

<b>MINUTES</b>	<b>Hawaii Writers Guild</b>	<b>September 22, 2021</b>
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Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting  
Held via Zoom

Officers and Directors of the Guild present via Zoom:

Carol McMillan – *President*, Bruce Stern – *Vice President*, Diane Revell – *Secretary*,  
Bob Lupo – *Treasurer*, Duncan Dempster – *Webmaster*, Joy Fisher – *Public Relations*,  
Johnson Kahili IV – *Events Director*

Others Present via Zoom:

Donna Beumler, Margaret Zacharias, Cheryl Ann Farrell, Jordan Barnes

[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 August 2021 (Attachment 1) and the interim Treasurer's log for September (Attachment 2)**. Diane Revell a few days prior had e-mailed the Board members a proposal on amending the process for handling new membership submissions **to include some deadlines for approval or disapproval of new applicants**. This is provided as **Attachment 3** for discussion at today's meeting.

Webmaster Duncan Dempster was the Zoom host.

**President Carol McMillan called the meeting to order at 1:05pm.**

**Secretary Diane Revell called for approval of the Minutes of the August 25<sup>th</sup>, 2021 HWG Board of Directors Meeting – Revision 2. 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.**

Bruce Stern, **Vice President**, provided a summary of the **membership status with 78 active members that includes two student members along with the 76 full members**. There was one new member since last time. One member is now listed as pending awaiting payment of their initial annual dues. Some of the increase in active member totals from last time are members that were previously months delinquent on their dues that have since paid, or one who had been very delinquent on dues, then said they'd relinquish membership but planned to rejoin later and has now rejoined. **Bruce said this last case raised some questions on how to handle those who are more than 3 or even 6 or more months delinquent. Do they pay to cover all the time away or does it reset the start date on membership if they basically rejoin (reset their dues date) after being inactive so long?** This led to a fair amount of discussion. With some input from Treasurer Bob Lupo, it seems some of the cases relative to dues being paid after

a significant period of delinquency may have been handled differently than for some other members. **We agreed that the policy needs to be written down to make it clear and ensure consistency and some other updates were proposed. Diane Revell agreed to write up the policy along with the process relative to dues and initiating memberships.** A quick summary of the updates are as follows:

- Per the Bylaws: Over 3 months delinquent a member loses privileges like their entry on our website Our Authors page and a personal page if they had one, Annual Meeting attendance, and voting on officers at the Annual Meeting that is not allowed if not current on dues. After 6 months the writer's entry is made inactive in our membership database.
- If a member leaves the Guild, then rejoins after 6 months by requesting reinstatement and paying annual dues, their new due date shall be the month in which they are reinstated.
- **For past members who were reinstated as mentioned above, but also paid past dues owned up to the date of reinstatement, they will be given credit for those dues payments toward their current dues owed in the future.** This is just a very small number of cases.
- Bruce said it would make **tracking the new members easier if we would count "joining" by a new member as the date they are approved for membership instead of the date they pay their initial dues.** This way approval and date of joining would be one date versus having the need to track two separate dates. No one objected to this.
- **It was suggested that our Treasurer, Bob Lupo, send a reminder to all members about dues such that when they receive a notice from him that they owe their dues, they should reply promptly to let him know if a hardship causes a delay (the Bylaws have options to provide relief in case of a hardship), or they are going to relinquish their membership, or when they will be paying their dues.** (Some have ignored his reminders resulting in much extra effort on the part of the Treasurer and members should be made aware of that.)

There was also much **discussion of changing dues collection to be done for current members in January of each year versus in the month of becoming a member** as has been done up to now. It was generally agreed to change the Bylaws if needed to move to current member annual dues collection to be in January of each year, effective this coming January. At the meeting with the thought the Bylaws would need to be changed, it was intended to have a resolution to that effect **at our next Board meeting, so formal approval was delayed until then** even if no Bylaws change needed. Diane agreed to write-up the dues procedure for review and approval.

