

# MINUTES

Hawaii Writers Guild

March 13, 2018

Rev. 1

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*

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 1:35pm.

The Secretary, Diane, requested the **minutes of the February 13<sup>th</sup> Board 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, **one new member pending dues payment for a total of 48**. 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**. Bruce Stern indicated his e-mail listed is an old one, so **Diane will make the update** with his current one **prior to posting**.

Diane also provided some handouts of the suggested **Events Nomination Form** with it filled in to be used as an example. Bruce found **a typo on the example to be corrected, but otherwise the Form was accepted by the Board**. **The form and the example filled-in form will be posted to the HWG Website for members to use** to nominate events for the Guild to sponsor. **The Webmaster will pass the accepted forms members fill-in along to the Events Director for consideration**. **A form letter to acknowledge receipt** and indicate they will be considered by the Events Director and eventually the Board **should be sent in return to the nominating member** by the Webmaster or Events Director.

Our **Treasurer, Bob Lupo, was unable to secure the Guild checkbook as he could not locate** it as Duncan's house, but **he will be going back to get** it as it has been placed in a more prominent location. **Bob will also look to see if he can locate the Guild documents provided to Duncan by Ray Pace** shortly before Duncan Dempster's accident. **If Bob can locate the documents** of the Guild's incorporation, **he will have the documents scanned into PDF format and provide the scanned versions to the Secretary** to archive electronically. The audit cannot be conducted until the documents are located and maybe not until Duncan is able to help

Bob put the papers into a logical order. So, **the Bylaws required audit is currently on hold.** Eliza mentioned she was owed a check relative to some of the January 30<sup>th</sup> Annual Meeting and Dinner expenses, so when the checkbook is received Eliza should be paid; **she'd be willing for her dues owed for 2018 to be deducted from what was owed to her.**

Regarding **dues collection using PayPal or Stripe, it was agreed the associated fees should be collected in addition to the dues amount,** so the Guild is not subsidizing those fees. Whether PayPal or Stripe is used can be left up to the Webmaster to decide. In addition, **the means to donate electronically from the website using the selected payment application should be added to the Website.** For now the way to pay one's dues is via cash or a check to the Hawaii Writers Guild.

**Bruce Stern provided the returned security deposit check from Anna Ranch to Bob that should be entered as "Voided."** Anna Ranch personnel had sent it to the address on the check which is currently Julia and Ray Pace's home post office box. This led to a discussion of **whether the Guild should obtain their own post office box and where that should be.** Near the Treasurer's home was rejected as who is Treasurer will change over time. **Near the credit union in Honoka'a where the Guild's account is located was suggested.** This will require **more research to ensure a box is available at the desired location and to research the fee.** If the **Guild has its own post office box, that could be put on the Guild's checks or if we use instead the address of a Guild officer or director for now, the checks should be left without an address on them** (new checks) or with the one on them now crossed-out.

Diane raised the issue of the banking account signature list. **It was agreed it would be better to have more versus less Board members on the signature list to ensure we can readily obtain two signatures per check as the Bylaws state.** This had not always been followed in the past, but the Board agreed it was a good policy. So, **the signature list will be updated to also add in Cece and Diane to the four already on the list for 2018.** Bob reminded us that **the person at the credit union would prefer we all come in the same date though not required to be the same time of day to provide our ID and signatures for the new signature form they maintain.** We agreed **the plan would be to go there on Tuesday, March 27<sup>th</sup> and for those who want to carpool they could meet at the parking lot at Tutu's House at noon** after the writers' meeting. Those going together to the credit union might want to dine together at a restaurant near there.

This led to the topic of **developing rules for signature authority that would be incorporated into the Bylaws.** The rules would be along the lines that particular officers/directors could sign for amounts up to \$X and above that only a subset of officers/directors could sign. A delineation of signing authority might also be made depending on the type of document to be signed. This would include the requirement for all expenses to be run past the Board for approval prior to expenditure of funds. **Bruce Stern agreed to draft a set of signature authority rules. Diane will help in putting them into Bylaws appropriate edits.**

**Taxes owed was raised, but that seemed to be likely a non-issue this year** as the Guild per a comment from Cece's tax advisor it appears we are more like a club that collects dues versus like a business.

*Committee Reports:*

Duncan our Webmaster was still out of commission for a while. When he returns we need to ensure we establish having backups for each of the Board members. **Bruce previously 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. **We should have it on the agenda for our next Board meeting, but it will be up to Eliza as Bruce will be on an extended trip March 31 – May 22.** Bruce suggested open items on the agenda (like this one) should be placed in a “**parking lot**” so they are not forgotten. [A list of Parking Lot items is now located at the end of these minutes.]

