

MINUTES

Hawaii Writers Guild

May 8, 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*, Diane Revell – *Secretary*, Bob Lupo – *Treasurer*, Joy Fisher – *Public Relations Director*, Cece Johansen – *Events 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 1:40pm.

The Secretary, Diane, requested the **minutes of the April 10th 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 she did not have the latest membership roster with her but would post it after the meeting. [As of May 8th, the Guild has **current membership: 49 active members plus two new member pending dues payment for a total of 51.**]

Diane indicated she still needs to **post the Guild documents of incorporation** to make them available to the Board members. [She has sent a shared PDF version as of 4/11/18 stored on her Google Drive, but may need to fine tune this approach by consulting with someone more familiar with Google drive.]

Our **Treasurer**, Bob Lupo, said **we currently have \$1038.48 in checking and the required minimum of \$50 in savings**. He received additional dues payments from seven new and renewing members since our last Board meeting. **He will send out dues payment reminders** to the new members who still need to pay up as well as to those with 2nd quarter due dates for annual dues and to any other delinquent dues members.

The question of an **audit was superseded by the question of whether the Guild would owe taxes** (thought unlikely based on prior questions Cece posed to her tax advisor) as we only collect dues and some donations. We had decided previously to **get a written opinion from a tax advisor about the Guild's tax liability** once the tax season was over and advisors would more likely have time available. **Bob Lupo agreed to check with an officer of his homeowners association to see if they could recommend a tax advisor for this activity**. It was assumed the Guild would need to pay for this service. A set of questions to raise with a tax advisor was suggested to be developed. Cece indicated she had previously worked with Duncan to develop questions and that is what she had used when she spoke earlier with her tax advisor.

The Treasurer only accepts cash or checks for now though we are looking at the option to allow PayPal or a similar payment application such as Stripe. This might make it easier for our international member to pay her dues. Diane said she had looked up the costs to be added to a dues payment if PayPal were used. **For PayPal a US transaction of the dues and fees, the total would be \$41.46** (the amount of dues plus 2.9% plus \$0.30), while **for an international transaction using UK as the example, the total would be \$42.03** (4.4% plus 0.20 GBP which is about \$0.27 USD). Once a PayPal Standard Business account is set up, the Guild's website would need to provide a way to link to the means to pay for dues or a donation via our Guild PayPal account. **Eliza was going to check with Duncan to see if he would be able to set up the account and put the link for payments on the website.**

The topic of **developing rules for signature authority that would be incorporated into the Bylaws had been previously raised by Eliza.** This was to be **postponed for Bruce Stern to work after he returns from his vacation around mid-June.** When a draft of this concept is available **Diane would help to put it in Bylaws format.**

Committee Reports:

Duncan our Webmaster was still out of commission for a while. Prompted by his absence we decided a policy of backups for each Board member was needed. **Eliza drafted a Guild policy on who covers in the case one of the officers is out of commission temporarily** for vacations or other issues or not performing their assigned Guild role. **She sent it to the Board members for comment and with that feedback and the discussion at the meeting, it was decided to simplify this** to just cover the roles of which officer covers for another in case of absence. **Diane agreed to help draft this simplified version.**

The **Public Relations Director, Joy,** mentioned the purchased **amplifier/mike/recorder for use by the Guild** was the same as one Bryan Furer had bought for use by the Volcano Writers Group. She said **it worked quite well at the May 5th Volcano reading** that included significant participation from members closer to Waimea. There were ups and downs relative to this Volcano reading. The use of the KMC lodging (for those who wanted to attend, but also spend the evening to avoid a late-night return home) was not possible as the KMC along with the Volcanos National Park were temporarily closed due to the recent volcanic activity. So, this and an illness resulted in some of the planned readers from Waimea area cancelling out. But despite another local competing event (Cinco de Mayo) there were about 17 listeners and 5 readers in attendance. **Joy felt it was a very successful event and worth repeating perhaps 2 to 4 times each year and Bryan had agreed to that conclusion.** Jada was unable to attend, so Joy tried to also act as photographer for this event but had yet to check out the photos taken.

Joy provided information on her April 13th meeting with Nā Leo Public Access TV [Nā Leo TV: <http://naleo.tv/>] to discuss the training programs they provide to the public. **Most of the coursework is on-line, but the proficiency tests are conducted at their studio.** One must pay the fee first before being able to access the on-line course work. There are 4 on-line sections, then two practical exams at the studio that are more like a hands-on means to show what the trainee has learned, but with support of their staff to correct any errors. The "final

exam” is for the trainee to create a Public Service Announcement (PSA). It was explained that a 1 to 5 minute video would require about an hour in the studio to edit it. Once a person produces a PSA, he or she will become certified and can then borrow the equipment from Na Leo with no charge. **It was suggested we could post an advertisement to our members to see if any would like to become certified as proficient and if they committed to record and edit a certain number or hours of our Guild events, we would have the Guild reimburse payments made for the certification (\$100 or \$50 for seniors).** Joy plans to take the classes and become certified with her own funding. **She will draft a write-up of this opportunity for our members to train and participate, provide it to Board members for feedback, then send it to the full membership.** She said once a PSA or other video is created the station will run it at least a couple times and it also then becomes available for use on our Guild website. The station may also use it as filler in their program schedule as needed.