**This change in dues collection method would require initially prorating the amount owed based on the member's last payment to get all in sync by January 2022** as the annual payment month. It would also require for all future new members that the initial dues be prorated to get them to January when they would then pay the full annual dues. **The prorating was suggested to be done in quarterly units**, so \$40 dues would be prorated to \$10/quarter to the end of the year. (Note: **As current dues are required to be current to be in good standing for annual membership attendance and voting, this will set the date for collection called as**

**“past due”** instead of being before the end of the month of January, to **being before the date of the annual meeting**. This is because we have held all our annual meetings in January, and the Bylaws in Article V, Section 5.1 states “The annual meeting of the Board of Directors of the Guild with the Guild Membership shall be held in the State of Hawaii each year in January, or at such other time and place as may be determined by the Board of Directors, for the purpose of electing officers and transacting such other business as may be brought before the meeting.”)

**Treasurer, Bob Lupo, provided a summary for the final August log provided in Attachment 1 and the details for the interim September log in Attachment 2.** We ended August and began September with an ASB Operating Balance of \$5,490.10. Four members have renewed to date in September, two via PayPal, three the old-fashioned way, and one new member (initiated membership).

Hence, the Guild has booked interim September inflows of \$239.12, and has an ASB Operating Balance of \$5,729.22 as of September 22, 2021.

**Last month there was an inadvertent due payment made by Cynthia Naden before she had applied and been accepted as a member.** She was informed by our Webmaster, Duncan Dempster that she needed to apply for membership. Bob was unable to unbundle Cynthia Naden's payment, so we may have to refund her that payment if she does not become a member. **No membership application has yet been received from her.** Diane Revell suggested that a **reminder to her could give her an option to convert the fee she paid to be a donation to the Guild if she does not choose to join.**

Committee Reports/Updates:

**Events Director Johnson Kahili** was unable to join via Zoom initially, so **Carol McMillan filled in for the first few minutes of his report before he appeared.** Due to the pandemic restrictions imposed by the Delta variant during this pandemic the **prior plans to start public readings by the Guild at the Saturday Pukalani Farmers Market in Kamuela have been postponed.** Eila Algoood had decided to let someone else continue the *In the Writers Studio* episodes on the HWG YouTube channel. **Johnson agreed to make use of that forum but instead turn it into the equivalent of a public reading by Guild members on YouTube to take the place for now of what had been planned for the Pukalani Farmers Market.** His current plan would be to host one reading per month. The question came up about **when the pandemic restrictions were removed would he do both?** He said that would be too much, he'd be willing to do one or the other and **Carol McMillan expressed interest in emceeding the public reading events at the farmers market.** In reference to the statement about Eila no longer planning to host the *In the Writers Studio* episodes, someone asked about the status on Diann Wilson's YouTube *Write On!* episodes continuing. Diane Revell agreed to check with Diann. **[Diann Wilson said she still plans to maintain the quarterly episodes of *Write On!*, has one she is about ready to release, but needs to have suggestions for new topics and maybe people familiar with the topic suggested. Diane Revell agreed to send out the request for suggestions to the full membership and sent it on September 29th.]**

**The Public Relations Director, Joy Fisher**, did not have any recent PR releases but will put some out when the YouTube public reading episodes are made available. She will also make that news known to our partners in the Berkeley branch of the California Writers Club.

Joy checked with Bob Lupo, *Latitudes* Managing Editor, and Duncan Dempster, Webmaster, to determine when in the new year would be **best time to release the next online Members News** to avoid conflict with the effort to put the *Latitudes* online Literary Review out. The response was to plan for **March 2022**.

**Our Webmaster, Duncan Dempster**, said he has added one new member personal page. He mentioned to another member in attendance, Jordan Barnes, that he would be working on his personal page soon for posting in the next week.

**For the 3<sup>rd</sup> edition of our literary review *Latitudes* that is led by Bob Lupo, submissions have now been open since September 15<sup>th</sup> and will remain open until November 15<sup>th</sup>.** The initial package of information that defined the submission criteria had been sent to the full membership on September 8<sup>th</sup>.

**Margaret Zacharias proposed there should be a Zoom meeting to have Bob Lupo present the *Latitudes* Guidelines that would allow for questions and encourage more submission compliance** with the guidelines checklist and entry form. **Bob was willing to do this**, and it was thought to be a good idea. Specifics for the Zoom meeting were not yet set.

