

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 Representative*

Bruce Stern — *Vice President*

Joy Fisher —*Public Relations Director*

Other Members present via Zoom:

Duncan Dempster —*Webmaster*

Cecilia Johansen —*co-editor of Member News*

Frank Reilly —*Kauai Readings and Responses coordinator*

Jordan Barnes

[Note: Secretary Donna Beumler was not able to participate in the meeting; the minutes were drafted using the Zoom recording device provided to her after the meeting by Webmaster Duncan Dempster].

1. CALL TO ORDER: President Diane Revell called the meeting to order at **7:05 pm**. Joy raised the issue of the recent resignation of treasurer Bob Lupo, and inquired as to whether the three members present this date (Diane, Bruce, and Joy) constitute a quorum. It was agreed that, in light of the absence of Board members Donna and Brian, together with Bob’s resignation, the presence of three members at the meeting does constitute a quorum.

2. READINGS AND RESPONSES-OPEN FORUM: ON HIATUS:

The Board addressed the issue of maintaining the on-line writers group known as “Readings and Responses-Open Forum,” in light of the recent resignation of facilitator Margaret Zacharias. Diane referenced Donna’s e-mail to the general membership soliciting interest in the position of hosting and/or facilitating, and advised that the e-mail received no responses. Joy inquired of Frank as to whether anyone in the Readings and Responses group (or in the nascent Kauai group) might be interested in taking over for Margaret. Frank was not able to think of anyone whom he felt would be ready, willing and able to do this.

Diane then commented that there is a concern in the sense that the Guild is perhaps “fragile.” She has discussed this with Donna, who is in agreement. This is due to the fact that it has been historically very difficult to interest Guild members in running for office or serving on standing committees. Diane further noted that, with Bob’s sudden resignation as treasurer, she is willing to take on that role temporarily until a new treasurer can be brought on board. Donna had previously advised Diane that she does not feel qualified to serve as treasurer, despite the Bylaws dictating that the secretary shall take over as treasurer when required. This issue is further complicated by the fact that the Bylaws specify that the president shall not hold another office. It was the consensus that the Guild needs more support from members in order to get business done and to accomplish stated goals.

3. PEACE POEM PROJECT-DONATION:

Diane noted that a long-time member recently tendered her resignation; among her reasons expressed was her concern that the Guild perhaps doesn’t spend the funds it has collected. This member however is likely not aware that much discussion of late has centered around HWG devoting funds to produce a hard copy of its on-line literary journal *Latitudes*. Although that project will now be delayed due to Bob’s resignation, it is still the intent of the Guild to use some of its funds for this purpose.

Discussion then ensued as to whether a donation to the Maui-based “Peace Poem Project” would be an appropriate expenditure. It was noted that the project operates under the umbrella of a §501(c)(3) organization, and a Guild member is quite actively involved that project. It was also discussed that the Project, although based on Maui, does have a presence on each of the islands, and Diane recently attended the awards ceremony in Hilo for Big Island students and their families. Further, the Project is directly in line with one of the Guild’s stated missions of outreach to students in furtherance of their writing. The Board discussed a donation in the range of \$500 to \$1000, with Joy leaning toward the lower end of the range. Joy reminded the Board of the need to make sure that the donation goes directly to the §501(c)(3) umbrella organization, and Diane indicated that she does have that information.

Diane also made reference to Guild members Carol Prescott and Michael Foley, who hope to organize a student writing program locally to begin in the fall, but have come up against date and time-related conflicts for holding those sessions at the local library. She suggested that the Guild may consider offering funding to the program in order to secure a venue.

4. MEMBERSHIP REPORT: Prior to the meeting, Bruce e-mailed to Board members updated Membership Logs. Current active, paid HWG members total 64, with one student member. Two newly-approved members have not yet paid their dues and are therefore not counted as “active.” Bruce appreciates Diane having followed-up with some members who may have or have not chosen to renew, and he continues as well to reach out to some members regarding their intentions in light of the fact that they are delinquent in their dues payments. Joy has also attempted follow-up with a valued Guild member who is delinquent in her dues.

5. TREASURER’S REPORT: Prior to the meeting, Bob regretfully notified the Board that he is unable at this time to continue his affiliation with the Guild, due to family obligations. and has submitted his resignation as of June 18, 2023. Diane reported that information Bob provided prior to the meeting *via* e-mail indicated that, as of June 21, 2023, the Guild’s ASB operating balance is \$10,307.22. Diane has agreed to serve as interim treasurer until the position can be filled; she will work with the Guild’s financial institution in this regard.