Cece Johansen, our Events Director, mentioned the next event is the Waimea Lit Nite on June 6th. She has also investigated the Christmas in July event at the King Kamehameha Kona Beach Hotel in Kailua-Kona on July 16th and recommends our participation. It was agreed the Guild should sponsor a table there. As a craft fair it is mainly things other than books, so we would stand out as a book related table. She said it would be **helpful if we had a children’s book author represented** as people who have visited other of our event tables have often asked about children’s books. **Part of the issue will be having representatives on-site early enough to do the table set up by being in Kailua before 7am.** Cece now lives in Kailua-Kona and plans to investigate opportunities at the local Kona public library there to hold author readings. **The annual Hawaii Music and Books Festival was held May 5-6 in Honolulu. This could be a possible future event, but for now it is likely too expensive** for our organization as the fees to participate as well as the need for air travel and accommodations make it so. A booth of 10’x10’ with an 8’ table and two chairs is \$600 (\$450 if a proven non-profit) with an additional \$50 if the required insurance is purchased via the festival organization. If electrical power or other equipment needed that would be extra.

She mentioned that the readings Paul Bryant had worked on to hold with the Laupahoehoe librarian ran into some May conflicts, so currently we do not have any readings planed at their library.

Cece had worked to settle on a date for a workshop with Lorraine at Tutu’s House and Sam Cudney who had agreed to run one or more workshops, but as Sam had replied in April he could not do it for the time being and did not provide any future likely dates **this activity with Sam has been dropped** and Lorraine had expressed to Cece no desire to continue to pursue this activity with him. Eliza had spoken with Sam and his main concern had been he would have to develop the course material and wasn’t sure how long that could take. If a workshop by Sam is developed and available in the future, the better venue would be the North Hawai‘i Education and Research Center (NHERC) in Honokaa,

Eila, Director for North Kohala, was not available for this meeting. She said previously **she will work for future scheduled readings at the North Kohala Public Library, beginning in late summer.**

Bryan Furer, Director for South Hawaii, was unable to attend today's meeting. The most recent Volcano Writers Group meeting was held Saturday, May 5th with significant participation of other Guild members from other areas of the island primarily from Waimea. [The next meeting of the Volcano Writers Group will be held May 14th.]

Vice President, Bruce Stern, was unavailable as he has trips March 31 – May 22, and one in June so will miss Board meetings while away.

Eliza, President, has done some previous checking into possible venues for Hawaii Poetry Slams, but currently recommends this activity be postponed until autumn. Other activities like the readings and possible workshops are better near-term priorities.

Eliza will draft a Public Service Announcement about our Guild for use on KNKR (Kohala North Radio), but is **looking for some inspiration as how to best do that with a sense of enthusiasm.** Any suggestions should be sent her way; **she thought Eila might have some ideas.**

There was no new activity on finding someone who could meet **the need for the "HWG Chat" Google Group moderator. Bruce was going to see if Duncan would be willing and up to setting this up while he was still in recovery,** but not clear if he asked Duncan before Bruce left on vacation or if Duncan felt up to the task for now.

Eliza did visit two of the Hilo bookstores. Basically Books did not seem like the best venue for readings of the works of most of our authors as they focus mainly on Hawaiian books versus just books by authors who live in Hawaii. She also visited a mainly used book store and was not sure of the name but felt it would be a good place for placing some Hawaii Writers Guild cards though she did not have any with her to leave behind. Their venue was not set up for readings. [The list of Hilo Bookstores selling used and sometimes also new books include the following: Hilo Bay Books, Still Life Books, Kilauea Books, Big Island Book Buyers.] **Placing of Guild business cards at local bookstores was considered a way to get the word out about the Hawaii Writers Guild to the larger population of the island.**

Joy agreed to contact our member **Mahealani Wendt** as Mahealani had **expressed interest in having a writers group on Maui where she lives that could get together but would like some guidance.** Joy was going to wait for the availability of the April Board Meeting Minutes to proceed. The purpose is to see how best we could help Mahealani. **This would fit with the plan to have some developed processes for use by the Guild.**

Eliza said **having some standard forms/letters/processes for the other things the Guild does:** holding reading events and all that encompasses including a timeline of the sequence, answers to frequently asked questions (FAQ), congratulations e-mails to new members, requests for dues, etc. **Eliza would like the Board members to provide her with a list of these types of things that we could standardize and (if you have them) examples to use. Diane suggested she could create a HWG secretary handbook** that would include templates for agendas and meeting minutes.

The next meeting date was set for Tuesday, June 12th at 1:30pm-3:30pm.

The meeting was adjourned at 3:10pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- The next meeting time and place: Tuesday, June 12^h 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 June 2nd. The agenda will be e-mailed June 7th, five days prior to the meeting.
- Parking Lot:
 - The goal had been for the audit of the HWG finances be completed no later than February 28th, but this was delayed again with focus on determination of tax status taking precedence. Who: Form an audit committee Due Date: Within a month after determination of the Guild’s tax status
 - Find a tax advisor for a written determination of the Guild’s tax liability. Who: Bob Lupo Due Date: June 12th
 - 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
 - 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: June 22nd.
 - 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. A) Who: Eliza Cahill will draft and send out for review Due Date: Draft and feedback *Completed May 8th* B) Who: Diane Revell to wordsmith based on results of May 8th meeting. Due Date: June 12th

- **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. 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.** Provide HWG business cards at local bookstores. See about establishing readings at other venues like the Kona Public Library **Who:** Eliza Cahill for bookstores, Cece Johansen for Kona Library **Due Date:** TBD
- **Presentation of a proposal for the HWG Poetry Slam.** Some work done with a suggested venue; see minutes **Who:** Eliza Cahill **Due Date:** reset to September 11th
- **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:** Joy **Due Date:** TBD
- **Find a moderator on the Board for the new HWG Chat Google Group. Who:** Eliza Cahill/Bruce Stern **Due Date:** TBD
- **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. Who:** Duncan Dempster **Due Date:** TBD