

MINUTES

Hawaii Writers Guild

February 5, 2019

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

Officers and Directors of the Guild present:

Diann Wilson – *President*, Bruce Stern – *Vice-President*, Diane Revell – *Secretary*, Bob Lupo – *Treasurer*, Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations*

Others Present:

Steven Foster, Louise Riofrio

[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 Diann Wilson called the meeting to order at 1:05pm.

The Secretary, Diane, requested the **January 8th Board meeting minutes and January 19th Annual 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 54 active members [updated as of 2/7/19 to 56 as two more new members paid their dues]. Seven inactive/suspended** due to being 3-months or more delinquent on their 2018 year's dues **have now been removed from the roster.** We also have **five pending members, approved, but awaiting dues payment. Diane will send the names of the removed members to Duncan to delete their bio/webpage from our HWG website.**

Diane has taken on the **task of merging our current Bylaws with the proposed set from our non-profit attorney.** She **plans to have the first draft completed by the end of February then to have a round of review, comment and update before we proceed to filling the federal forms to become a 501(c)(3) qualified non-profit.** Per comments from Joy, **it may take until the end of 2019 before we are qualified.** 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.

The **banking signature list after the 2019 election was updated, included in the minutes of the annual meeting, and provided to our banker at American Savings Bank (ASB)** by Diane Revell. Diann Wilson said she had an appointment on Friday, February 8th to provide her ID information and sign the signature list as the new president. **Diann W. will let the rest of those on the signature list know if and when we might need to re-sign due to the change.**

Treasurer, Bob Lupo, stated the Guild's Operating Account Balance was \$333.26 in checking after the expenses of \$983.20 for the Annual Dinner (\$233.26 at Hawaii Community Federal Credit Union (HCFCU) and \$100 at ASB). He still had some deposits to make related to dues payments and a donation from Joy to defray the annual meeting dinner costs. There is **\$50.10 in**

our HCFCU saving account. The Guild's separate **Nonprofit Donations Fund's still has \$1600 in HCFCU** 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. **Bob will be closing the HFCU accounts and transferring those funds to our ASB account.** [As of 2/5/19, Bob said we have between both banks, \$703.26 in our Operating Account Balance with no change to the Nonprofit Donations Fund or the amount in savings.]

We are delinquent performing our financial audit and it had been agreed it would be done after the costs of the 2019 annual meeting had cleared (now cleared) and before our next Board meeting. **Diane Revell and Bob Lupo are the current ones to have volunteered for this audit task.** [As of 2/11/19, Diane sent out a request to the Board members for more volunteers for the task with a couple proposed dates the week of Feb. 25-28 and the option to meet at Tutu's House for the audit. Duncan has agreed to help.]

Committee Reports:

Duncan our Webmaster said he has the PayPal dues payment option up and running on our HWG website. He handed around a screen shot. He had done some trials of the dues payment option and told Bob he should see the deposits in our ASB account. For **the donation PayPal option he had a draft that was not available on the website yet** and again provided a screen shot of the proposed page and wording. He was provided **some feedback that the donation page should be made active, but not reference 501(c)(3) qualified non-profit status as we don't have that yet and it might be late this year before we do.**

The one hundred **HWG logo pens Duncan ordered finally came in.** He had them available for handing out to those at the meeting and **Joy Fisher agreed to hold the remaining bulk of the order at her home.**

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 and a related write-up will soon be posted to the website after the event.

Joy also mentioned she would attend this evening's **Kona Stories event that will feature one of our members, Dr. Heather Rivera.**

We do not currently have any workshops scheduled, but **Joy said that Louise Riofrio is willing to offer a book marketing workshop** as she has been very effective in marketing her books. Also, at our annual meeting **Sam Cudney said he'd be willing to offer another self-publishing workshop if a member has a book they want to self-published, and Steven Foster had volunteered to be the candidate with his book for the session.** The previous workshop by Sam was scheduled for 1 ½ hours, but since it ran long **it should be scheduled for 2 hours or more.** The Thelma Parker Library in Waimea had offered a room for free previously as they were happy to sponsor the workshop, so we assume they would do so again.

Louise Riofrio is going 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. Per a request from Joy, **Bob wrote a check of \$100 to Nā Leo to cover the costs for Louise Riofrio to take their certification classes so she can use the skills in creating a public service announcement for the Guild.**

Joy said Jada is very happy with the new donated tripod to help her in use of her iPhone to record our reading sessions.

Regarding the **t-shirts with HWG logo, Joy had ordered the minimum required in a variety of sizes** and four of the Board members received theirs previously. The cost varies by size, but **we will charge a \$15 donation to the Guild** for those who want a t-shirt. **Joy brought the extras to the annual meeting and some were sold at that time.** Joy can be contacted in case members want to purchase one by making the \$15 donation to the Guild and stating their size.