6. SECRETARY’S UPDATE: In Donna’s absence, Diane addressed the issue of amending the Bylaws, and referred Board members to the draft of the proposed Bylaws resolution appended to the agenda. The Board feels that language in the Bylaws referencing the Guild’s potential involvement in the sale of members’ books pre-dates its §501(c)(3) status and conflicts with its non-profit goals. Accordingly, the proposal was that the language regarding the **sale** of books at HWG-sponsored events be changed to authorize members to **display** their books at such events. Diane moved that the resolution be accepted, and the motion was seconded by Bruce. There being no further discussion on the issue, the motion passed by an affirmative vote of all voting members present. See Attachment “A.”

Diane added that she has been working on developing a list of the myriad ways in which HWG can help its members promote their work, short of actually sponsoring sales opportunities. She has consulted with Joy and Donna in this regard and will continue to work on this list. Finally, Diane noted that there has been some discussion previously about possibly amending the Bylaws to broaden the definition of “member.” Diane is particularly interested in exploring whether adding a family membership would be feasible. This topic will continue to be discussed at future Board meetings.

7. COMMITTEE REPORTS/UPDATES:

a.) EVENTS COMMITTEE:

Cece Johansen had previously e-mailed the Board regarding the opportunity to organize a “book launch party” for chef Ippy Aiona of Ippy’s Hawaiian Barbecue. Ippy (who—along with his restaurant—is located in the Waimea area) recently published a cookbook, and, when contacted, indicated interest in a gathering of some type. Duncan noted that the restaurant is quite popular, centrally located, and is a large space which would be ideal for some kind of book launch celebration. Cece added that such an event would likely be an excellent PR opportunity for the Guild, and would be a perfect event at which to offer pupus in an effort to attract members of the public. Duncan agreed that this would be a good opportunity for the Guild to explore for the reasons stated, but noted that someone will have to step forward to serve as an organizer of the event. Joy raised the issue of Ippy possibly selling his books at such an event, but the consensus was that, because he is not a HWG member, such activity would not conflict with the Guild’s non-profit status. Diane encouraged Board members to give some thought as to

which Guild members might be approached to determine their interest in coordinating such a gathering.

Regarding the Guild's efforts to reinitiate its presence at the annual Cherry Blossom Festival in Waimea, Diane advised that she has not had a response to her e-mail correspondence to the Parks and Recreation Department, and has followed-up with a letter mailed to their attention. She will contact them further in an effort to straighten out any confusion which may have been caused by misrepresentations made by a former member.

b.) PUBLIC RELATIONS: Joy made reference to her two recent e-mails to the general membership. One of the e-mails was in regard to signing up for the Kauai Writers Conference in November, and provided details on how members can avail themselves of the twenty-five percent discount generously offered to HWG members. The second e-mail pertained to a new "Write On!" YouTube episode (the twentieth in the series) produced and directed by member Diann Wilson, highlighting the new book published by member Carol McMillan. In this episode, Diann discussed with Carol the process she followed from manuscript to publication. Both Joy and Duncan opined that the episode is both interesting and potentially of great interest to many of the Guild's members. Diane noted that the next "Write On!" episode will focus on how writers may prepare to read their work at public readings.

Joy also referenced the Spring issue of the Guild's newsletter *Member News*, which is now available on the website, noting that she is already collecting information to be included in the Fall issue of the newsletter.

c.) WEBSITE UPDATES: Duncan referenced information on the website pertaining to the address at which to send dues' checks, and noted that in light of Bob's resignation, he will be removing Bob's mailing address from the website. Diane asked that Duncan use the Guilds' post office box number (PO Box 393, Kamuela) instead.

As to recent web-related activity, Duncan noted as Joy had previously mentioned that the newsletter has now been posted to the website. Duncan is also working with two new members in terms of adding their information to the website's "Our Authors Page," as well as developing their personal pages where they can display their work and include links to personal websites. Regarding the topic of working with Guild member Carol Prescott toward a possible webmaster apprenticeship, Duncan has only had an opportunity to correspond briefly with her as she has been off-island, but he hopes to meet with her in person soon in an effort to gauge her interest in assisting with website duties.

Diane brought up the issue of the need to organize the Guild's various written "Policies and Procedures," noting that some of these documents appear on the website, but not necessarily in one easily-accessible place. She is preparing a list of these documents, noting where they can currently be accessed, and will work with Duncan to relocate these documents to a more centralized location on the website.

d.) LATITUDES on-line & print version: Diane will be meeting with Bob tomorrow and will discuss the future of *Latitudes* with him in light of his recent resignation. She will inquire as to whether Bob has in mind someone who might be willing and able to take over as managing editor of the on-line version of *Latitudes*.

e.) REGIONAL DIRECTOR REPORTS:

—**Volcano-area**: Bryan was not available to update the Board at this time.

