

MINUTES

Hawaii Writers Guild

February 13, 2018

Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting
Held at the home of Eliza Cahill

Officers and Directors of the Guild present:

Eliza Cahill – *President*, Bruce Stern – *Vice President*, Diane Revell – *Secretary*, Bob Lupo – *Treasurer*, Joy Fisher – *Public Relations Director*, Cece Johansen – *Events Director*, Eila Algood – *North Kohala Director*, Bryan Furer – *Volcano Director*

Others Present:

None

[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 1:36pm.

The Secretary, Diane, requested the **minutes of the January 2nd Board meeting and of the January 30th Annual Membership Meeting** 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 the status of **current membership: 47 active members** all current on their dues. She had a couple hardcopies of the membership roster to handout, but **took an action to post the current roster to the HWG-BOD Google group**.

Diane mentioned a **couple lessons learned from this year's election relative to the combined ballot (absentee or otherwise) and proxy**. In the future the **ballot should be a separate document and not have the voter's name on it though they will need to be numbered or done in some fashion to ensure no more than one vote per member**. The ballot can serve as an absentee ballot to be mailed in or e-mailed in, and as the one available at the annual meeting for voting during the meeting. **The proxy will only be needed if other issues are expected to be raised for vote among the membership at the annual meeting** where members unable to attend may want to designate the Board members or an alternate member who will be in attendance to cast their vote. An example of an issue that might be desired for a full membership vote would be an increase in annual membership dues.

The new **Treasurer**, Bob Lupo, was unable to provide an update as he and the past Treasurer, Duncan Dempster, had not yet had time for transitioning the records to Bob. Per prior comments by Duncan, the financial records require some work to get them in order and though considered accurate are not in a very understandable layout. Unfortunately, Duncan was unable to attend, and the transition may be delayed as he was in a serious accident and likely out of action for a couple weeks. It had been **agreed previously to accept a 1-month delay in the audit, but it should be completed no later than the end of February though Duncan being out of action may delay this further**. The question of taxes that may be owed was raised. Cece indicated her

tax consultant was familiar with our type of organization, but she was already committed to other accounts and would not be able to take on our Guild. The consultant did relay to Cece the type of information about our Guild that would be needed for a tax advisor to provide guidance. It was suggested that Bruce contact Ray or Julia Pace to see about the documentation on the Guild's establishment. [Bruce heard back on February 14th that **Ray Price had handed over the documents to Duncan related to the establishment of the Hawaii Writers Guild that would provide answer the questions relative to taxes, but it might take a few weeks before we have access to these documents** now at Duncan's home.] Bruce noted that the specifics of how the Guild was established will affect the taxes owed. [Note that a day after the meeting, Cece had seen her tax consultant and relayed the consultant thought given the money held by the Guild and how it is being run, likely no taxes would be owed.] **Collection of Hawaii General Excise Tax (GET) was mentioned**, but not discussed in any detail. **Bob Lupo said he would look into this area and try to find a tax person to help determine our tax responsibility.** [Link Diane found that might answer some related questions and has links to Hawaii GET forms: <http://www.ronswebsite.com/blog/hawaii-general-excise-tax/>] **Eliza mentioned she was owed a check relative to some of the January 30th Annual Meeting and Dinner expenses. Bob will need to get ahold of the HWG checkbook** from Duncan or his house at some point and he and one of the others on the signature list, like Cece and Eila can act as the 2nd required signature.

We touched on the topic of means of paying dues **via PayPal or other on-line means** in lieu of writing checks. **Eliza mentioned the use of an application called Stripe** where it holds the personal and credit information of those using it for payment which would keep the Guild out of the loop relative to liability for losing members credit information. [May find it useful to see this recent comparison of PayPal versus Stripe, if the Guild is considering a change: <https://memberful.com/blog/stripe-vs-paypal/>] **Eila mentioned that we should have a "donate" option on the HWG Website where now the only electronic payment method is specific to payment of dues.**

Committee Reports:

Duncan our Webmaster was not at the meeting as stated previously, but the fact he will be out of commission for a while raised the topic of having backups for each of the Board members. **Bruce suggested we should establish a Guild policy on who covers in the case one of the officers or directors is out of commission temporarily** for vacations or other issues. **He and Eliza were going to talk about this and we should have it on the agenda for our next Board meeting.** In addition, **Bruce suggested we should have scanned versions of the Guild's documents of establishment and others suggested the contracts we sign should also be scanned for our records.** These **should be archived, and it was decided the Secretary should be responsible for organizing them and doing that.** **Google Drive was suggested as a virtual storage location** we could use since we already make use of the Google Groups and have related Google accounts for that. The documents can be organized via topic folders depending on the type of documents.