Donna Maltz had proposed a **Guild hosted book club** that Diane Revell raised at our June Board meeting; it was received positively. Diane Revell sent an e-mail on August 20<sup>th</sup> to see if anyone else would be willing to host a Guild book club. One person (Virginia Fortner) did reply that she would be willing to do so, but only if one or two others would join in. **Diane said so far no one else in the Guild has volunteered to host the book club even though Virginia has volunteered to work with a host to make it happen.**

There was no new information to report from the North Hawaii/North Kohala or South Hawaii/Volcano regions. Margaret Zacharias asked about the list of potential region directors listed in the Bylaws section 4.1 and Figure 4.1 that also included a regional directors for North Central Hawaii and Other Islands that seemed to be unfilled. Diane said it was true no one was serving in either of those positions as they had been included for future growth but could be filled with Board approval. **Margaret suggested that some of the current directors in other positions participated in the Guild's weekly Readings and Responses Online Writers Group that could provide representation for the Other Islands regional director role** (as could she). **A resolution to fill the Other Islands regional director role can be brought forward at our next Board Meeting** that would bring our Board of Directors count to ten members.

We discussed **planning for the Guild's annual meeting held in January. It was agreed due to the continuing restrictions and uncertainty relative to the pandemic, we would plan for an online Zoom event** similar to last year. Johnson said he had contact with people who

regularly facilitate large online group meetings. He thought they could be hired to reduce the burden on our organization and let the Board members concentrate on other aspects without worrying the details. This **planning will be raised again as a topic at the October Board meeting**. [Would need to be sure to review the Guild's conflict of interest policy in hiring any such group.]

Part of our annual meeting is election of officers, but long before that we must develop a slate of willing and qualified candidates, create and send out information on the candidates, distribute ballots and tally the voting. Diane having done much of this before thought the finding of willing and qualified candidates was the harder part and that is the role of the nomination committee. Today we came up with a **list of those to serve on the ad hoc nomination committee**. This group currently will consist of **Carol McMillan, Bob Lupo, Margaret Zacharias, and Cheryl Ann Farrell**. Joy Fisher had to leave early for an appointment but after she was gone had been suggested for the committee also, [After the meeting Joy said she would rather not serve this year and Carol thought they had enough on the committee to do the job.] Diane said she would not be on that committee but will help to send out information on the slate of candidates and run the election.

The **next regular Board meeting date** is set for **Wednesday, October 27<sup>th</sup> at 1:00pm-2:30pm via the Guild's own Zoom account**. [Halloween costumes optional?]

The meeting was adjourned at 2:20 pm.

Respectfully submitted,  
Diane Revell, Secretary

Announcements:

1. The **next regular Board meeting time and place: Wednesday, October 27<sup>th</sup> 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@gmail.com](mailto:sylvanease@gmail.com) and [diane.b.revell@gmail.com](mailto:diane.b.revell@gmail.com)) 10-days prior to the next meeting, so by October 17<sup>th</sup>. The agenda will be e-mailed October 22<sup>nd</sup> to the full membership five days prior to the meeting.**

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

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

Attachment 3: Proposed Update to Membership Applicant Process

Parking Lot:

1. Planning should continue in October for our January online annual meeting. **Johnson Kahili to provide information** on hiring of online meeting facilitators: person/business name, rates for services.
2. Ad hoc nomination committee to provide feedback on effort to find candidates for our 2022 officer election. **Carol McMillan**
3. Present a resolution to formalize with time requirements the HWG new applicant review procedure first via e-mail to Board then at meeting for approval. **Diane Revell**
4. Present a resolution to formalize a change in the dues collection process to include redefinition of new member date (approved date vs. initial dues paid date), synchronizing to annual dues owed in January each year and to be paid prior to annual meeting, means to prorate dues owed and handling dues owed of former members who want to rejoin first via e-mail to Board then at meeting for approval. **Diane Revell**
5. Present a resolution to fill the vacant position of the Other Islands regional director and to add Margaret Zacharias to our Board of Directors as the Other Islands regional director first via e-mail to Board then at meeting for approval. **Diane Revell**

