

MINUTES

Hawaii Writers Guild

July 3, 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*, Eila Algood – *North Kohala Director*

Others Present:

Shirli Shook

[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 1:30pm.

The Secretary, Diane, requested the **minutes of the June 12th Board meeting** be moved to be approved and they **were approved**. 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 51 active members some delinquent on this year's dues with one new member pending dues payments. Bob Lupo mentioned he has continued to send gentle reminders to those with outstanding dues and counting those with dues owed this month as well as others past due, 10 people owe. Related to this **we had a discussion of how to treat those with delinquent dues**. It was agreed last month that **there would be a 3-month grace period after which the member would be retained in the Guild records, but the member would not have access to the privileges of membership until they paid their delinquent dues** (examples: cannot vote in the annual election, cannot be a reader at a Guild sponsored public reading). It was decided this month to add this policy to the Bylaws.

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.] It was suggested a high-level folder for this purpose could be created within the Hawaii Writers Guild-BOD Google Group. She tried to investigate how to do this, but did not see a way other than to require tagging all postings. **Bruce Stern, Vice-President, said he was sure there was a way to do folders in a Google Group and he will investigate this for Diane**. It was previously mentioned **some additional bank related documents should be scanned and added to this set of documents** when the means to store them is finalized.

Diane provided prior to the meeting a version of **Bylaws updates to handle the signature authority rules per prior discussions and e-mail replies. Additional changes were discussed including some recent e-mail replies on submittal of receipts, accounts security and more. Diane will make a new draft update to distribute for approval prior to our next meeting.** It was also agreed that **Joy's suggestion, seconded by Bruce Stern to have a legal review of these changes completed** to ensure they seem appropriate for our organization.

Our Treasurer, Bob Lupo, said **we currently have \$1238.48 in checking and the required minimum of \$50 in savings.** He has received two additional dues payments of \$40 that he still needs to deposit. **[After the meeting Bob realized he had made one other deposit since our June meeting, so with the two most recent deposits as of July 5th that brings the checking total up to \$1358.48.]** He continues to send out dues payment reminders to the new member who still needs to pay up as well as to those with 3rd 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. Diane provided Bob Lupo with **a likely legal firm to ask that deals with business law: Olson & Sons (<http://www.hawaiinuilawyer.com/>)** with offices in Kamuela and Kona. **It was agreed Bob should request a cost quote and then let the Board know to approve the expenditure. They might also know of a bookkeeper they could recommend for our use in doing taxes, so Bob should ask them that.**

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. A PayPal Standard Business account specifically for the Guild has been looked into by Duncan and he requested the Board's approval to proceed via his status provided via e-mail. **The Board approved Duncan setting up a free PayPal Standard Business account. Duncan stated he would then update the Guild's website to provide a way to folks to pay for dues or a make a donation via our Guild's PayPal account. He needed the Guild's mailing address to set up the account and Eliza agreed to contact Duncan to provide that information.**

It was **suggested by Eliza that Diane should incorporate the previously discussed policy on dues delinquent more than 3 months (see June 12th meeting minutes) into our Bylaws.** [Based on comments from Board members to the draft version by Bob Lupo of an e-mail to send to such delinquent members in the week after this meeting, those **words may need to be revised and approved again before incorporation into the Bylaws.**]

Committee Reports:

Duncan our Webmaster was still out of commission for a while so did not attend, but he is participating as much as possible at this time outside of the Board meetings and **provided his status on his activities via e-mail.** We previously agreed a **new Google Group called "HWG**

Chat” was needed to allow all Guild members to have a free exchange of ideas. Two things are needed to make this possible. **One is to set up the new Google Group. Duncan has declined to this, so we Bruce said he will look into this task.** The other issue was to **have a moderator to ensure no inappropriate use of the group** by member postings. Joy had checked with Jada Rufo to see if she would take on the moderator task, but Jada indicated she was not interested at this time. **Eila said she had someone in mind in our North Kohala Writers Group that might be willing to be the moderator** and she will get back to us with the answer.

A couple other items completed by Duncan included fixing a glitch on the website where each menu bar on each page had disappeared, posting the approved Board Meeting minutes, and posting the ad for the TV skills certification offer.

There was a discussion that several of our members, especially the more recent ones, have not been taking advantage of having their biography, photo and perhaps a personal page on our Guild’s website. Eliza thought we should encourage them to do so. It was agreed that **Eliza would send a personal message to those who have not yet done so, to encourage them create a bio with a photo and the message would include some tips on creating one.** Diane agreed to make a table of those who did not currently have at least a bio on the website and provide that to Eliza.