The **Public Relations Director**, Joy, mentioned she had previously provided to the membership via the website reports of the success of the recent events: the January 30th HWG Annual Meeting, the February 3rd Cherry Blossom Festival participation, and the February 7th Waimea

Lit Nite. She will also be providing a report on the February 12th reading event at the North Kohala Public Library. She will remind the membership of the Tutu's House event on February 22nd to celebrate the life and work of John Holland. Joy mentioned **the value of the monthly Words & Wine events in Kailua-Kona. She thought we should have links or other information on these types of events at our website that are not specific to HWG, but provide useful forums for Guild members to attend and participate in. If one of our members is a reader, that event should be publicized to the website.** When Joy has attended the Wine & Words events she passes out the new Hawaii Writers Guild business cards to the authors that attend to encourage their joining the Guild. **The November Kauai Writers Conference was also mentioned as useful information to bring to the attention of our members.** [<http://www.kauaiwritersconference.com/about/>] Cece has already signed up to attend that event and Joy indicated she plans to sign up to attend. Joy will add our next Board meeting to be held in March to the website's event calendar. As a reminder, Joy's **general deadline for publicizing events is 2 weeks prior its date.**

Relative to locating an appropriate amplifier/recorder/mike/mike stand for use by our Guild, Joy was seeking help from someone else in the Guild with more technical background as to what we might need. A system around \$150 was the type of setup we thought appropriate. Eila mentioned someone in Kohala she knew that could provide some advice on this. Cece thought she could check with Anthony at her church who arranges for that type of equipment for their choir performances. So, hopefully **by our next Board meeting we may have some specific suggestions in mind for what to purchase.**

The Events Director, Cece, **relayed her views of the success of both the January 30th Annual Meeting and the Guild's participation in the Cherry Blossom Festival.** She is starting to collect information on the two annual (July and November) Kamehameha craft festivals held at the King Kamehameha Kona Beach Hotel in Kailua-Kona for our possible participation in a manner similar to that at the recent Cherry Blossom Festival. She suggested if we participate it would be great to have Ray Pace and Jada Rufo attend as both are great at drawing people in.

Cece was also looking at options to support the Volcano group by arranging a HWG reading event in that area. She has **investigated use of the KMC facilities within the Volcano National Park** (as she qualifies for the military access to the facilities) **for a Volcano area reading with broader Guild participation.** To hold an event in the late afternoon and avoid late night returns to far parts of the island, **a cottage for use by the members who travel to attend could be arranged. She would need to know interest in the event to decide on the size of the cottage to rent.** Also, **we would need to decide if a living room area would be adequate to hold the group (needs to accommodate at least 20 guests for the reading) or if rental of a conference room (about \$90) would be better.** Bryan said he could help Cece by checking out the facilities there if she wished. **A theme related to spring of rebirth and rejuvenation was suggested by Bryan.** Several dates were discussed as possible in late March, April or early May. **The May 5th date seemed to be the most popular** as it was not in conflict with Good Friday or Easter events and there were already other April HWG reading events scheduled.

Cece said **one of our members from off the Big Island, Mahealani Wendt, will be a reader at the Waimea April 4th Lit Night and that should be an additional incentive to attend.**

Sam Cudney will be offering a class on punctuation at Tutu's House as a Guild Workshop that would be open to the public (as required for Tutu's House events). She has spoken with Lorraine of Tutu's house and this **might be made into a 3-part series**. They are **looking at evening or weekend dates in March for the first workshop**.