—**North Kohala-area**: Diane reported that the North Kohala on-line writers group met this date; she had an opportunity to share with the attendees her recent writing relating a computer hard-drive disaster which she and her husband had been recently dealing with.

—**Tutu's House**: Bruce reported that he is extremely pleased with the attendance and participation at the Tutu's House on-line writers group. Joy concurred, and noted that the most recent meeting this past Tuesday was particularly successful and productive.

—**Kauai Readings and Responses**: Frank reported that he is quite happy with the progress of the new Kauai-based on-line writers group. He noted that the diversity among writers makes this group especially interesting; genres represented include poetry, screenwriting, science fiction, and memoir. He is also excited about the geographical diversity of the group, which includes writers from Maui and the Big Island, in addition to Kauai. Frank advised that he continues to suggest that participants consider whether they may benefit from membership in HWG. Diane made reference to the fact that she and other HWG members plan to be on Kauai in November in order to attend the Kauai Writers Conference, and Frank was in agreement that some kind of HWG gathering during the conference would be ideal. Joy noted that the Bylaws provide for "regional director" positions, and asked that Frank consider whether, as facilitator for the Kauai on-line group, he would be interested in becoming a regional director. A general discussion ensued with respect to the duties and responsibilities of regional directors, it being especially noted that directors are voting members of the Board and are therefore asked to attend the monthly Board meetings whenever possible. Further on the issue of regional directors generally, Duncan and Diane mentioned the need to continue efforts to connect with Bryan, as regional director for the Volcano-area group, and Diane will follow-up.

Other Items/ Follow-up with *Latitudes* in light of Bob's resignation: Jordan Barnes and the Board addressed the issue of the need to replace Bob as managing editor of the Guild's on-line literary journal, *Latitudes*. Discussion also centered around the previous proposal to craft a print version (or hard copy) of *Latitudes*, perhaps as an anthology or "best of" volume. Jordan graciously offered his assistance both in terms of assisting with editing duties of the on-line journal, and spearheading the effort to create a print version. Jordan discussed his background and extensive experience in this regard. The Board expressed its appreciation to Jordan and enthusiastically welcomed his participation.

ANNOUNCEMENTS:

The next **Board of Directors meeting** is scheduled for July 27, 2023 at 6:30 pm. Diane noted that she plans to be off-island July 11th through the 25th, but intends to remain connected with on-going Guild business *via* her iPad where possible.

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 (dmbaumler@gmail.com) at least 10 days prior to the next meeting (no later than July 17, 2023). The final agenda will be emailed to the full membership five days prior to the meeting.

The **meeting adjourned at 8:13 pm**.

Respectfully submitted this 14th day of July, 2023.

By: *__Donna Beumler__*

Donna Beumler
Secretary
Hawaii Writers Guild

ATTACHMENT “A”

HAWAII WRITERS GUILD — BYLAWS RESOLUTION

Date Proposed: JUNE 22, 2023

RESOLUTION FOR BYLAWS UPDATE DELETING REFERENCE TO BOOK SALES

Background: Hawaii Writers Guild (HWG) was granted non-profit status by the Internal Revenue Service (IRS) pursuant to IRS Code §501(c)(3) on January 30, 2020, with a retroactive effective date of November 28, 2018. Because any participation by HWG in the sale of books for its members would conflict with its non-profit status, any reference to such activity in the Bylaws which pre-dated January of 2020 must be revised or deleted.

Proposed Changes:

1.) Existing §3.3: “Delinquent Dues The member will no longer have the following privileges: . . . *selling books at HWG sponsored events* . . .”

Amended §3.3: “Delinquent Dues The member will no longer have the following privileges: . . . **displaying books at HWG sponsored events** . . .”

2.) Existing §6.3.1.3: “Events Committee. Identify, plan and execute participation in community events (*like opportunities for book sales*) when beneficial to the Guild . . .”

Amended §6.3.1.3: “Events Committee. Identify, plan and execute participation in community events (**such as opportunities to display members’ books**) when beneficial to the Guild . . .”

3.) Existing §6.3.1.5: “Regional Subcommittees. . . . Identify, plan and execute participation in community events (*like opportunities for book sales*) . . .”

Amended §6.3.1.5: “Regional Subcommittees. . . . Identify, plan and execute participation in community events (**such as opportunities to display member’s books**) . . .”

Date Approved: JUNE 22, 2023

