

Minutes of the Hawaii Writers Guild (HWG) Board Meeting, held *via* Zoom. All times noted refer to Hawaii-Aleutian Standard Time.

Officers and Directors present via Zoom:

Diane Revell —*President and North Kohala-area Regional Director, and Interim Treasurer*

Bruce Stern — *Vice President*

Donna Beumler —*Secretary*

Joy Fisher —*Public Relations Director*

Frank Reilly — *Kauai Regional Director and Kauai Readings and Responses Coordinator*

Other Members present via Zoom:

Duncan Dempster —*Webmaster*

Jadelin Bennett

[*Note: In order to assist Donna in preparing the Minutes of the meeting, Duncan —without objection— activated Zoom’s “record” function. Once the Minutes are completed, approved, and posted to the website, the recording will be deleted*].

1. CALL TO ORDER: President Diane Revell called the meeting to order at **6:34 pm**.

a.) Resignation of Bryan as Events Director/search for a new director: Diane confirmed that she spoke with Bryan and he wishes to resign as events director, as he is not able to find the time to devote to this role. However, Bryan will continue in his position as Volcano-area Regional Director. The Board noted that the Volcano writers are very active and productive. Diane will follow up with Bryan with a phone call regarding membership dues.

Bruce advised that he approached a Guild member who has a lengthy track record of organizing and implementing successful events, in order to ascertain her interest in becoming HWG’s events director. He reported that this member is unable to take on the position at this time due to other commitments; however, Bruce relayed that she has indicated she will give this some consideration and let Bruce know in approximately three to four months whether her schedule has cleared sufficiently so that she may be able to assist the Guild in this regard.

b.) *Latitudes*/search for a new managing editor (on-line and print versions): The Board discussed the need for someone to take over the editing and production of *Latitudes* now that managing editor Bob Lupo has found it necessary to step away from HWG activities. The

Board decided to defer a more thorough discussion of this topic until later in the meeting in the hope that Jordan Barnes, who previously indicated an interest in this regard, would call in and join the discussion.

Joy then inquired of Diane as to whether she has discussed with Bob his suggestions, if any, for someone to replace him. Diane did make this inquiry of Bob at a recent meeting with him, although Bob indicated that he had not given this topic much thought. Bob further indicated that, while he is not in a position to mentor a new *Latitudes* editor, he would be willing in the future to be available to answer questions.

c.) Proposal to appoint Frank Reilly as Kauai Regional Director: Diane explained that this appointment, which is made by the president per the Bylaws, would be a Board member position with voting rights. Accordingly, Frank would be encouraged to attend and participate in monthly BOD meetings whenever possible. Upon inquiry, Frank indicated his enthusiastic willingness to take on this role. Diane’s motion to appoint Frank as Kauai Regional Director was seconded by Bruce, and passed by unanimous vote of all directors present. The Board welcomed Frank and extended its appreciation to him for being willing to take on an active role in the Guild and its Board. There followed a general discussion concerning the need to reformat the schematic in the Bylaws to accommodate this Kauai-specific position. Bruce asked that Duncan add Frank to the BOD “Google-groups” e-mail distribution list, and Duncan agreed.

d.) Youth creative writing project: Carol Prescott was not available to update the Board as to the status of this project. Diane re-capped that members Carol and Michael Foley are attempting to organize a youth creative writing class. The original plan was to utilize the space available at the library in North Kohala; however, upon further investigation it appeared that the room at the library is already occupied during those dates and times which Carol and Michael had proposed. Diane has since advised Carol *via* e-mail that the North Kohala Community Resource Center (NKCRC) —an umbrella group for local non-profits— has leased buildings at the property known as “the Hub” in Hawi for purposes of meetings and gatherings generally. Diane has not heard back from Carol as to whether she has been able to follow-up with NKCRC, and Diane will endeavor to reach out to Carol in this regard.

e.) Resignation of Cece Johansen/continuing affiliation with Calif. Writers Club: Joy noted that for the Guild to continue its affiliation with the California Writers Club (CWC), a Guild member would also have to be a member of CWC, which is how Cece was able to arrange for HWG members to attend CWC speakers’ series at a discounted price. To the best of the Board’s knowledge, no Guild member meets that criteria. Joy will continue to monitor the CWC’s on-line offerings, and will send out notices to Guild members who may want to participate *via* Zoom. In the absence of an affiliation with the group, the fee will be \$10 per speaker or event, which is the public fee, rather than the discounted \$5 fee for affiliates. Bruce queried whether Cece, in light of her resignation from the Guild, should remain on the HWG Google Groups e-mail distribution list. It was agreed that, since Cece has paid her dues for the

year, she will remain on the list at this time; however, as Joy intends to remain in touch with Cece, she will ask her for her preference in this regard.

f.) Organizing book launch party with Ippy Aiona: The Board continues to believe that this type of event would be of value to HWG members as well as to the public; unfortunately, without an active events director or other member willing to offer to organize this gathering, there can be no progress made at this time with respect to this proposed event.