Cece raised the possibility of a couple's reading with some of the married couples who are both members of the Guild doing readings. It was not clear how this would be different from just a regular reading with each of a married couple choosing to participate. She also mentioned we may want to consider a reading event that centers on reading of short plays or excerpts of plays authored by our members.

Cece suggested that in the future event contracts for a venue or services (like catering) should be signed by the President based on her recent experiences with Anna Ranch. It was discussed that **this may need to be formalized and we could delegate authority to sign contracts up to a certain amount to other officers or directors**. The **President should be aware of all the fine print in any of these contracts to ensure we stay in compliance** which may entail getting liability insurance in some cases.

Eila, Director for North Kohala, mentioned the success of the North Kohala Public Library reading event on February 12th. Eila had a new mike she used for the event that she said seemed to work quite well. **She plans to take time to engineer the recording then make it available for broadcast on the local Kohala radio station, KNKR**. She mentioned she enjoys emceeing the readings and other events, but also **suggested others who already have those skills or want to practice acquiring those skills should volunteer for doing that at our reading events. Maybe a class on this topic should be offered**. She would appreciate it if others could help with set-up of a reading event as that is not her favorite part and it takes a fair amount of time. This led to a discussion of the **Guild developing a process and associated forms/letters that any Guild member could use to initiate and set-up a reading event**: recruiting authors to read, finding the appropriate venue, follow-up reminders to the readings and emceeing as well as any finish work. **Bruce and Eliza said they could develop an initial framework then have Diane help to finalize it while checking with Eila and Cece to be sure their experiences with these types of events were included**.

Eila has approached Jan Asch and her husband, Frank Asch, to join the Guild. She hasn't received a yes or a no, but thought **it might be good for someone else like Eliza or Cece to contact Jan to check again**.

Bruce, our Vice President, reiterated that **we should decide on signature authority for various contracts or other legal documents (examples are liquor licenses, liability insurance) for our events**. **This could then be formalized** by an update to the HWG Constitution and Bylaws.

Our **President, Eliza, raised the need for a event submission form** that members could use to make suggestions. Diane had previously provided earlier to Eliza **a draft form**. **It was handed around and a few updates were suggested such as indicating mandatory fields and having a submission date on the form**. **Diane agreed to make the updates and Bruce was going to check the update** to ensure all the comments were covered then it could be passed along to Eliza

and the other Board members. The **final form would be made available on the website or perhaps initially via a posting to the full membership. Directions to send the form to Cece for initial evaluation of suggestions should be included in the posting and on the website.**

Eliza said we should be working to fill out our committees with other members to make the work get done more efficiently. As an example, she said she could use help with the priority goal of hosting a National Poetry Slam. The purpose of the goal is to help recruit younger members to our Guild. **We should work to get members of other writers' groups like the Mystery Authors of Hawaii Island (MAHI) group involved in our Guild and expand our membership into Kailua-Kona and Hilo areas. We may want to work with Basically Books in Hilo perhaps providing a reading session to find Hilo members.**

Eliza raised the topic and there was some **discussion of recruiting photo and recording help for Joy** especially at events where she was also a reader that would make it difficult for Joy to also capture photos of the event. **Jada Rufo was suggested as she has indicated a desire to help the Guild more. Joy was going to contact Jada.**

Eila mentioned **we may also want to work with the local Public Access TV Station [Nā Leo TV: <http://naleo.tv/>] to help publicize our Guild and its events perhaps with a live broadcast.**

The next meeting date was set for Tuesday, March 13th at 1:30pm-3:30pm.

The meeting was adjourned at 3:35pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next meeting time and place: Tuesday, March 13th at 1:30pm – 3:30pm at Eliza's home at 65-1372 Kawaihae Rd. in Waimea.**
- **Requests for items to be added to the agenda for the next meeting should be sent to the President Eliza Cahill at her e-mail address (Fridamagazine@gmail.com) 10-days prior to the next meeting, so by March 2nd. The agenda will be e-mailed March 8th, five days prior to the meeting.**
- **The goal is for the audit of the HWG finances should be completed no later than February 28th, but this may be delayed again due to lack of access to necessary documents caused by Duncan's accident.**