

MINUTES	Hawaii Writers Guild	August 26, 2020
	Revision 1	

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*,
Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations*,

Others Present via Zoom:

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.]

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 July 2020 (Attachment 1)** and the **preliminary Treasurer’s log for August 2020 (Attachment 2)**.

Bob Lupo had joined before the meeting was called to order but had technical difficulties and could not hear anyone else though we could hear and see him. So, he left before the meeting started. He tried to join via phone but was unable to do so.

President, Diann Wilson was the Zoom host and called the meeting to order at 1:12pm.

Diann provided an update on the “In the Writers Studio” and “WRITE ON!” episodes on our Hawaii Writers Guild YouTube channel. We have 9 episodes of “In the Writers Studio” and three episodes of “WRITE ON!” released to date with some for future weeks already recorded. Episode 6 of “In the Writers Studio” with author Sabrina Ito topped the list of viewings with 164 views. The **HWG Channel is found here:** https://www.youtube.com/channel/UCmn-e3CM6RGNf_8QJMJzzjQ. They are of general interest to writers and sharing these with a wider audience would help strengthen our HWG community and fit with our service goals. Also, you can let your friends know that might be interested.

Diann encouraged those present to **suggest other writers’ groups that might be interested in viewing these episodes to Joy by September 1. Related to this Joy agreed to do a PR release to highlight our newer WRITE ON! episodes that are more instructional versus author interview oriented.** The information could include how to subscribe and be reminded when a new episode of either forum is released. Another suggestion made was for Joy to **contact the Kona Stories Bookstore to see if they would be interested in providing this information** in one of their weekly e-mailed newsletters.

Diann said more than one member has requested a workshop or WRITE ON! episode on how to get their writing published. In the discussion that followed it was generally agreed by those who

Hawaii Writers Guild – August 26, 2020 Board Meeting Minutes

have had published works that such a topic would not fit within the targeted time allocated for these YouTube episodes. Just the ones given in person by Sam Cudney on self-publishing took an hour or two. Diann mentioned top punctuation problems was being considered for a WRITE ON! episode. It was agreed this would be a good topic and to the list she gave the addition of use of ellipses was suggested.

Diann provided a status update on the writer buddies where pairs of our members team up and work to encourage each other in their writing. There are four pairs of buddies and they have each set their schedules to meet regularly. Diann is in one of these pairs. She said it helps to motivate and prioritize her writing as a date for meeting with her buddy approaches. She will check back with each of the pairs again in 3 months to see how they are progressing.

Bruce Stern, Vice President, provided a summary of the **membership status with 67 active paid full (i.e., non-student) members, two student members, two pending members, and two members currently late** on payment. So, if the two pending ones that are approved do pay (currently classified as “provisional”), **we will have 73 active members.** Bruce asked what are the Guild rules relative to late dues payment and similar. Diane said she thought it had two criteria, one at 3 months and another at 6 months, but would check. [After the meeting, Diane located in our current Bylaws the relevant section 3.3 that provides the rules:

“Section 3.3. Delinquent Dues. A grace period of three (3) months will be set relative to delinquent guild membership dues. When a member’s dues are three or more months delinquent and the member has been made aware of the delinquency, the member’s privileges in the Hawaii Writers Guild will be suspended and the member will be informed of the change in membership status. The member will no longer have the following privileges: having a bio and photograph on the website, reading at Hawaii Writers Guild-sponsored author nights, selling books at Hawaii Writers Guild-sponsored events, and attending the annual meeting. After six months of delinquent dues, the member will be removed from the list of current members. “]

Committee Reports:

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 restrictions have been loosened to allow that.

Eila, Director for North Kohala, was unable to attend the meeting as she hosts a KNKR radio program during this time slot. She has continued doing new episodes of the Guild’s YouTube series “**Inside the Writers Studio.**” These have been well received. Eila enjoys the job of being the emcee and doing the interviews. For **Episode 8 Diann Wilson switched roles with Eila to interview Eila as the featured author. Episode 9 had Amy Elizabeth Gordon as the featured author.** Two more are in the queue with the **next episode release on September 1st.** These “Inside the Writers Studio” **episodes alternate with releases of the “WRITE ON!” skills workshops** hosted by Diann Wilson. To be kept up to date on the offerings one can subscribe to the series on YouTube: https://www.youtube.com/channel/UCmn-e3CM6RGNf_8QJMJzzjQ.

