

MINUTES Hawaii Writers Guild May 27, 2020

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:

Steven Foster, Cheryl Ann Farrell

[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 April 2020 (Attachment 1), the preliminary Treasurer’s log for May 2020 (Attachment 2). The fourth draft of the HWG 2020 Budget (Attachment 3) had been previously provided to the to the Board Members by Bob, included in the agenda for this meeting and as an attachment to these minutes.

President, Diann Wilson was the Zoom host and called the meeting to order at 1:04pm.

The **Secretary, Diane Revell, requested the April 22nd Board Meeting Minutes be approved.** A motion was made to approve the April 22nd minutes, seconded and the **Board voted unanimously to approve them.** 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.**

Treasurer Bob Lupo provided a quick summary of our financial status with the details in Attachments 1 and 2. Diane R. raised the **issue of still showing a 501(c)(3) legal reserve fund** though we now have obtained that status. It was **suggested we could hold it as a general rainy day or reserve fund. The Board agreed to this change.** This also **raised the topic of the remaining retainer funds held by the attorney’s office.** It was agreed we did not need to leave it with the attorney and could request it be refunded to the Guild where it could be added to the reserve fund. **Joy Fisher agreed to request the refund as she has served as our liaison with the attorney’s office.**

Next was discussion related to the proposed HWG 2020 budget to be considered for approval and adoption. This, as at our previous meeting, included the need to avoid handling use of our income that could endanger our recently received 501(c)(3) qualified charity status by providing finances for activities or purchases that were benefiting individuals versus the Guild’s stated public purpose. The issue involves tax exempt versus non-exempt expenses and the ratio between the two that would be acceptable to retain IRS tax-

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exempt charity status. Bob's concern had been heightened by one case where a motorcycle club lost their 501(c)(3) status when they had a ratio of only 8% non-exempt that triggered their loss. For previous discussion, Bob provided prior years' expenses of income that fell into four main areas with the first three that might be primarily construed as individual benefits (non-exempt) versus community benefits: Annual Meeting and Dinner (29%), Pop-up Bookstores (14%), and Festivals (11%) added up to a total of 54% and the remainder of professional expenses being tax exempt (46%). The main trade off from prior practice to avoid this issue would be to have members (and if appropriate non-members like at the annual dinner meeting) participating in our sponsored events cover most or all the costs. **Current draft budget shows a maximum Guild budget allocation of \$150 towards the annual meeting and dinner** with other costs to be covered by charging those who attend. **This allocation would be 4% of our budget** and Bob strongly suggested should be **treated as a maximum not to be exceeded**. Today's discussion centered on the pop-up bookstore costs but also applied to the costs of festival participation. **It was agreed we may need to seek advice on how to quantify these activities for tax purposes that is split between promotion of the Guild versus book sales by the members at the events**. Consideration of requesting the advice from our retained attorney or via our membership in the Hawaii Alliance of Nonprofit Organizations (HANO) led to the consensus HANO would be the best option. **Bob Lupo agreed to put this question to HANO**. Approval of the budget may need to be revisited after this information is provided.

Related to these pop-up and festival events, they usually require liability insurance and our current policy would need to be renewed in May or prior to the first follow-on event. **Bob had donated the cost of that last year and said he would do so again this year**, so it is not a component of the cost that would be passed to the members. **Louise wanted to experiment with a couple other events** to see what type of traffic/benefit they would have **and said she would provide the funds for those events** (liability and table cost). **Bob and Louise agreed to work the specifics for the liability insurance outside the meeting, but to make sure it was in place before the first of the coming events** currently planned for June 13th.

Committee Reports:

Our Webmaster, Duncan Dempster, mentioned that several of the new members have yet to provide their information for the website's Our Authors page; of our 68 authors only 48 have entries posted. Bob Kennedy was the latest author to have his information added to our authors page. Duncan has now **completed putting all the author entries in alphabetical order** for easier location of a specific author. He also said he had reluctantly removed the entry for our former member, John Holland, who was a mentor to several others, but as he has been gone for over 2 years, it seemed time.

