachment 3: Berkeley branch of the California Writers Association Affiliate Forms Submitted

Attachment 4: Draft Annual Meeting Agenda with Time Allocations for Board Review

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

Hawaii Writers Guild Treasurer's Log, November 2020					
American Savings Bank s of October 31. 2020					\$3,105.84
November Inflows					
Amazon Tax-Exempt Smile Rebates					9.97
Wendy Wilson, 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					209.34
November Outflows					
ASB Monthly Fee					(\$5.00)
Total ASB Operating Balance					\$3,310.18

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

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

Hawaii Writers Guild Treasurer's Log, as of December 23, 2020						
	American Savings Bank Balance as of November 30, 2020					3,310.18
	December Inflows as of 12/23/20					
	Catherine Becker, Membership Renewal					40.00
	Connie Samuelson, Membership Reactivated (Match '20, '21)					80.00
	Jan Asch, Membership Reactivated, (June '20,'21)					80.00
	Dave Fouts, Membership Reactivated , re June, 2020					40.00
	Rick Frazier, Membership Renewal (via Huli Huli Wood)					40.00
	Total December Inflows, to date					280.00
	December Outflows as of 12/23/20					
	Annual fee for HWG P.O. Box 373					106.00
	Total December Outflows, to date					-106.00
	Total ASB Operating Balance, December 2020, to date					3484.18

Affiliate Agreement

THIS AGREEMENT CLARIFIES THE RELATIONSHIP BETWEEN CWCBB AND AFFILIATED ORGANIZATIONS.

Established by the Board of Directors, 7/29/2019

As appropriate, we ask all affiliated organizations to:

- Promote and encourage CWC membership and programs within group
- Announce annual membership drives to group/event members (beginning of year and half-year.)
- Invite CWC members to attend the group/event
- Provide a group/event description for the website and Write Angles (minimum 1x/year to retain relationship)
- Provide updates to the Board about relational activities and decisions.

The CWC will, in turn, provide reciprocal services on request.

TYPES OF AFFILIATION:

☐ Sponsorship

When the CWC sponsors an event, a group, or an activity, it is to be run by members and attended by members (special guests may or may not attend, depending on group or event), or be a community outreach or service opportunity that is considered part of our programming.

Examples: member-only Craft & Marketing groups that meet on 3rd Sundays; 5-page group that meets at the library and is open to the public; Poetrope.

Agreement: CWC will provide physical space and insurance coverage and include in calendar, on website, and in and in promotions. A MOU is necessary for any financial connection.

Groups and businesses that have a meaningful, ongoing connection to the CWC, but operate independently, may be referred to as allies, friends, or associated organizations.

☐ Alliance = Our organization is literally a member of another organization

Example: Friends of Joaquin Miller Park (Linda's membership is paid for by CB)

☐ Friends = casually connected for mutual benefit. there need not be crossover members but we have common interests and activities

Examples:

Writer Coach Connection seeks volunteers for their program and distributes donated member books to their clients.

The Octopus Literary Salon co-hosts and co-promotes readings

Members host groups at AAMLO and the Rockridge Library

☐ Association

CWC will generally cross-promote associated organizations to club members IF there is a strong reciprocal relationship.

Examples:

Wolf Pack Writers Action Group was started by CWC members but anyone may join;

Attachment 3: Berkeley branch of the California Writers Association Affiliate Forms Submitted

Affiliate Agreement

<https://docs.google.com/forms/d/e/1FAIpQLSfrU6wmv10iPEXu>

Bay Area Generations is led by a member and invites our writers to participate in readings; Member Beth Barany offers discounted writing classes to CWC members as a fundraiser to the club.

Authors, Large and Small is led by a member has hosted joint events

* Required

☐ Option 1

Name of Association/Organization

Hawaii Writers Guild

CWC Member Liaison

The Berkeley Branch of the CWC has relationships to many different organizations. ALL groups and events, in relation to CWC, must have a dedicated member liaison.

Cecilia Johansen

Contact Info for CWC Member Liason *

cecilia.johansen@comcast.net; 510-669-5070

ORG Member Liaison

The Berkeley Branch of the CWC has relationships to many different organizations. ALL groups and events, in relation to CWC, must have a dedicated member liaison.

Cecilia Johansen



Attachment 3: Berkeley branch of the California Writers Association Affiliate Forms Submitted

Affiliate Agreement

<https://docs.google.com/forms/d/e/1FAIpQLSfrU6wmv10iPEXu>

Contact Info for ORG Member Liason *

Cecilia Johansen

Type of Affiliation

- ☐ Sponsorship
- ☒ Association
- ☐ Alliance
- ☐ Friend

Description of Relationship

What will each group do for or with the other?

Participation in each group's digital offerings which might include author's readings, and classes on tips, instruction, and inspiration for writers.

PLACE/TIME OF EVENT/S:

Our "Write On!" episodes alternate with "Inside the Writers Studio." New episodes are being added to each video series on an on-going basis. Both are carried on Hawaii Writers Guild YouTube Channel and will be notified when programs become available.

Agreed to by

Name of 2nd CWC representative or board member (other than member liaison)

Your answer

Attachment 3: Berkeley branch of the California Writers Association Affiliate Forms Submitted

Affiliate Agreement

<https://docs.google.com/forms/d/e/1FAIpQLSfrU6wmv10iPEXu>

Date approved by Board

MM DD YYYY

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Google Forms

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12/23/2020, 11:21 /

DRAFT Agenda for BOD review

Hawaii Writers Guild Annual meeting

January 16, 2021

Zoom

1 – 2pm

2 Welcome (Diann)

Review of Year:

5 Membership – include listing new members (Bruce)

5 Finances (Bob)

5 501c3 (Diane)

2 *Opportunity drawing*

5 YouTube (Eila)

5 Writing Buddies (Diann)

5 Pop Up Book sales (Louise)

2 *Opportunity drawing*

7 Input from members on Guild activities –have everyone write comments

Opportunity drawing

10 Powerpoint acknowledging members who have published

Opportunity drawing

5 Results of election (Diann)

2 Toast to 2021 (Carol M)