Louise Riofrio, Events Director, is away and Jada Rufo is handling the Events Director tasks in the meantime. Jada was not at the meeting, but previously provided information on this last Saturday's pop-up bookstore at Paniolo Stables on August 22nd and as relayed in our meeting there were at least 3 of our authors at the table, each sold 2 or 3 books at a minimum with Jada selling 9 of her books. The Guild participates usually twice a month with the pop-up bookstore.

With the virus restrictions on large gatherings, no plans for other types of events are in work. [The HawaiiCon 2020 in person event was cancelled previously, but on Sept. 3 Louise forwarded a message from HawaiiCon that included the following: "So...Registration is Open! **You can register to attend right from the HawaiiCon homepage: www.hawaiicon.com.** Just hit the big teal button that says REGISTER FOR HAWAIICON 2020." They are providing a virtual version of the convention and **at their website under Events they provide ways to participate.**]

The Public Relations Director, Joy Fisher, said our future events continue to be on hold due to the COVID-19 restrictions. Any future Writers Voices public readings will in part be determined by the rules that our venue, Tutu's House, chooses to implement. As mentioned above in the discussion under Diann Wilson's section, **Joy will be providing a PR announcement about the update to our HWG YouTube channel** with the addition of the "WRITE ON!" episodes. **To have her provide this information to other writing groups, we were tasked with providing the name of the group, contact person facilitating it in some capacity and contact e-mail address by September 1st.**

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.

Regarding a next issue of the *Latitudes* Literary Review, we need a managing editor and a poetry editor. It was agreed we should figure a way to continue with issues of *Latitudes*, but with the time commitment being a deterrent to several contacted for in particular the managing editor role, **we talked about alternate ways to continue. One suggestion with some support was to limit the resources required for an issue by focusing on just one or two of the genres such as just doing non-fiction.** Someone suggested Bob Lupo might be willing to take it on if it was scaled down – Bob was not present, **but Duncan said he would raise the issue with Bob by phone after the meeting.**

The intent was to have two issues of *Latitudes* per year (spring and autumn), but we may end up sliding the second edition or moving to one issue per year.

Our Webmaster, Duncan Dempster, said of our current 71 paid full and student members, **only 54 have provided their photo and bio for posting** to our Guild website (up by 4 from last month) with a subset having their own pages linked in. As he has sent one or more reminders to those who have not provided information, **he plans to leave it for now with only telling new members that join about this opportunity.**

Duncan said we would once again not receive any payout this quarter from Amazon Smile as we had accumulated less than \$5 up until the end of June. Several of us thought our purchases would have generated enough to kick us over the \$5 amount. **Diann Wilson requested that each of us using Amazon Smile check our accumulated amounts shown on our accounts and let Duncan know.** [Diane R. checked her Amazon Smile purchases and realized some major ones were since the end of June. Also, **it appears the donation shown is for all donations accumulated since the person first initiated an Amazon Smile account,** so not all might have been designated for HWG as the charity and it is since day one versus in the current year. Also for **purchases made going through Amazon.com without specifically going to Smile.Amazon.com those purchases did not contribute to the total used for the charitable donation calculation.** Diane changed their home computers' bookmarks to be for Smile.Amazon.com and deleted the bookmark for the non-smile one to better insure all purchases contribute. Both links have the same information and logons with the only difference seeming to be whether it contributes or not.]

Treasurer Bob Lupo was not available, but had provided the current July and August financials shown in Attachments 1 and 2. Bob had provided the question on **expenditures that might be deemed as benefiting individuals versus the Guild that might endanger our nonprofit status** with the IRS to the 5 CPA's recommended by the **Hawaii Alliance of Nonprofit Organizations (HANO)**. He had provided the **reply of one of those with his comments in an e-mail** the week prior to the meeting as seen in **Attachment 3**. We deferred discussion of this to next month's Board meeting with the expectation Bob would be able to attend.

Approval of the budget may need to be revisited after this information is reviewed.

The **Secretary, Diane Revell, requested the July 22nd Board Meeting Minutes be approved.** A motion was made to approve the 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.**

We discussed the need to initiate an ad hoc nomination committee to select officer candidates for 2021. Diane said she has served as Secretary since 2017 and would prefer **not to run for 2021** but might instead take on the newsletter editor job that Joy has lobbied for us to have. [Bob Lupo said in an e-mail after the meeting he would prefer not to serve as **Treasurer next year** but would consider other roles in the Guild.] Someone asked if those on the nomination committee need to be directors, but that is not a requirement, just a member in good standing. **Diann Wilson requested those willing to serve on the Nomination Committee let her know before our next Board meeting.**

