

MINUTES	Hawaii Writers Guild	September 23, 2020
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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:

Jada Rufo, Carol McMillan, Cecilia Johansen

[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 **preliminary Treasurer’s log for September 2020 (Attachment 2)**. The **final Treasurer’s log for August 2020 (Attachment 1)** is also provided.

President, Diann Wilson was the Zoom host and called the meeting to order at 1:00pm. She welcomed all especially our three non-Board member attendees.

Diann provided an update on the “In the Writers Studio” and “WRITE ON!” episodes on our Hawaii Writers Guild YouTube channel. We have 16 recorded episodes of “In the Writers Studio” with 11 released for viewing to date; thanks to Eila Algood. The next episode will be with our PR director, Joy Fisher. For “WRITE ON!” hosted by Diann, we have 8 episodes recorded and 5 released for viewing. **Diann is looking for more topics as candidates for episodes.** Duncan provided one suggestion while covering his topic later. **The HWG Channel is found here:** https://www.youtube.com/channel/UCmn-e3CM6RGNf_8QJMJzzjQ. In the last month, our channel has had 13 shares, 5 likes, 41 subscribers of which 7 are new, and a total of 397 views. **The episodes 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.

Next up was the planning for the annual meeting. The prior meeting, we had selected **Saturday, January 16th as the meeting date** and had decided that based on current conditions with the corona virus **it will be a Zoom meeting.** **Diann W. was hoping we could make it interactive** and include some video clips. Jada had stepped away due to a repair person arriving at her place, but **Joy suggested Jada might be able to help based on her video provided for last year’s in person meeting** that provided highlights from that year. **Diann also planned to check with**

Holly Algood and Eila Algood for ideas as they had volunteered previously to help with making our annual meeting and dinner event more green and sustainable, but might have other ways to help with a Zoom event.

Bruce Stern, Vice President, mentioned he had sent a new **update to the membership rosters** just prior to the meeting that incorporated more recent status and corrected an error so **versions labelled 35A should be deleted and replaced with the corrected versions 35B**. He provided a summary of the **membership status with 75 active members that includes two student members, two pending members, and two members currently late on payment**. [After the meeting Bruce found the need to make a couple more changes, so **issued a version 35C** that is the one to use. This removed from the active count **2 members who are very late, so per our bylaws are inactive, as well as two pending members who have been accepted, but not yet paid**. This brings our total active member count to 69 full non-student members plus 2 student members for a **total of 71 active members**.]

Committee Reports:

Bryan Furer, Director for Volcano, was **not able to attend the meeting, but Joy spoke to him a while back and reported the status as follows**. 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. However, the **book is now available via Amazon in both paperback and Kindle e-book versions**.

Eila, Director for North Kohala, was unable to attend the meeting as she hosts a KNKR radio program during this time slot. Eila continues to host the every-other-week North Kohala writer support group via Zoom. She has continued doing new episodes of the Guild's YouTube series **"Inside the Writers Studio."** These **"Inside the Writers Studio" episodes alternate with releases of the "WRITE ON!" skills workshops** hosted by Diann Wilson. **Members who would like to be featured on one of the "Inside the Writers Studio"** should **contact Eila** (contact information for all HWG directors is under the Guild Business page of the HWG website). 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 in Alaska, but joined via Zoom as well as did Jada Rufo who is handling the Events Director tasks in the meantime. Jada mentioned that it looked like the Joann Williams Christmas Craft Fair usually held in Kailua-Kona in late November will be cancelled for 2020.

The Guild has been a regular feature twice a month with a **Saturday pop-up bookstore at Paniolo Stables in Kamuela**. Jada said the last time she was there she encountered an attendee who was not wearing a mask and with the increased virus infection rate on the Big Island that

made her nervous to attend and staff the table. She thought we might want to consider taking a hiatus. This also ties into the discussion to be held later this meeting under the Treasurers section relative to **book sales perhaps being an issue in maintaining our Guild's nonprofit status.** Louise said we'd made a commitment to Mike who runs the venue to be there twice a month and if we decide on a hiatus we need to give him a heads up with some advance notice. We are scheduled for this Saturday, September 26th. **It was decided to still hold the pop-up bookstore this weekend, but Mike should be told we plan to take a hiatus in the month of October** (this will give the Guild time to determine the means to separate the activity of author book sales from the promotion of the Guild in a way to not endanger our nonprofit status).