Duncan has **completed our registration with Amazon's Smile program as a 501(c)(3) charity that Amazon users who use smile.amazon.com can select Hawaii Writers Guild as their charity in the program so ½ of 1% of the person's order costs would be given annually to the selected charity**. **Duncan e-mailed a message to the Guild members with this information**. [He since found they pay out to the charity quarterly, but if the total donation

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would be less than \$5 Amazon rolls that forward for the next quarter versus making a less than \$5 payout.]

The Public Relations Director, Joy Fisher, said our future events are currently on hold due to the COVID-19 restrictions. Our next Writers Voices reading would have been on June 11th, but though one can now hold group events, the group is currently limited to 10 and she felt that would not be an adequate audience with the author/readers taking up much of that count. This in part will be determined by the rules that our venue, Tutu's House chooses to implement. She thought the next planned date in August on the 13th would be more workable assuming the virus-related restrictions are relaxed more by then.

Joy said there is no new response to the Newsletter Editor Ad, but she thinks it is important and is leaving it up on the website. **It was previously suggested the Board members may want to provide Joy with some ideas of who among our members we thought might be good candidates.** She did not indicate she had been given any names.

There was an intent to have a **reading of writings from our first issue of *Latitudes***, but the restrictions on large gatherings put that **on hold. There is the potential to do so remotely via Zoom or a recording put on YouTube.** Joy would want someone else to do this as she doesn't feel she has the technical skills in those tools to do so. **It was thought Eila Algood or Jada Rufo might be helpful for this.**

Regarding a **next issue of the *Latitudes* Literary Review**, Joy heard from the committee chair Laura Burkhart for that endeavor. **Laura feels she cannot take on the task as managing editor for this 2nd issue** as she has some other near-term time commitments into September that do not provide enough time, she knows it would take. She also felt she could not submit writings for *Latitudes* when in that role and she would like to submit something for the 2nd issue. She would be willing to be more involved later. **Joy agreed to check with Laura for her suggestions as to whom might be a suitable replacement.** Michael Foley's name was mentioned as a potential candidate or maybe Branden Savage.

Louise Riofrio, Events Director, indicated the current plan is to hold our **next pop-up bookstore at Paniolo Stables on Saturday, June 13th**. When asked about what type of virus restriction compliance would be in place, she said **masks and hand sanitizer are to be available and used.** There was discussion of the splitting of costs between the Guild and the author members who staff the table and **\$20/event by the Guild was the current assumption** with additional fees to be covered by the authors. The price per table for the pop-up events was going to be raised to \$40/ event, but with the virus issues, it currently is staying at \$30/event. The Guild participates in two Saturday events at the Paniolo Stables per month.

Louise plans to experiment on the 1st and 8th of July at her own expense at a couple Wednesday pop-up bookstore events and will do this at either King Shops in Waikoloa and/or at Paniolo Stables in Waimea. This is to see how the visitor traffic level compares to the Saturday events.

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Per Louise the Christmas in July festival in Kona-Kailua has been cancelled. **The HawaiiCon event September 24-27 is still on** and she recommends our Guild participation. **She will check to see if as a qualified non-profit we can participate without paying a fee.**

Louise said she may be away part of the coming months if cruise ships restart after the virus slow down, so **someone else will need to pick up her Events Director tasks when she is away.**

Eila, Director for North Kohala, was unable to attend, but had sent out information to the Board earlier. **She did facilitate** for members who were interested a **Zoom class on April 25th, on *How to Facilitate a Writers Group*.** She also initiated a **Zoom writers support group twice a month on Saturdays.** In May (2nd and 16th) and **June (6th and 20th) she found two members willing to facilitate the meetings by alternating: Braden Savage and Tamara Hynd.** In a recent e-mail Eila promoted **use of Zoom and YouTube for hosting some of our public readings of our members' written works.** **Diann W. was going to follow-up with Eila for more specific information on what she had in mind.**

Bryan Furer, Director for Volcano, was not able to attend the meeting. The **Volcano Writers Group's plan for a public reading at Ira Ono's Volcano Garden Arts to highlight works from their book *Out of Our Minds: Voices from the Mist* had been cancelled** but they plan to schedule it when virus restriction have been loosened to allow that. **Joy said Bryan told her the last time they spoke this event was still on hold, but she will check back with Bryan to see if any updates.**

Bruce Stern, Vice President, provided a summary of the **membership status with 65 active paid full members, two student members, and one potential member late on payments.** So, 68 members if the one late one pays.