We also discussed what type of event we should have for the January annual meeting. Diane R. had mentioned we may need a plan A and B with one if no COVID-19 restrictions on group gatherings and the other if several restrictions still in place. In general, **it was agreed we would likely need to do a Zoom event versus in person** though having an outdoor event was also suggested. We decided to pick a date so we can reserve it on our calendars. Section 5.1 requires

Hawaii Writers Guild – August 26, 2020 Board Meeting Minutes

our annual meeting to be in January. Based on past meetings we determined it is best to not have it too close to New Year's Day and a week or so prior to February to get up to speed with new officers from the election at the annual meeting. **Saturday, January 16th was selected as the annual meeting date.**

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

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 even when we moved back to in person meetings. Each meeting agenda includes the specific meeting information for joining via Zoom and tutorials can be found on-line. With the virus restrictions currently in place and expected to go on into September and likely beyond we expect that meeting to be also held only via Zoom.

The meeting was adjourned at 2:07pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

- **The next regular Board meeting time and place: Wednesday, September 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.
- **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 September 13th. The agenda will be e-mailed September 18th to the full membership five days prior to the meeting.**
- Parking Lot:

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

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

Attachment 3: Bob Lupo E-mail to Board of Directors on CPA Response

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

Hawaii Writers Guild Treasurer's Log, July 2020					
American Savings bank Balance as of June 30, 2020					\$2,935.27
July Inflows					
Diane Revell, June Membership Renewal, as of 7/22/20					40.00
Janet Carpenter-Morales, June Renwal, as of 7/22/20					40.00
Bryan Furer, Membership Renewal, as of 7/22/20					40.00
Total July Inflows					120.00
ASB Monthly Service Fee, as of 7/31/20					-5.00
Total July Outflows					-5.00
Total ASB Operating Balance, as of 7/31/20					\$3,050.27

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

Hawaii Writers Guild Treasurer's Log, August, as of 8/26/20

American Savings Bank balance as of July 31, 2020	\$3,050.27
August Inflows	
Karen Sellers, New Member Initial Dues, as of 8/10/20	40.00
David Emerson, New Member Initial Dues, as of 8/19/20	40.00
Total August Inflows, To Date	80.00
August Outflows	
Jada Rufo Re: Pop-Up Events + Supplies, Check #121	-97.18
Total August Outflows, To Date	-97.18
Total ASB Operating Balance, as of 8/26/20	3033.09

Note: Total ASB Operating Balance includes \$600 General Reserve Fund

Attachment 3: Bob Lupo E-mail to Board of Directors on CPA Response

8/22/2020

Hello All,

I contacted 5 CPA Firms that HANO recommended.

I emailed Jay Miyaki, CPA, first and he was the first to respond.

Mr. Miyaki was very helpful and insightful.

The good news is most Guild Activities fall within recognizable and approved activities for 501-c-3 organizations.

The key appears to be that there is minimal risk losing tax exempt status as long as our activities have distinct business interests and goals in sync with the Guild's goals and purpose.

Our Annual Dinner, as historically structured, is fine--so long as the dinner is for business activities, i.e., discussing the previous year's achievements and to posit goals for the forthcoming year.

He opined that the Motorcycle Club's dinners were likely private social gatherings and not business events...and the Art Galleries Exhibits were likely for pro profit activities and not, not-for-profit endeavors. The Galleries likely ran afoul of the IRS' commerciality doctrine.

Also, our writers workshops and book readings and our Writers Studio and Interviews events are well within the Guild's founding goals.

Mr. Miyaki cautioned that the one activity we should be cautious about are our bookselling activities at Festivals and Farmers Markets.

Jay opined that "the IRS doesn't like when persons associated with the organization personally benefit."

He recommended a couple of options: 1) The Guild could have members sign an agreement that when they sell their books they are personally liable for taxes due on the book sale; and/or 2) that members sign conflict of interest statements.

In my view, the key here is profiting from the book sale. If books are sold at break-even--or (obviously) at a loss--there would be little or no risk to the Guild. I'm guessing, but maybe making a minimal profit on a book sale would be okay, but how much is 'minimal'? We should discuss.

I do think that insurance covering these activities remain a private donation away from the Guild's books. Whether the Guild would still want to have members sign personal liability agreements and / or conflict of interest statements is an issue we should also discuss.

Mr. Miyaki also recommended the Guild apply for retroactive exemption from Hawaii 's GET, and also file for exemption from the Hawaii Charity Law because we have Gross Receipts below \$25,000.

Mr. Myaki sent an invoice for \$272.25 (including tax) for 3 1/2 hours of emails back and forth. I think that's a very reasonable fee.

See y'all on Zoom.

Best Regards,

Bob