The **Public Relations Director**, Joy, mentioned that **our Hawaii Writers Guild with 10 authors joining Hometown Reads has now gone live on Hometown Reads’ website (<https://hometownreads.com/>).** Others can join in. To find our group look for “Hawaii” as the location and you will see those who have already joined.

Joy mentioned she worked with Diane to figure out how to **tell others on Facebook what to do to ensure they receive notice of new postings to our Hawaii Writers Guild Facebook pages.** **Joy sent out a Facebook message to members** with this information.

**Joy reported on the search for a suitable amplifier/mike/recorder for use by the Guild.** She, Cece and Bruce went to a shop in Kona to check out some options. They found a suitable setup then **Bruce went to Costco** to see if a similar option was available at a lesser price and the answer was “yes” as **Costco had two options, but the lesser cost one at \$150 was the closest to the one tried and selected at the shop.** **This could be used at the upcoming April 4<sup>th</sup> Lit Nite to check it out and if not suitable returned.** **This requires it being purchased in the meantime.** We need the checkbook to make this happen or for reimbursing someone if they buy it on their own. **A mike stand was not included in the Costco set, so would need to be purchased separately.** The **Board** agreed this seemed a good approach and **approved the expenditures.**

Eliza mentioned that she and Bruce had **considered adding another Google Group that would be specific to informal communications among our members** that was other than Guild-specific business. This seemed needed after the Hawaii Writers Guild Google Group was changed to only allow postings by Board members. It would be available for those who don’t want to be on Facebook or Twitter as well as all members. **The name of “HWG Chat” was suggested to indicate the intent of being for Guild members, but not formal Guild business** and could cover members looking for editor help or just conversation on general writing topics. Board members would be requested to join so it would also be a means for members to raise issues with the Board. **The one issue is getting a Board member to agree to be a moderator for the site** to ensure nothing inflammatory was introduced. **Bruce was going to see if Duncan would be willing and up to setting this up while he was still in recovery** (to relieve boredom?). A general Forum on our Website was rejected as it would be open to the world and this was to be for members.

The Events Director, **Cece**, mentioned our next Lit Nite would be Wednesday, April 4<sup>th</sup>. She was looking for one other reader who had not read recently or at all at the Thelma Parker Library. **Diane agreed to read some of her short poems at Lit Nite. Cece encouraged all on the Board to attend as one of the readers, Mahealani Wendt, was coming from Maui.**

There was discussion of the first workshop or more to be held at Tutu's House and the dates needed to be nailed down. **Cece agreed to work with Lorraine at Tutu's House and Sam Cudney who had agreed to run one or more workshops to settle on a date.** She is looking at evening or weekend dates to try to draw in those with weekday jobs.

Cece had sent out a message seeking interest in the planned Volcano area reading event to be held on Saturday, May 5<sup>th</sup>. That date worked best for Joy and Bryan and some others versus a date in April. This event would make use of **the KMC facilities within the Volcano National Park. She needs 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. A theme related to spring of rebirth and rejuvenation had been previously suggested by Bryan.

**Eila, Director for North Kohala, mentioned the next North Kohala Public Library reading event is on Monday, April 9<sup>th</sup> at 6pm.** She has the readers lined up for the event and will be one of the readers. Eila took time to engineer the recording from the February 12<sup>th</sup> reading event then made it available for broadcast on the local Kohala radio station, KNKR, at 8pm on March 5<sup>th</sup>. She did a public service announcement for that broadcast. She has provided a link to the archived version of that broadcast: <http://knkr.org/archives/special-broadcasts/> titled *Public Reading 2/12/2018*. She also thinks the Guild should record a general a public service announcement advertising the Hawaii Writers Guild and maybe Eliza could do the recording. Although a fair amount of work, **Eila also plans to record, engineer and have broadcast at a later date the reading to be held on April 9<sup>th</sup>.**

Eila strongly suggested we should 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 North Kohala Library is too small to accommodate the TV equipment needed for that, but it might be accommodated at the Thelma Parker Library. Or individuals could go to the station's studios to be recorded for broadcast. Joy mentioned she was planning to visit the Hilo studio to check it out. Joy also said **anyone can take a class at the station's studio on how to use their equipment. The classes are \$100 or for seniors \$50 and once a person successfully passes the class they can make use of the equipment for free** to provide broadcast material for the station. **She suggested we make the membership aware of the classes and then we might have more folks to help record our events.**

**Bryan Furer, Director for South Hawaii, was unable to attend today's meeting.** The most recent Volcano Writers Group meeting was held Monday, March 12<sup>th</sup>.

Vice President, **Bruce Stern, mentioned he would be away for the next two Board meetings** as he has trips March 31 – May 22, so will miss the next two Board meetings and maybe one in June.