The HawaiiCon 2020 in person event was cancelled previously, but on Sept. 3rd 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 HAWAIIICON 2020." They are providing a virtual version of the convention and **at their website under Events they provide ways to participate.** Diane R. said she thought one of our members, Donald Bingle, had posted to our HWG Facebook page recently regarding HawaiiCon. [Diane looked into this after the meeting and provided the information from Donald Bingle **in a message to the membership as it included how to participate in a free seminar he is offering on Saturday as part of the HawaiiCon 2020 virtual conference with the topic: "How to write short fiction for specific calls and markets."**]

The Public Relations Director, Joy Fisher, said our future events continue to be on hold due to the COVID-19 restrictions and the "Inside the Writers Studio" serves in its place. Any future Writers Voices public readings will in part be determined by the rules that our venue, Tutu's House, chooses to implement.

Joy did a PR release to local newspapers to highlight our newer "WRITE ON!" series that is more instructional versus author interview oriented. The information included how to locate the newer series as well as the "Inside the Writers Studio" series via a search for the "Hawaii Writers Guild YouTube Channel". Joy contacted the **Kona Stories Bookstore** to provide this information and they **sent it out in one of their weekly e-mailed newsletters.**

Joy provided this information to a Puna writing group and to the Berkeley branch of the California Writers Club. In reply to the information sent to the **Berkeley branch** in addition to sharing our YouTube Channel information, they came back with a **proposal that we could become an "official ally" to share each other's event information.** The most recent one of theirs was "Finding and Working with an Agent featuring Andy Rose" (a well-known agent per some Board members) and **the coming event is on Oct. 18th "California's Early Literary Scene featuring Aleta George"** **This and others are listed at their website: <https://www.ticketsource.us/california-writers-club-berkeley-branch>.** They usually charge \$10/ ticket for non-members but do offer a waiver of the ticket fee for those "impacted" by the

COVID-19 virus. Since they are all currently Zoom events due to the virus restrictions, one does not need to be in the Berkeley area to attend.

There was a **motion made** and seconded for us **to become an official ally of the Berkeley branch of the California Writers Club**, to exchange information on our events including our HWG YouTube Channel series. After a call for discussion, a vote was taken, and the **motion passed unanimously**.

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. [Diane Revell has told Joy she would be willing to take this on if she is no longer serving as HWG Secretary.]

Regarding a next issue of the *Latitudes* Literary Review, we need a managing editor and a poetry editor. Duncan Dempster had spoken with Bob Lupo after our prior Board meeting to see if he would take on the managing editor job. Bob agreed he'd be willing if he was no longer serving as HWG Treasurer. Bob was not able to participate in the prior Board meeting so had missed some of the discussion of possible ways to lighten the workload of a managing editor. We tried to explain one **alternate way to continue that suggested to limit the resources required for an issue by focusing on just one or two of the genres such as just doing non-fiction**. Bob was having a hard time on his end hearing this discussion, so **Joy agreed to send an e-mail with the information about this option to Bob 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 **not much had changed** at our website this past month, **but there were a couple items**. **Diann Wilson provided** for her personal page **a link to her website** that includes her published work and her blogs. He also **updated Tamara Williams' author information with a link to her audio podcast that includes her poem "Bliss."** Duncan indicated the podcast is Tamara's means of publishing her poetry and he thought **she did an excellent job and might be open to helping others learn how they could do that**. Could be a potential "WRITE ON!" episode.

Treasurer Bob Lupo provided a summary of the September Treasurer's log to date provided in Attachment 2.