Cece Johansen, **Events Director**, was unable to attend so **Joy filled in** for her at this meeting. The **trifold document about the Guild** was handed out during the Cherry Blossom Festival, but it **should be updated to indicate who is our new president and any other updates as needed.** The **participation at the February 2nd Waimea annual Cherry Blossom Festival was felt to be well worth the effort** with some books sold and information about the Guild provided to the public. It was agreed we should **continue our participation in future years.** Jim Gibbons efforts in bringing the table/chairs/banner and setting up our booth at the event was greatly appreciated. Other members who helped with setup or staffing the booth included Bruce Stern, Dave Fouts, Louise Riofrio, Jada Tan Rufo, and Bryan Furer.

Joy brought up the idea from Louise Riofrio to arrange a **pop-up bookstore to be held in conjunction with the Waimea weekly Saturday farmers market with Louise and other members to attend the inside booth.** This would allow members to sell their books on a more regular basis. She had provided some of the costs to do this and that liability insurance would be needed (\$100 but not clear per event or per year or other). **It was agreed that the Guild should look into having a standing liability insurance policy so that it would not need to be purchased for each event that requires it.** Louise arrived later in the meeting and with her answers to some of the questions/ concerns raised, **it was agreed this might be useful to do as a trial and more like once a month versus once a week.** She said the **cost per event would be a bit higher (maybe \$30/event vs. \$25/event) with less frequency** and she would check into this.

Louise had also raised the possibility of the Guild having a booth at the April 21-27 **Merrie Monarch Festival.** Apparently to have a booth, one **must be a 501(c)(3) qualified non-profit so we will not be able to do this for 2019, but should be able to qualify for 2020.**

Eila, Director for North Kohala, was not able to attend. **The next North Kohala reading will be held March 25th.** Joy usually attends to collect information for a write-up of the event, but **won't be able to on that date: Diann W. said she would be attending, so will do the write-up for this date.** Eila indicated previously she **would like to resign her role and would try to find a replacement.** Diane checked with her and **Eila said she has not found a replacement, so will continue in her role for now.**

Bryan Furer, Director for Volcano, was not able to attend the meeting. Brian is active in that area of the island and their **previous Volcano Writers meeting was held on February 4th**. He is trying to rearrange his schedule to be able to attend the Board meetings more often.

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**. **Jada Tan Rufo is willing to be the moderator** per information she provided to Joy. **Bruce Stern, our Vice-President said he can create the HWG Chat group in about a week.**

Bruce will take on helping us define the Guild’s 2019 priority projects with near term discussion and voting on top contenders. **This will take a separate meeting to do it. Diann W. agreed to try to find a suitable date for this special Board meeting using an application called Doodle.**

Some **initial priority project contenders** raised by Joy include: **1) a Guild on-line literary magazine and 2) an on-line or e-mailed Guild bulletin**. She provided examples of similar items from the California Writers Club which can be seen at <https://calwriters.org/publications/>. **Duncan indicated something like the bulletin could be done with our current website tools, but the literary magazine would require more sophisticated software. He said he’d look into options for that.** The bigger issue would be deciding on who would edit a literary magazine and also create the bulletin content. The bulletin could include chapters per island.

Another proposed priority project is options to **allow meeting attendance via internet/video and this is being looking into by Diann Wilson**. This could also provide a means for an **internet/video on-line writers support group(s) for those who cannot attend the current ones** held during work hours and held primarily on the Big Island. Diann has looked at **Zoom** which is about \$120/year. **A question was raised as to which computer platforms it can run on. Skype was also mentioned as a cheaper option,** but not clear if it has the same level of features.

The **next regular Board meeting date** was set for **Tuesday, March 5th** at 1:00pm-2:45pm at Tutu’s House. **[Future meetings will also be on the first Tuesday of each month.]**

The meeting was adjourned at 2:30pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next regular Board meeting time and place: Tuesday, March 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 February 23rd**. The agenda will be e-mailed February 28th, 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 28, 2018 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 r early in 2019**. **Who:** A) Board to form an audit committee – Diane & Duncan willing to participate with our treasurer, Bob B) Committee complete audit report **Due Date:** A) *Completed 2/11/19* B) Before March 5th, 2019 Board 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:** *Completed 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 having a moderator. **Who:** Bruce Stern **Due Date:** February 19th
- e. 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.
- f. 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:** **Dues part completed February 8th**, Donation part March 5th

- g. **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

- h. **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

- i. 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

- j. **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.** **Who:** Diane Revell **Due Date:** March 5th

- k. Investigate **liability insurance for the Guild** relative to the various events we attend or initiate. **Who:** Diane? **Due Date:** March 5th