Our President, Diann W. noted the **Kohala Mountain News published an article on *Latitudes* and in total had poems or articles from 4 of our members in their May issue.** In response to her **message to the members to request those interested in having a writing buddy or mentor to let her know, she had four pairs of writing buddies matched up.** **She plans to follow-up with those buddies in 3 months to see how it is working out for them.** She realized as she did this that it was a one-shot match and **we need to find a way to do this on a reoccurring basis** especially as new members come into the Guild. In response to a request, **she agreed to send the guidance she sent to the writing buddies to the Board members.**

Diann Wilson said she will act as the coordinator to ensure only one Zoom meeting is scheduled at a time using our Guild Zoom account that should be used for Guild-specific business. She will do this in part to ensure the Guild Zoom information is closely held for security purposes.

Diann said she had **noted a political item posted to the Guild website. All the Board concurred that was inappropriate and should be deleted.** **Diann agreed to talk with Jada who handles the Guild Facebook group to ensure it is removed.**

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Diann asked our two non-Board members who attended how they are doing with their writing. Cheryl Ann said she hasn't done as much writing as she would like. She teaches on-line college classes and participates in a Kauai poetry group. Steven said he is working on his third novel now about the last beekeeper of Hawaii.

The next regular Board meeting date is set for Wednesday, June 24th at 1:00pm -2:45pm via the Guild's own Zoom account. [Hawaii's COVID-19 virus related "stay at home" restrictions were relaxed effective June 1st, but still some limits on group gatherings.]

For those who cannot come to Waimea on the Big Island in the future to attend the board meetings, we do have Zoom active to allow remote attendance via a computer and internet. Each meeting agenda includes the specific meeting information for joining via Zoom and tutorials can be found on-line.

The meeting was adjourned at 2:15pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next regular Board meeting time and place: Wednesday, June 24th at 1:00pm – 2:45pm** usually at Tutu's House at 64-1032 Mamalahoa Hwy # 305, Waimea, HI 96743, but **via all Zoom through June.** Attendance via internet or phone via Zoom will be offered and if still under "stay at home" restrictions will be the method used.
- **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 May 14th.** The **agenda will be e-mailed May 19th** five days prior to the meeting.
- Parking Lot:
 - a. **To consider Guild participation in Sept. 24-27, 2020 HawaiiCon** at the Sheraton Kona Resort & Spa, **determine if a reduced or no fee for participation by qualified non-profit.** **Who:** Louise Riofrio **Due:** June 23, 2020

Attachment 1: Hawaii Writers Guild Final Treasurers Log for April 2020

Attachment 2: Hawaii Writers Guild Preliminary Treasurers Log for May 2020

Attachment 3: Hawaii Writers Guild 2020 Budget (4th Draft)

Attachment 1: Hawaii Writers Guild Final Treasurers Log for April 2020

Hawaii Writers Guild Treasurers Log for April 2020

American Savings Bank Balance as of March 31, 2020	\$2,175.32
April Inflows To Date	
James Gibbons, membership renewal, 4/4//20	40.00
Amy Elizabeth Gordon, membership renewal, 4/4/20	40.00
Cheryl Ann Farrell, membership renewal, 4/4/20	40.00
Virginia Fortner, membership renewal, 4/4/20	40.00
John L. Hart, membership renewal, 4/6/20	40.00
T.J. Michaels, membership renewal, PayPal, 4/13/20	40.00
Bruce Stern, membership renewal, PayPal, 4/22/20	40.00
Mark M. Brown, membership renewal, PayPal, 4/23/20	40.00
Total April Inflows To Date	320.00
ASB Monthly Service Fee	-5.00
Total April Outflows To Date	-5.00
Total ASB Operating Balance as of 4/30/20	2490.32
Less 501-c-3 Reserve Fund	-600.00
ASB Operating Balance as of 4/30/20	1890.32