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

<b>Hawaii Writers Guild Treasurer"s Log for August 2021</b>					
			<b>ASB Operating Balance as of July 30, 2021</b>		<b>5,211.93</b>
			<b>August Inflows</b>		
			Linda Petrucelli, Membership Renewal, PayPal		39.56
			Donna Beumler, Membership Renewal, PayPal		39.56
			Carla Oreilana, Membership Renewal		40.00
			David Fouts, Membership Renewal		40.00
			Jordan Barnes, New Member, PayPal		39.56
			Tamara Williams, Membership Renewal, PayPal		39.56
			Cynthia Naden, Inadvertent Payment, PayPal		39.56
			AMZN Tax- Exempt Rebate		5.37
			<b>Total August Inflows</b>		<b>283.17</b>
			<b>August Outflows</b>		
			ASB Monthly Fee		<b>-5.00</b>
			<b>Total August Outflows</b>		<b>-5.00</b>
			<b>ASB Operating Balance as of August 31, 2021</b>		<b>5490.10</b>

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

<b>Hawaii Writers Guild Treasurers Log as of September 22, 2021</b>					
			<b>ASB Operating Balance as of August 31, 2021</b>		<b>\$5,490.10</b>
			<b>Interim September Inflows</b>		
			Helena Kim, August 2020 Membership Renewal, PayPal		39.56
			Carol Prescott, November 2020 Membership Renewal, PayPal		39.56
			Carol Hannum, January 2021 Membership Renewal		40.00
			Bryan Furer, March 2021 Membership Renewal		40.00
			Zachary Ehrmann, New Member Initiation		40.00
			Linda Heath, Membership Renewal, September 2021		40.00
			<b>Total Interim September Inflows</b>		<b>239.12</b>
			<b>Interim September Outflows</b>		<b>0.00</b>
			<b>Interim ASB Operating Balance as of September 22,2021</b>		<b>5729.22</b>



### Attachment 3: Proposed Update to Membership Applicant Process

When a recent applicant applied and there was at least one recommendation to deny membership with some director votes still not in after several days, an e-mail exchange began with the process for accepting or denying membership including minimum number of director replies required and if any deadlines on the decision process. The minimum number of votes required was a quorum (51%), but there was no defined deadline. A quorum of directors is expected to reply at a minimum. For HWG that would be with our current 9 directors at least 5 replies are needed to end the process at the time of the initial deadline. The more subtle point about a minimum quorum without waiting for a defined deadline would allow the late votes to override the initial quorum voting. To avoid this a deadline is needed for the President to be able to declare the results without later votes overturning the result.

#### Proposal with updates to existing process in red

- Applicant applies for HWG membership
- Webmaster sends e-mail to Board members with application and request for yay/nay votes be sent to President.
  1. Webmaster includes deadline for response as 1 week from his e-mail being sent
  2. If no quorum by deadline, President sends reminder to Board members who have not responded with need for x-more director votes on applicant by new deadline of one added week from original deadline date.
  3. If a tie results by final deadline, President reminds remaining non-respondent directors their vote needed right away. Phone call or text recommended with related e-mail.

<i>Votes in by initial deadline</i>	<i>Yay</i>	<i>Nay</i>	<i>Outstanding Votes</i>	<i>Action to Take</i>
Less than 5	n/a	n/a	More than 5	President sends strong reminder update with new deadline by adding 1 week.
5			4	Done (odd # so no ties).
6			3	Done unless a tie. . For a tie, President contacts outstanding directors for tie breaker votes by new deadline.
7			2	Done (odd # so no ties).
8			1	Done unless a tie. For a tie, President contacts outstanding director for tie breaker vote by new deadline.
9			0	Done even if before initial deadline.

- President informs applicant of acceptance and request for dues and related HWG website information will follow from Webmaster. Treasurer to monitor for dues.
- Or
- If applicant rejected, President informs applicant of rejection with rationale of ways to improve and suggest applicant to reply again when improvements made.