

MINUTES	Hawaii Writers Guild	May 26, 2021
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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:

Carol McMillan – *President*, Bruce Stern – *Vice President*, Diane Revell – *Secretary*,
Bob Lupo – *Treasurer*, Joy Fisher – *Public Relations*, Duncan Dempster – *Webmaster*,
Louise Riofrio – *Events Director*, Bryan Furer – *South Hawaii/Volcano Regional
Director*

Others Present via Zoom:

Charles Roberts

[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 to the Board’s Google Group. Also, prior to the meeting Treasurer Bob Lupo had e-mailed the **final Treasurer’s log for April 2021 (Attachment 1) and the interim Treasurer’s log for May (Attachment 2)**. Bob indicated he had an appointment that would require him to leave the meeting early today but was able to be present for all the treasurer related discussions.

President, Carol McMillan was the Zoom host and **called the meeting to order at 1:03pm**. She welcomed all and invited those attending to remind her to check for anyone in the Zoom “waiting room” to let them join even after the meeting was in session.

Carol and was not sure if her most recent exchange with Laura Burkhart since our last meeting to see if Laura would serve as **manager of a new Mentorship program without compensation** had been answered, but later in our meeting discussion of grant applications, thought the answer had been, “no.” Although what Laura previously described (see attachment in Agenda for April 28, 2021 Board Meeting) sounded like a great program and implied she could be the manager of it, in Laura’s prior experience with managing a mentorship program, the mentors had been compensated via a related grant.

Secretary, Diane Revell called for approval of the Minutes of the April 28th, 2021 HWG Board of Directors Meeting – Revision 1. It was seconded and the measure passed unanimously. 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**. [Both posting on 5/27 and e-mail completed 5/31.]

Diane documented in a memorandum to the Board on May 25th, the Hawaii Writers Guild DUNS Number that is required for businesses that want to do work for or obtain grants from the US federal government **and also an account for the Guild on the SAM.gov website**. The memo provides the information for both items including the history to obtain them. She wanted to include an attachment with **the details on the SAM.gov account but not until she could**

assure the security of the information and requested some feedback from the Board on suggestions to secure the information so it would be available to other Board members if needed in the future. **Bruce Stern provided some suggestions including use of a password management tool like KeePass and Diane agreed to look into that** to secure the information.

Bruce Stern, Vice President, provided a summary of the **membership status with 76 active members that includes two student members though two active members are about to be made inactive** due to delinquent dues payments of 3 months or more. The **current count includes four new members** since last month's data. There are 5 members listed as inactive and they will be dropped from the list before next month as their dues are delinquent for more than 6 months. Duncan did a quick check with Bruce on the five names, and he will be removing them from the Our Authors page of our website as well as a personal page associated with the author if there is one. There are no pending members.

Currently there are **46 members on the Opt-In list**, and it includes some of our most recent members. Bruce had wanted to send the **latest version of the Opt-In Contact List to full membership** but had a technical difficulty to resolve before **it being sent out later today** [sent shortly after the meeting ended].

Previously **Bruce had agreed to reactive our HWG Twitter account** as it was thought our younger members were more likely to use Twitter than Facebook. **He did** reactivate the account and the **handle for the Twitter account is @HIwritersguild**.

Treasurer, Bob Lupo provided a summary for the final April log provided in Attachment 1 and the details for the interim May log in Attachment 2. We ended April with an American Savings Bank (ASB) operating balance of \$4,723.22, \$5.00 shy of the Interim Report to reflect ASB's Monthly Service Fee. So far in May, the Guild has recorded membership dues payments of \$280.00 (4 new member invitations, 3 membership renewals), plus a generous \$160 donation from Laura Burkhart, and an Amazon Tax-Exempt Rebate of \$9.16 for aggregate interim inflows of \$449.16, to date in May. Hence, with zero outflows, the Guild's Interim May 2021 Operating Balance equals \$5,172.38. It was agreed that is a great place to be though mainly due to lack of event spending from the pandemic restrictions.