Attachment 2: Hawaii Writers Guild Preliminary Treasurers Log for May 2020

Hawaii Writers Guild Treasurer's Log for May 2020

American Savings Bank Balance as of April 30, 2020 **\$2,490.32**

May Inflows To Date

Mahealani Wendt, membership renewal, 5/12/20 40.00

Diann Wilson, membership renewal, 5/12/20 40.00

Total May Inflow:, To Date **80.00**

Total May Outflows To Date **0.00**

Total ASB Operating Balance as of 5/26/20 **\$2,570.32**

Less 501-c-3 Reserve Fund **-600.00**

ASB Operating Balance as of 5/26/20 **\$1,970.32**

Attachment 3: Hawaii Writers Guild 2020 Budget (4th Draft)

Hawaii Writers Guild Budget (4th DRAFT)--2017 Actual to 2019, 2020 Estimated:					*****
Revenues - Expenses = Retained Earnings Surplus / (DEFICIT)					Pro Forma
					COVID-19
	2017A	2018 A	2019 A	2020Est'd	2020 E
Revenues:					
Retained Earnings Balance as of January 1		\$958.43	\$2,737.35	\$ 2,392.63	\$2,392.63
Dues--Existing Members (43, '17; 51, '18, 60, '19, 70e, '20)	\$1,710.00	\$2,040.00	\$2,414.76	2,800.00	2,800.00
Cash Donations		\$2,320.00	\$709.98	500.00	500.00
T-Shirt Revenues + C Card Expense Donations			\$470.80	449.22	449.22
Total Operating Revenues	\$1,710.00	\$4,360.00	\$3,595.54	\$ 3,749.22	3,749.22
Less Operating Expenses:					
ASB Setup Deposit + Monthly Account Fee			157.85	60.00	60.00
501-c-3 Legal Expenses/Misc. Legal, Hano Membership		600.00	1,300.00	500.00	500.00
Anna Ranch-- Dinner Rental	\$156.24	\$208.33	\$250.66	275.00	\$275.00
Dinner Supplies		\$560.00	\$774.87	801.26	150.00
Pop-Up Events		\$0.00	\$511.81	480.00	240.00
Thelma Parker Library Rental		\$275.00	\$0.00	0.00	0.00
Room Workshop Rentals/BOD Meetings		\$50.00	\$100.00	150.00	50.00
Speaker/Microphone Rental/TV Setup		\$0.00	\$100.00	40.00	0.00
Kamehameha Christmas / July Festival		\$0.00	\$110.00	110.00	0.00
Kamehameha Christmas / November Festival(JoAnn Williams)		\$225.00	\$200.00	200.00	200.00
Cherry Blossom Festival		\$0.00	\$90.00	100.00	100.00
Vinyl Banner/T-Shirts/Trifold		\$490.80	\$49.22	40.00	40.00
Website Hosting/Net Setup Fees, Zoom Link	\$351.89	\$0.00	\$0.00	249.22	249.22
Domain Email Accounts (2 in '18, 4 in '19)		\$0.00	\$0.00	100.00	100.00
Posters (6 in '18, 8 in '19))		\$89.95	\$65.00	40.00	40.00
New Business Cards/Expense Reimbursements/Supplies/P.O.Box	\$243.44	\$82.00	\$230.85	400.00	400.00
Total Operating Expenses	\$751.57	\$2,581.08	\$3,940.26	\$ 3,545.48	2404.22
Total Operating Income	\$958.43	\$1,778.92	(\$344.72)	\$ 203.74	1,345.00
Estimated Retained Earnings	\$958.43	\$2,737.35	\$2,392.63	\$ 2,596.37	\$3,737.63
Notes:					
Our current bank balance (Retained Earnings) as of 4/24/2020 is \$ 2,415.32					
Pro Forma 2020 estimates vary from 'normal' 2020 estimates to reflect favorable anticipated trends given expense allocation shifts to members for Annual Dinner Expenses and Pop-Up Events and the potential impact of COVID-19 for 2020 Festival Expenses.					