g.) Readings and Responses-Open Forum/search for new facilitator: Donna mentioned that she had previously e-mailed the general membership concerning Margaret's resignation and the need for a new facilitator, but she received no response. Diane is working on a draft of a recruitment-type e-mail seeking volunteers from amongst the membership for the various vacancies which currently exist, and she will send that draft to the Board for review. Joy added that, in the event that this effort is fruitless, she proposes direct phone calls to members. Diane and Bruce agreed with this proposal, and suggested that a script might be helpful.

h.) Peace Poem Project/motion to donate funds: Just prior to the meeting this evening, Diane distributed e-mails to the Board referencing Melinda Gohn and the Peace Poem Project, which promotes literacy among students in the first through the twelfth grades—including those on Hawaii Island. She also prepared and distributed a resolution to donate \$500.00 (five hundred dollars) of Guild funds to the §501(c)(3) umbrella organization under which the Project operates. It had been previously discussed among Board members that a donation would be an appropriate use of Guild funds, as it is one of the Guild's goals to reach out to youth in furtherance of their writing skills. The Board indicated that no further discussion on this topic is required; Diane moved that the resolution be passed, and Bruce seconded Diane's motion. The resolution passed with unanimous consent of all voting members. Diane, as interim treasurer, will draft a check and forward it to the appropriate agency.

Diane then addressed more precisely the issue of taking over —on an interim basis— for Bob Lupo as treasurer. She has been in touch with the bank (ASB) and will establish on-line checking to be in her name with respect to HWG's account. She did discuss with bank officials what would be required to remove Bob from this account, as that is a priority for him at this time. ASB indicated that it would require certain language in the Minutes of the BOD meeting. Diane and Donna previously discussed this requested language, and the approved Minutes of the June 22, 2023 meeting have been posted to the website and contain the wording which should be sufficient for the bank's purposes. Diane did forward the Minutes to the bank official who requested them for the purpose of removing Bob's name from the account. There followed some discussion as to which officers should be authorized to access HWG's account, the general agreement being that more than one person should be able to access Guild funds, so as to not tie up the funds in the event of unforeseen circumstances. Joy having agreed to be included as an authorized person on the account, the ASB account will specify the following officers/directors as authorized signers: Diane, Bruce, Donna, and Joy. Diane will advise if ASB requires that

officers/directors appear in person at the bank in order to execute signature cards for the account, and, if so, whether everyone needs to appear together.

Diane reminded Duncan and Bruce that she will need to be notified when members utilize PayPal *via* the Guild's website. Duncan confirmed that he is able to access ASB in order to move PayPal payments into the Guild's checking account.

2. MEMBERSHIP REPORT: Prior to the meeting, Bruce e-mailed to Board members updated Membership Logs. Current active, paid HWG members total 66, with one student member. Bruce has cleaned up the membership logs to remove those members who are clearly late and therefore obviously not interested in renewing. He did highlight three members for follow-up whose status is uncertain. There are two very new members who have been approved but have not yet paid, and are therefore not reflected in the "active" number.

In light of the changes to the membership list —reflecting those people who have chosen not to renew as well as a significant number of new members— Bruce indicated that he will be starting a new "Opt-in List," which is a personal e-mail list to be used only for and by those members who "opt in" and who use the list for networking and/or mentorship purposes. It was reiterated that the list is not to be used for commercial purposes.

3. TREASURER'S REPORT: Diane, serving as interim treasurer in light of Bob's resignation, reported that, as of June 27, 2023, the Guild's ASB operating balance is \$10,352.17. Diane reminded the Board that she is only serving as treasurer on an interim basis, and is hopeful that a member will step up and take over those duties, or that Bob will reengage with the Guild in the future as his family obligations allow.

4. SECRETARY'S UPDATE:

Donna inquired of the Board as to its preference regarding revising the Bylaws in light of the recently passed resolution changing the book "sales" language to book "displays" in accordance with the Guild's non-profit status. Donna suggested that it might be wise to wait to revise the Bylaws and distribute that revision until other potential changes have been addressed, so as to include all changes at one time. In this regard, she mentioned the possible change to the schematic in the Bylaws to reflect the Kauai regional director position, and the previously-discussed suggestion about expanding the definition of "member." All Board members present indicated a preference to wait to formally revise the Bylaws until such time as the Board has had an opportunity to address a comprehensive list of possible changes. Diane will forward to Donna the PDF version of the ByLaws.

Bruce made reference generally to Guild policies and procedures that are extraneous to the Bylaws themselves. Diane has collected a few of these documents and forwarded them to Donna; she also noted that there is a "Policies and Procedures" section on the Guild's website's

“Business” page, but that this does not appear to be inclusive or complete. Diane will look into this and follow up with Duncan in an effort to compile all such information in a central location. Bruce requested that this topic be added to the agenda for the next meeting, noting that the idea of adopting policies and procedures was to set forth Guild business practices without the need to amend the Bylaws.

5. COMMITTEE REPORTS/UPDATES:

a.) EVENTS COMMITTEE: The events director position remains unfilled. Diane mentioned the Christmas Fair event typically held every year at the King Kamehameha Hotel in Kona during the month of November, but also noted that volunteers would be needed to staff informational tables at such an event. The Guild does have trifold brochures which could be distributed, but without members willing to show up and spend some time promoting the Guild, we will not be able to have a presence at this or other events.

