

Hawaii Writers Guild  
-MINUTES of the Board of Directors Meeting-  
March 28, 2024

Minutes of the Hawaii Writers Guild (HWG) Board of Directors meeting, held *via Zoom*. All times noted refer to Hawaii-Aleutian Standard Time. Action items identified for follow-up are italicized and underlined.

Officers and Directors present via Zoom:

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

Donna Beumler —*Secretary*

Joy Fisher —*Public Relations Director*

Gwyn Gorg —*Events Director, joins at 5:54 pm*

Bryan Furer —*Volcano-area Regional Director, joins at 6:04 pm*

Other Members present via Zoom:

Duncan Dempster —*Webmaster*

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[For purposes of assisting the secretary with the preparation of the Minutes of the meeting, Duncan activated the “record” function of the Zoom platform without objection.]

**REGULAR SESSION (open to general membership)—**

1. **PRESIDENT DIANE REVELL CALLED THE REGULAR SESSION OF THE MEETING TO ORDER at 5:47 pm.**

2. **MEMBERSHIP REPORT—** *Bruce had previously advised that he would not be available this date.*

3. **TREASURER’S REPORT—** Diane, as interim treasurer following the resignation of Catherine Tripp, advised that the Guild’s current ASB balance is \$12,525.64. This amount reflects a \$100 donation from a local organization involved in climate-related advocacy and its request for assistance from a writer; one of the two HWG members who were contacted in this regard did reach out to the organization, but ultimately chose not to get involved. Diane will

reach out to a local writer with whom she is familiar who is not a HWG member, but who may be interested in assisting with this project.

Diane also referenced members who are or have recently been delinquent in their dues, and her efforts to contact them in order to ascertain their wishes with respect to maintaining their membership in the Guild and bringing their dues current. Diane has had some success in this regard, and was appreciative of Bruce's efforts to assist her with updated membership information. Diane's attempts to connect with the student member have not been successful as of yet.

With respect to HWG's membership in the Hawaii Alliance of Non-profit Organizations (HANO), Diane was able to clarify that the credit card which had been used for the automatic renewal of the Guild's membership had expired. Diane has confirmed that HWG's membership in HANO has now been reinstated. Further, as a HANO member, the Guild is able to apply for directors & officers liability insurance at a discounted rate, and Diane has completed that application and forwarded it this date.

The Board also clarified that the "annual budget" which Catherine had proposed at the February meeting was at that time approved by the necessary quorum, **with the changes as agreed upon and as reflected in the Minutes of the February 22, 2024 meeting**. Diane reiterated that the search for a treasurer is on-going, and she has identified a member who indicated a possible future interest in this regard.

It was the consensus of all present that a formal procedure for collecting dues on an annual basis will have to be discussed and finalized, especially in light of recent changes made by the former treasurer. However, Donna suggested that this issue be deferred until Bruce can attend and participate in the discussion.

4. **SECRETARY'S UPDATE**— Donna extended her sincere appreciation to Gwyn for the successful "Women's History Months" event held on Saturday, March 23, 2024 at Tutu's House in Waimea. She felt that the reading was very well-attended, and that the level of writing on display was exceptional.

Donna made reference to the upcoming June 17, 2024 HWG public reading to be held at the library in Kapa'au in conjunction with the awards ceremony for the Youth Poetry Contest being organized by members Carol Prescott and Michael Foley. Eila Algood, a former member who in the past facilitated these meetings with great expertise, is no longer available, and Donna inquired of Gwyn, who does not live in the North Kohala area, as to whether she would be limited in her ability to facilitate and/or host this event due to the geographical distance. Gwyn indicated that the location is very remote from where she lives, but she is willing to step in and facilitate/host this event should no one else be forthcoming. Diane mentioned that she believes Eila had written up a list of tasks typically associated with facilitating and/or hosting this type of event, and Diane will see if she can locate this list.

With respect to the on-gong search for a HWG member to assist with website management, Donna reported that the flyer which she prepared and e-mailed to all 77 Guild members over a month ago has met with zero response. Donna suggested that the Guild at this point consider hiring someone to provide this assistance, which will include transitioning the current website to another platform. Gwyn queried as to whether HWG might find someone willing to assist by broadening the search and approaching the student community, in particular at the University of Hawaii. It was then discussed that the Guild's needs in this regard will ideally be met with someone who can make a long-term commitment to not only assist in the transitioning of the website to a new platform, but to also maintaining the website on a near-daily basis into the future. Duncan opined that it is of the utmost importance that the person identified to work with him on website issues be a member of the Guild.