**Eliza, President, had 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. She said **we could either do our own version or do a formal National Poetry Slam which will require a fee and following of their rules for judging.** She felt their scoring rules were actually a fairer way to do it with a panel of a small set of random attendees instead of the whole audience acting as the judge. We could use their scoring even if not entered as one of their events. **The Board did not decide on whether to do the local version or National version but seemed to be leaning towards a locally designed event.** She said it would be best to hold a series of events, say quarterly, and also at the same venue, same day of the week and same time of day. **The venue should accommodate at least 30 people.** Prizes could be donated gift certificates. Eila mentioned **Eliza may want to contact our member Pete Cameron in North Kohala as he was involved for years in the National Cowboy Poetry Gathering in Elko, Nevada and may have some ideas or suggestions for our event. Eliza will make a proposal for the Poetry Slam.**

The next meeting date was set for **Tuesday, April 10<sup>th</sup> at 1:30pm-3:30pm.**

The meeting was adjourned at 3:00pm since Eliza had to leave for an appointment.

Respectfully submitted,  
Diane Revell, Secretary

Announcements:

- **The next meeting time and place: Tuesday, April 10<sup>th</sup> 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 31<sup>st</sup>.** **The agenda will be e-mailed April 5<sup>th</sup>,** five days prior to the meeting.

Attachments as separate files:

2018 Signature list for HWG Hawaii Federal Credit Union account  
Event Nomination Form  
Event Nomination Form Filled-in Example

- Parking Lot:
  - **The goal had been for the audit of the HWG finances be completed no later than February 28<sup>th</sup>, but this was delayed again due to lack of access to necessary documents. Who:** Form an audit committee **Due Date:** Within a month after access to necessary documents
  - **Need to decide whether to obtain a post office box for Guild business and where** it should be located. **Who:** Not clear **Due Date:** April 10<sup>th</sup>

- Place the **Events Nomination Form and filled-in example on HWG Website** for members' use. **Send out a notice when it is available. Who:** Duncan Dempster **Due Date:** TBD
- **Obtain and scan into PDF format the Guild incorporation documents and any contracts in effect.** Provide the scanned documents to the Secretary to archive. **Who:** Bob Lupo **Due Date:** TBD
- After obtaining the scanned **Guild incorporation documents and any contracts in effect, archive them in a Google Doc and organize for easy access. Who:** Diane Revell **Due Date:** One week after receipt of documents (unless later than April 9<sup>th</sup>, then by May 10<sup>th</sup>)
- **Draft a set of signature authority rules.** Have the Secretary help in putting them into Bylaws appropriate edits. **Who:** Bruce Stern/Diane Revell **Due Date:** March 28<sup>th</sup>
- **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. **Who:** Bruce Stern/Eliza Cahill **Due Date:** March 28<sup>th</sup> for presentation at April 10<sup>th</sup> Board meeting
- Those on the 2018 credit union signature list **need to provide ID's and signatures for the new signature form the Hawaii Federal Credit Union maintains for our banking account.** We all need to **appear on the same date of March 27<sup>th</sup> though we can come at different times. Who:** Bob Lupo/Eliza Cahill/Bruce Stern/Eila Algood/Cece Johansen/Diane Revell **Due Date:** March 27<sup>th</sup>
- **Buy a suitable amplifier/mike/recorder for use by the Guild.** The \$150 set at Costco is recommended and it is preferred it be bought prior to the April 4<sup>th</sup> Lit Nite so it can be tried out there. **Also, need to buy a mike stand** somewhere else. **Who:** Not Clear **Due Date:** No later than April 3<sup>rd</sup>.
- Provide the **dates for the Punctuation Workshop to be given by Sam Cudney at Tutu's House. Who:** Cece Johansen **Due Date:** No later than April 10<sup>th</sup>
- **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 emceeding as well as any finish work.** A) **Initial Framework Who:** Bruce Stern/Eliza Cahill **Due Date:** TBD B) **Finalized Version Who:** Diane Revell while checking with Eila Algood and Cece Johansen to be sure their experiences were included **Due Date:** TBD

- **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. **Who:** Not clear **Due Date:** TBD
- **Finalize logistics for the May 5<sup>th</sup> Volcano Reading at KMC's facilities at Volcano National Park.** **Who:** Cece Johansen **Due Date:** TBD
- **Presentation of a proposal for the HWG Poetry Slam.** **Who:** Eliza Cahill **Due Date:** April 10<sup>th</sup>
- **Let members know about classes on equipment use available at local Public Access TV Station [Nā Leo TV: <http://naleo.tv/>] for \$100 or \$50 for seniors that if passes allow the use of their equipment without charge.** **Who:** Not clear **Due Date:** TBD
- **Find a moderator on the Board for the new HWG Chat Google Group.** **Who:** Not clear **Due Date:** TBD