A major point of discussion was book sales potential impact on retaining our nonprofit status with the IRS. Per prior advice from a nonprofit-familiar CPA, our annual dinner being a business meeting those expenses were not an issue, but the sale of our members' books at the pop-up bookstores and festivals we have attended to promote our Guild could be a problem as it is of benefit to individuals versus specific to the Guild. To date Bob calculated we had spent \$407 by the Guild for the pop-up bookstore/festival events and that was about 11% of annual receipts exclusive of liability insurance required for the events. The current plans if continued as

Hawaii Writers Guild – September 23, 2020 Board Meeting Minutes

is could result in 15% or more by year end. All these percentages were way too high compared to other cases in which the IRS had decided to rescind or deny nonprofit status to organizations.

Bob recommended we suspend our mix of book sales and HWG promotion at the pop-up bookstore and festival events. Do one or the other and if book sales are the activity then the paying for a table at the event should be done by the authors not the Guild.

Taking a hiatus on the twice monthly pop-up bookstores (also raised previously by Jada but more as a concern about a few folks at the Saturday market not wearing masks as mandated to limit virus spread) was again discussed. This included the need to still do an event this coming weekend to meet our verbal commitment to the organizer and to let him know we will take a hiatus in October. **The action by the Guild before the end of October should be to have our Treasurer and some of those involved actively in the past bookstore and festival events work on a way to meet both goals to support authors and promote the Guild in a way to not endanger our nonprofit Guild status.** The pop-up bookstore this weekend should be one or the other and if it is book sales then the authors in attendance should pay the \$40 to the Guild to reimburse the costs already paid.

Duncan raised the point he thought this seemed a ridiculous distinction when the events also were used to promote the Guild and provide information to encourage others to join or support the Guild. Eila Algood had previously provided via e-mail **some ideas on what could be done at these events to put more emphasis on promotion of the Guild versus member book sales (see Attachment 3).** Good ideas that the Guild should consider, but Bob did not think that would resolve the issue, so a **discussion on these ideas was postponed from today's meeting.** Bob said we could seek the advice of a tax attorney on this specific topic though that might cost us a lot. **Diann W. said she knew a tax attorney, Hanna Anderson,** who served on a nonprofit for which her husband also was on the Board of Directors **and she would see if we could get the answer pro bono from Hanna.**

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

Louise Riofrio raised the issue that she does not believe the Guild has reimbursed her \$40 of the \$80 she paid for the March pop-up bookstore table. [At that time the agreement was for the Guild to pay half and the author(s) to pay the other half.] Diane said she had checked the Treasurer logs from around that period and into the current time and did not see this listed as a paid expense to Louise so it was still likely due to her. **Bob Lupo to write a check to Louise to reimburse her unless his records show it was paid; coordinate with Louise on this status and where to mail a check if one being sent.**

The **Secretary, Diane Revell, requested the August 26th 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 previously the need to initiate an ad hoc nomination committee to select officer candidates for 2021. For now, the nomination committee consists of Joy Fisher and Diane Revell but being a director is not a requirement, just a member in good standing. To see where we stand for 2021, each current officer was asked if they would be willing to serve another year. Here are the replies that show the need for at least having candidates for 3 of the 4 officer positions.

1. **Diane Revell said she has served as Secretary since 2017 and would prefer not to run for 2021** but would instead take on the newsletter editor job that Joy has lobbied for us to have.
2. **Bob Lupo indicated he would prefer not to serve as Treasurer next year** but would be willing to instead take on the role of managing editor for the next edition of the *Latitudes* Literary Review.
3. **Diann Wilson said she has served as President for two years and would like to take a break**; she has been doing the YouTube “WRITE ON!” series for the Guild.
4. **Bruce Stern said he is willing to stay on as Vice President including handling the membership director role** but does not want to do any of the other officer roles instead.

Diane asked Carol McMillan if she would be interested in running for secretary. Carol laughed and said she has served a couple times in the past in other organizations and has learned she is not good in the role of secretary. She supports the Guild and appreciates members who helped her settle in when she moved here this past year but would choose to support the Guild in some other role.