Diane also referenced the Kauai Writers Conference which she and Joy will be attending in early November. HWG is provided with an informational table at no cost at the conference.

b.) PUBLIC RELATIONS: Joy stated that she would like to prepare and send out to the Kauai newspapers a press release announcing the appointment of Frank Reilly as HWG’s new Kauai Regional Director. Frank indicated his agreement, and Joy mentioned that she will be in touch with Frank to review and draft such a press release.

c.) WEBSITE UPDATES: Duncan made reference to the fact that Carol Prescott had been in touch with him several months ago and expressed an interest in possibly taking on a web apprenticeship or otherwise assisting with the website. Duncan had provided her with a task, generally, to review the Guild’s website at her convenience and report back to him as to any areas which she felt could be improved or clarified. However, Duncan has not heard from Carol in this regard, and stated that he will try to reach her by phone to clarify her availability to assist with web-related duties. Diane does interact with Carol from time to time as Carol occasionally joins the North Kohala-area writers group which Diane facilitates, and Diane will send Carol an e-mail and inquire as to whether she is still interested. Duncan noted that it was unclear specifically what role or position Carol would play *vis-a-vis* website management. Joy mentioned that it would be ideal to have a website committee, whereby several members can review the website and provide input. Duncan agreed with the idea of a website committee, and reiterated that he very rarely gets any kind of feedback, or even suggestions as to how to improve the website. Duncan noted that he is perfectly happy to continue to serve as webmaster, but that it is important to interest someone younger in eventually taking over.

e.) REGIONAL DIRECTOR REPORTS:

—**Volcano-area:** Bryan was not available to provide an update at this time. Diane had a conversation with a member recently who is active in the Volcano group, and is aware that the group continues to meet. Information previously provided suggests also that the Volcano writers anticipate publishing a third anthology.

—**North Kohala-area:** Diane noted that she was off-island recently, and therefore the North Kohala area group missed a meeting, but will resume its regularly scheduled meetings now that she has returned.

—**Tutu’s House:** Bruce reported that he is quite pleased with the level of participation among the Tutu’s House writers, and that recent Zoom meetings have attracted six or seven writers, with most of them reading their work for constructive feedback. A variety of genres are represented at the meetings, and the participants are actively engaged and enjoying the interaction.

—**Kauai Readings and Responses:** Frank reported that the nascent Kauai writers group meets the first and third Thursdays of each month, with a good mix of genres represented, including fiction, non-fiction, memoir, and poetry. He is pleased that the feedback provided is both compassionate and nurturing. Frank currently sends out invitations to join the group as he deems appropriate, and notes that several members have been directed to his attention *via* the writers groups’ section of the Guild’s website. He is in the process of obtaining a dedicated e-mail address as facilitator, and is also creating an introductory e-mail with basic information, ground rules, etc. Frank mentioned that he also encourages—but at this time does not require as a prerequisite—membership in HWG. Bruce agreed with Frank’s approach, and added that, for purposes of the Tutu’s House writers, he has created a Google-groups platform whereby writers can display, prior to the meeting, the work which they intend to read. Duncan confirmed with Frank that he will continue to utilize the Guild’s Zoom account for purposes of hosting the Kauai writers group and Frank has scheduled those meetings so as to not conflict with the BOD meetings, which are set for the fourth Thursday of each month, and also held *via* Duncan’s HWG Zoom account. Frank anticipates continuing with a Zoom component even after the writers begin to meet in person, as there are a number of participants who do not live on Kauai. Diane reminded Frank that she and Joy will be attending the Kauai Writers Conference in November, and hope to be able to get together with Kauai-based writers for an informal gathering during the conference.

6. OTHER BUSINESS: Joy noted that she continues to facilitate a twice-monthly “nonfiction focus” writers group, held on Sundays as may be convenient for the group. The group consists of four active members, with one unable to attend on a regular basis. Frank inquired of Joy as to whether the group would be open to accepting a writer in the genre of

memoir who currently participates in the Kauai writers group, and Joy responded enthusiastically, requesting that Frank pass on her contact information.

Bruce inquired of Jadelin as to whether she wanted to provide any input. Jadelin responded that she appreciated being included and found the meeting to be a learning experience.

ANNOUNCEMENTS:

The next **Board of Directors meeting** is scheduled for August 24, 2023 at 6:30 pm.

All meetings for the foreseeable future will be **held via Zoom ONLY and will be hosted by Duncan**.

Requests for items to be added to the agenda for the next regular Board meeting should be sent via email to President Diane Revell (diane.b.revell@gmail.com) and Secretary Donna Beumler (dmbeumler@gmail.com) at least 10 days prior to the next meeting (no later than August 14, 2023). The final agenda will be emailed to the full membership five days prior to the meeting.

The **meeting adjourned at 7:35 pm**.

Respectfully submitted this 9th day of August, 2023.

By: ____Donna Beumler_____

Donna Beumler
Secretary
Hawaii Writers Guild