The **Public Relations Director, Joy,** mentioned the **next Lit Nite (to be renamed) event is planned for August 1st.** She also said a nearer event with one of our members was Eila Algood’s reading at Kona Stories Words & Wine event this evening.

Duncan had **posted Joy’s ad for TV skills certification, but so far no one has taken advantage of the offer.** Joy was not sure how to connect with school video class students that might be interested. It was suggested **she might try connecting with the Parker School or Hawaii Preparatory Academy (HPA) as possible places** with the advantage of the students likely be near our events to record them. **Eila said she knew Kohala High School had students with video experience and she would make initial contact with the school** and pass that information on to Joy.

There was a discussion of **alternate suggestions for the name Lit Nite for the Waimea public readings.** The term Lit Nite was thought not to convey the true nature of the public readings. Some alternatives had been provided via e-mail among Board members. **Joy provided the current list of suggested names and the top three were selected for her to send out the request to the members voting on their favorite.** The names to be voted on were as follows: 1) Author Reading, 2) Writers Voices, and 3) Authors Studio. There were also some suggested corresponding tag lines that could be used on the library’s poster advertising the event: 1) Words Come Alive, 2) Come Listen, and 3) Live Reading. Joy hopes to have a small banner made with the new name for posting at the corner near the Thelma Parker Library near and on the date of the events.

Per Joy, Julia Pace was going to send her the Guild’s logo artwork she has that was used for the previous banner. That banner was done under an account in Ray Pace’s name and we cannot use that account, so the work may need to be redone to create the new banners. **Eila said she**

would also like to have that artwork so she can order a banner to keep in the North Kohala area for use at those library public readings. So, it was requested when Joy receives the artwork that she forwards it to the Board members or at a minimum to Eila and Bruce.

When we have the artwork, Joy thought we should also have T-shirts with the logo on it made available for sale to members. She and Cece will be attending the Kauai Writers Conference in November and wearing the T-shirts there would be a way to help advertise the Hawaii Writers Guild. **Related to the Kauai Writers Conference, Joy inquired about a table there to promote our Guild.** She also has reserved her hotel room with a second bed, so if a member would like to attend to help staff the table while she and Cece are at conference events, she offers the bed to them. The person would be responsible for their own transportation and meals.

Bruce suggested we should also make a tri-fold brochure advertising the Guild for use at our events and ones attended like the Kauai Writers Conference. A tri-fold created on 8 ½ by 11 inches paper is an efficient way to put lots of information into an inexpensive format.

Cece Johansen, our Events Director, was not at the meeting [later found out she was ill]. She had sent out a reminder June 23rd to those who indicated they planned to participate in the **Christmas in July event at the King Kamehameha Kona Beach Hotel in Kailua-Kona on July 16th with the details and an invitation to other members who wanted their books on display and for sale at the event to contact her.**

Cece now lives in Kailua-Kona and plans to **investigate opportunities to hold author readings at the local Kona public library.**

On June 28th Cece sent a letter of resignation from her role as Events Director due to changes in circumstance at this time. She will complete the Christmas in July event activities and act as emcee at the next Lit Nite event on August 1st, but then will cease being the Events Director. She will continue in the Guild as a regular member. So, as per the Bylaws the President will need to nominate someone to replace Cece as Events Director. We held a discussion on possible candidates, but no one came up as likely during the meeting. **Eliza would appreciate any suggestions for Events Director in the meantime.** Joy said she will handle the Lit Nites after August if no one else does it, but she prefers not as she has enough to do in her current role.

Cece in an earlier e-mail to the Board had indicated she thought the workshops being suggested by Amara and in work by Eila should have started with the new Events Suggestion Form being filled in and she was not aware that had been done. As the form was relatively newly available on the website, that might be in part why this had not been done. **Eila said since Cece's comment she had filled in the form.** When filled in our webmaster Duncan is made aware of it and would then pass it along to the Events Director. In our general discussions, **it was agreed the best practice is for a form to be filled in even if the event is raised via other means (like in our Board meetings) as it will ensure the full set of needed information is available for the Events Director and eventually the Board to decide on which suggestions to pursue.**

Eliza previously mentioned that Amara Cudney is interested in offering a workshop for our members and others. It was thought this offering could be held at the North Hawai'i Education and Research Center (NHERC) in Honokaa. **It would be useful for Amara to fill in the Events Suggestion form to better define these.** The form is under the Event Calendar tab with a pull-down menu item called New Event Suggestion which when selected takes one to a page with the blank form and a filled-in sample form:

<http://www.hawaiiwritersguild.com/new-event-suggestion.html>

Eila, Director for North Kohala, has scheduled the first of the future public readings at the North Kohala Public Library, beginning on Monday, September 17th.