Bob also said he had **filed the 990-N postcard federal tax filing for the Guild on April 23rd**. For Hawaii, the Guild was effectively at zero owed for GET. [State of Hawaii, Department of Taxation: Tax Facts 98-3 Feb. 2021 Revision: <https://files.hawaii.gov/tax/legal/taxfacts/tf98-3.pdf>]

Our Webmaster, Duncan Dempster, confirmed he is fine with the **e-mail associated with the Hawaii Writers Guild's Zoom account** (and also for YouTube if needed) **being switched** from that of our prior president, Diann Wilson, to **his administrative e-mail tied to our website: admin@hawaiiwritersguild.com**.

There was a **discussion** on whether to take immediate action **to transfer Guild financial information to the Zoom account** that had been initiated by our prior President Diann Wilson as well as her **making the change to the account e-mail address to be that of our**

administrative website account that goes to Duncan Dempster. The intent would be to allow her to remove her credit card as the financial information used for the accounts annual renewal in April. Most of the discussion was that **the next renewal 10 ½ months from now, so there should be no immediate change needed except for the e-mail address** and a means to have the Guild billed instead of Diann Wilson could be worked on in the meantime or closer to the renewal date. Then a whole new Zoom account for the Guild could be initiated and Diann's original account we have been using could be terminated. **Bob Lupo should contact Diann Wilson to see if that would work for her.**

Committee Reports/Updates:

Louise Riofrio, Events Director, has kept the membership aware of the independent pop-up bookshop events currently held twice a week in Waikoloa and Kamuela, respectively with her weekly e-mails. She had received information recently that the **Joanne Williams Christmas in July event will be held this year on Saturday, July 17th from 9am-5pm at the King Kamehameha Hotel in Kailua-Kona**. For the **independent pop-up bookshop, she has reserved an 8-foot table that can accommodate 5 people at a time to sell their books with 3 slots already taken**. The tables are reserved at a cost of \$110 and those who reserve a spot with Louise will split the cost. The Guild has previously participated in the Christmas in July events, and we had the funds allocated in our approved budget for this year. **The Board agreed unanimously to reserve a table and asked Louise to do that so the Guild can provide information to the public about our organization** at a separate table; Louise agreed. **[Bob was requested in a follow-up e-mail to send the necessary check to Louise to make the reservation.] Carol McMillan agreed to spend part of her time that day staffing the Guild's table and other members are encouraged to join her** with our business cards and tri-fold brochures on hand to hand out, but no book selling at our Guild table.

The Public Relations Director, Joy Fisher, said there were no recent PR releases. However, she and Cece have done much work to define the **first edition of the HWG Newsletter** for members that they plan to have **published to our website in July**. The many features in work for that edition include the following:

- New member profiles of the 8 who have joined in 2021
- A synopsis of new 2021 publications by our authors
- An interview with the group of Volcano Writers Group authors about their publication "Voices From The Mist" and any future plans
- Short opinion pieces from our authors in a Genre Corner feature with two planned for now
 - One with Lehua Wells – She was stumped in her attempts to write the great American novel, but once she heard about writing an episodic novel instead, she has been writing every day.
 - One with Amanda JS Kaufmann on how she used writing of "punk" haiku to get over a mid-life crisis
- Having Carol McMillan provide an introductory welcome to the Guild and our newsletter

We became an **official associate of the Berkeley branch of the CWC, to exchange information on our events** including our HWG YouTube Channel series. **Our members can check their event tickets page for upcoming events** that as an Association Affiliate our members can attend. <https://www.ticketsource.us/california-writers-club-berkeley-branch> **The Berkeley branch of the CWC next guest speaker offering will be in September** as they are now on a summer break.

Joy provided a draft of the message to the Board the night before seeking comments on what she planned to send to the members **looking for someone with experience to head a grant writing activity to apply for next year's Laura Jane Musser Fund grant.** [She sent the message out to the full membership **later on May 26th.**] One suggested use for a grant could be to fund a person to head a mentorship program. [Later feedback from Laura Burkhart in an e-mail clarified her position that the leader for the mentorship program was assumed to be uncompensated, but the mentors in prior experience had been compensated.]