## 5. COMMITTEE REPORTS/UPDATES—

a.) EVENTS COMMITTEE: Gwyn reported that the “Women’s History Month” reading in Waimea on March 23rd was indeed a success, and that she has since heard from attendees who were pleased to have been included. Gwyn also remarked that she was happy to see that two men were in attendance. She feels that Tutu’s House is the perfect venue for this type of event. Gwyn noted that Joy’s assistance was of great help and was much appreciated.

On the topic of organizing some type of “youth scholarship program” to send high school students to the annual Kauai Writers Conference, Diane had suggested that an *ad hoc* committee be formed to iron out important preliminary issues such as selection criteria, chaperones, airfare, and parental involvement. After some discussion, it was agreed that this idea will be tabled for now until there is sufficient time to adequately address all aspects of this proposal.

b.) PUBLIC RELATIONS: Joy indicated that she has been busy in her role as an editor for the upcoming edition of *Latitudes*; once those duties have been completed, *she will prepare a press release highlighting the Women’s History Month event at Tutu’s House held on March 23rd. Diane mentioned that she did take photos during the readings, and she will forward those to Joy for her use.* Joy will distribute this story amongst the Guild’s Facebook page and website, as well to local media. Gwyn offered her appreciation to Joy for all her assistance.

c.) WEBSITE UPDATES: Duncan reported that he has been working on a personal page for member who provided thorough input as to what she’d like her page to look like. *Duncan and Joy will collaborate on an article for the upcoming issue of Member News, the Guild’s on-line newsletter, on the topic of setting up a personal page for the Guild’s website.*

d.) REGIONAL DIRECTOR REPORTS:

—**Volcano-area:** Bryan Furer reported that the attendance at the meetings/readings in the Volcano area has been very heavy and has in the past included up to 18 participants. As a result, the meetings have moved for the time being from one day per week to two days per week. Bryan also indicated that the group is discussing compiling a third anthology of their collected works, and has been exploring the possibility of developing audio books and/or podcasts. In this regard, Joy mentioned that YouTube is an excellent resource for instruction on creating audiobooks and podcasts, and Duncan added that he did participate in a *Write On!* episode with Diann Wilson on this subject. Duncan further advised that there are different platforms for recording audiobooks, and although many of them are free, they do typically require that authors pay to retain professional narrators.

—**North Kohala-area:** Diane reported that the North Kohala group continues to meet, but with sporadic attendance. The readings represent a diverse array of genres. She noted that one or two of the participant's have indicated an interest in attending the April 5th "open mic" event at Kahilu Theatre in Waimea.

—**Kauai-based Readings and Responses:** Frank was not available to report this date.

—**Other reports -**

**Non-fiction Focus Writers Group:** Joy reported that Angela Leslee took over hosting the two March meetings. However, because Joy's travel plans were cancelled, she was able to participate in the meetings, and she commented that Angela did an excellent job in this role. She noted that there is a core group of committed writers who consistently attend.

**Readings and Responses-Open Forum Writers Group:** Cheryl Ann Farrell was not available to report this date.

**Tutu's House:** Joy reported that an active, core group of four to five writers continue to meet *via* Zoom to read and share feedback in a supportive environment.

**OTHER BUSINESS/PARKING LOT:**

- Pending vacancies**
- Finalizing the Bylaws changes**
- Policies and Procedures**

ANNOUNCEMENTS:

The next **Board of Directors meeting** is scheduled for Thursday, April 25, 2024 at 5:30 pm (one hour earlier than we have been meeting).

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](mailto:diane.b.revell@gmail.com)) and Secretary Donna Beumler ([dmbaumler@gmail.com](mailto:dmbaumler@gmail.com)) at least 10 days prior to the next meeting (no later than April 15, 2024). The final agenda will be emailed to the full membership five days prior to the meeting.**

**The meeting adjourned at 6:56 pm.**

Respectfully submitted this 20th day of April, 2024.

By:     *Donna Beumler*    

Donna Beumler  
Secretary, Hawaii Writers Guild