Eila will be offering a workshop called "Pride Writing Workshop, Talk Story on Paper". The Board agreed to have this billed as Hawaii Writers Guild's event. The first will be held **August 18, 2018, 3-4:30pm at Tutu's House in Waimea** and the second will be on **August 28, 2018, 3:30 – 5 pm at the North Kohala Public Library.** The flyer for the event will be posted to the Guild's website.

Eila had requested the agenda include **a discussion of how to decide if a member's workshop offering would be considered as a Hawaii Writers Guild event.** It was decided the recommended process would be for the person to fill in the Events Suggestion form and when the event was okayed by the Events Director, the person should attend the next Board Meeting to present the event idea and get the Board's endorsement or could be supported via an e-mail vote if time is of the essence. **The determination of an event being endorsed would be based on it fitting the Guild's vision and mission as given at the beginning of the Hawaii Writers Guild Constitution & Bylaws.**

Bryan Furer, Director for South Hawaii, was unable to attend today's Board meeting. The most recent Volcano Writers Group meeting will be held Monday, July 9th at 10:30am with the theme Humor and Perseverance.

Eliza, President, drafted a Public Service Announcement (PSA) about our Guild for use on KNKR (Kohala North Radio). With input from Eila it was finalized and Eila has a member lined up in North Kohala to **record the PSA [to be completed this weekend, July 9th or 10th].**

Eliza said previously **we should have some standard forms/letters/processes for the things the Guild does;** for example, 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 took some input received from Eila and created a set of steps with related templates for Hosting a HWG Public Reading which she sent to the Board members for comment on July 1st.** She 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, August 14th at 1:30pm-3:30pm.

The meeting was adjourned at 3:05pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next meeting time and place: Tuesday, August 14th 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 August 4th**. The **agenda will be e-mailed August 9th**, 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 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
 - b. **Find a tax advisor for a written determination of the Guild’s tax liability.**
Diane suggested Bob contact the Waimea/Kamuela office of Olson & Sons who do business law **Who:** Bob Lupo **Due Date:** Moved out to August 3rd
 - c. **Draft a set of signature authority rules.** A) Have the Secretary help in putting them into Bylaws appropriate edits. B) Have the related final Bylaw recommended changes reviewed by an appropriate legal advisor **Who:** A) Bruce Stern/Diane Revell B) TBD **Due Date:** A) *Round one completed with round two in work for review prior to the August 14th meeting.* B) Before September 11th.
 - d. **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:** A) *Eliza completed an Initial Framework and received comments by July 3rd* B) **Finalized Version Who:** Diane Revell while checking with Eila Algood and Cece Johansen to be sure their experiences were included **Due Date:** TBD

- e. 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
- f. **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
- g. **A) 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. B) If no takers advertise to others outside of the Guild **Who:** A) Joy, B) Joy working with Duncan **Due Date:** A) *Draft sent by Joy to Board for comments on May 24th. Completed June 2nd - Final distributed to membership* B) *June 3rd Completed*
- h. **Find a moderator for the new HWG Chat** Google Group. Suggested at June 12th meeting Jada Rufo may be a good candidate and should be asked if she is willing. **Who:** Eila Algood **Due Date:** August 14th
- i. **Set up the HWG Chat Google Group for all members to post comments to for an exchange of ideas.** **Who:** Bruce Stern **Due Date:** August 4th
- j. **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:** July 31st
- k. **Additional HWG banners should be obtained** for advertising use. Pending receipt of artwork from Julia Pace to Joy **Who:** Joy Fisher **Due Date:** TBD
- l. **A) Request members input for alternative name for Lit Nite, then B) hold a vote to select replacement and provide feedback to librarian for their poster.** **Who:** Joy Fisher **Due Date:** A) *Completed June 26th*, B) July 10th to support press release by July 15th
- m. Nominate a replacement for Events Director relative to Cece Johansen's director resignation letter. **Who:** Eliza Cahill **Due Date:** July 31st