We had some **prior discussions on whether including information on our website of our members who offer services for compensation versus free could in some way conflict with our 501(c)(3) tax-exempt status.** Joy Fisher in considering this and as our local source on the rules for tax-exempt status had determined that use of a disclaimer could remove any issue about providing personal advantage to members. **The agenda for our meeting included her suggestion for a disclaimer.** Duncan mentioned he already had **a version of a disclaimer on the Writing Resources/Local Help page of the HWG website** but would also consider the one proposed by Joy as the page is being updated. **Both versions are provided in Attachment 3.** Perhaps boxing or highlighting the disclaimer on the webpage might be useful.

For the April 23rd e-mail Duncan **sent to the membership with a question as to what ideas they had to make improvements to the website,** he had received **9.** He previously said there are **some good ideas suggested that will take a bit of time to evaluate and implement.** **At today's meeting he said he should complete this task in the July/August timeframe.** Also, Duncan has made some **updates to the Our Authors** webpage for newer members and in some cases the authors have also provided information for their own page on our website. These include members, Hannah Michnya, Amanda JS Kaufmann, and Charles Roberts.

Duncan had received via our website a contact from **Russell McGilvery associated with the US National Park Service and specific to Volcanos National Park, looking for writers fluent in Hawaiian** to work with Formations, Inc. (a Portland, Oregon firm) for signage to be used at the park. Bruce Stern suggested that **our member Cece Johansen with her background might know of one or more persons that could assist them.**

Carol McMillan mentioned that **Johnson Kahili IV, serving as Diversity Coordinator,** was not in attendance. Diane Revell said he had provided immediately after our prior Board meeting his initial status in this role. Diane had provided his information near the end of the April 28th Board Meeting Minutes. This included **his recommendation that his reporting to the Board be done quarterly. This would make his next report come in August.**

Bryan Furer, South Hawaii/Volcano Regional Director, provided an update on their activities. The group held their first in person social gathering for this year at Ira Ono's Volcano Garden Arts last Sunday. The next group writers meeting will be June 7th at the same location, and they will be making plans for their next book and a public reading of their first book. Their group has now grown to an average of 8-10 members. Some of their members have received scholarships to attend the local public television training sessions and Bryan is one though he has not set a date to start.

For new business, **Carol McMillan wanted to run an idea by the Board.** She is considering **offering a class perhaps at Tutu's House in Kamuela.** When she talks with others in the public about writing and our Guild, she feels many are happy to talk story but don't see themselves as writers. Her idea with her teaching background is to offer a class maybe called **"Talk Story/Write Story" that would get those folks more comfortable with writing their stories.** The Board members encouraged her to do so and thought that Tutu's House would appreciate hosting such a class. There should be no problem associating it with our Guild.

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

The meeting was adjourned at 2:18pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

1. **The next regular Board meeting time and place: Wednesday, June 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 Carol McMillan and Secretary Diane Revell at their e-mail addresses (sylvanease@msn.com and diane.b.revell@gmail.com) 10-days prior to the next meeting, so by June 13th. The agenda will be e-mailed June 18th to the full membership five days prior to the meeting.**

Attachment 1: Hawaii Writers Guild Final Treasurer's Log for April 2021

Attachment 2: Hawaii Writers Guild Interim Treasurer's Log for May 2021

Attachment 3: Disclaimer Versions for HWG Website Local Help Page

Parking Lot:

Hawaii Writers Guild - May 26, 2021 - Board Meeting Minutes, Revision 2

1. In July have Duncan report on website improvements made from member suggestion poll.
2. In August have Johnson Kahili IV, serving as Diversity Coordinator, report on any recent status.

Joy Fisher's proposed disclaimer for our listing of local resources to avoid 501(c)(3) tax-exempt conflict:

While we believe services offered for sale in this listing are done so in good faith, listings of any individual offering writing-related services on the Hawaii Writers Guild website does not constitute endorsement, recommendation, or representation that the Guild has vetted any listers. Readers are encouraged to investigate to verify terms of services offered for sale, and to use their own judgment in making any purchases. By all means, if you have any adverse experiences with anyone listing services available, please report your experience to admin@hawaiiwritersguild.com.

Hawaii Writers Guild Website, Writing Resources/Local Help page current version of a disclaimer (<https://www.hawaiiwritersguild.com/local-help.html>):

Such personal help services may be fee-based or free, subject to individual negotiation between members, with HWG acting only as a referring agent with no responsibility or liability as to quality or quantity of help rendered. Other resources may be business-related, such as printing, copying or binding services.