Carol did recommend that the duties of each officer be made available as she has found that her and most folks can better decide on taking on a job they understand. Diane R. said the roles are defined in the Bylaws (Section 7), but she could put together the information and send it out to the full membership to seek candidates. Joy said she would be willing to call some we think would be good candidates or who volunteer to run as we know personal contact is usually more encouraging.

The election is part of the annual meeting, but especially with it being a Zoom meeting this coming year **early voting will be encouraged**. It has been offered in the past though the majority had voted at the meeting in person.

The next regular Board meeting date is set for Wednesday, October 28th at 1:00pm-2:30pm via the Guild’s own Zoom account [Join the meeting in your Halloween costume?].

Hawaii Writers Guild – September 23, 2020 Board Meeting Minutes

Even when we move back to in person Board of Director meetings for those who cannot come to Waimea on the Big Island (or wherever they are held) in the future, 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. With the virus restrictions currently in place that might go on into the New Year we expect our meetings to be held only via Zoom for the next few months.

The meeting was adjourned at 2:07pm.

Respectfully submitted,
Diane Revell, Secretary

Announcements:

1. **The next regular Board meeting time and place: Wednesday, October 28th 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 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 October 18th. The agenda will be e-mailed October 23rd to the full membership five days prior to the meeting.**

Parking Lot:

1. Discuss implementation of ideas provided by Eila Algood for Guild promotion to the public (see Attachment 3 of Sept. 23, 2020 Board Meeting Minutes).
2. Feedback discussion on separation of book sales and Guild promotion ideas by Treasurer and others in Events group to protect nonprofit status and with tax attorney input (Diann W. from discussion with Hanna Anderson.)

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

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

Attachment 3: Eila’s Ideas for HWG Sponsored Bookstore/Festival Participation with Member Book Sales

Hawaii Writers Guild – September 23, 2020 Board Meeting Minutes

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

Hawaii Writers Guild Treasurer's Log, August, as of 8/31/20		
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
ASB Monthly Service Fee, as of 9/30/20		-5.00
Total August Outflows, To Date		-102.18
Total ASB Operating Balance, as of 8/26/20		3028.09

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

Hawaii Writers Guild Treasurer's Log as of September 23, 2020						
American Savings Bank Operating Balance as of August 31, 2020						\$3,028.09
September Inflows						
Pat Evans, New Member initial dues						40.00
Lnda Petruceli, Membership Renewal						40.00
Donna Beumier, Membership Renewal						40.00
Carla Orellana, Membership Renewal						40.00
Linda Heath, Membership Renewal						40.00
Bob Lupo, Membership Renewal (12,20)						40.00
Total September Inflows						240.00
Total September Outflows						
Jay Myaki, CPA Advice on Tax-Exempt Issue						-272.25
Total ASB Operating Balance as of 9/23/20						2995.84

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

Attachment 3: Eila's Ideas for HWG Sponsored Bookstore/Festival Participation with Member
Book Sales

Re: Kamuela Farmers Market rent & IDEAS
Mon 9/14/20 12:31 PM

Hello BOD:

I have some ideas to enhance the Saturday market to keep in line with the mission of HWG:

- * Create give away flyer with Writing Tips -
- * Create give away flyer with How to Get Published -
- * Create a flyer with the 4 Benefits of Writing during a Pandemic
- * Create a flyer with the 4 Benefits of Reading during a Pandemic
- * Provide Writing prompts with paper for people and a space for 1 or 2 people to sit and write - make it fun - 10 minute limit. Provide individual sheet of paper for them to take and pen (clean in between users).

OR if that's too much work, hand out a sheet of paper with a prompt written on top and let folks take it with them and write at home.

Include the HWG logo and website and social media links on all flyers

Continue to sell books but do outreach to the community in a way that can help them.

If there is a Market committee - they can morph this into whatever they feel will serve the community.

Maybe then, the issue of paying for a table would be justified.

Happy Monday to you all,
Eila