

Minutes of the Hawaii Writers Guild (HWG) monthly Board of Directors (BOD) meeting, held via Zoom due to pandemic protocols. All times noted refer to Hawaii-Aleutian Standard Time.

Officers and Directors present via Zoom:

Carol McMillan -*President*

Donna Beumler -*Secretary*

Joy Fisher -*Public Relations Director*

Brian Furer -*Provisional Events Director; Regional Director-Volcano*

Others present via Zoom:

Duncan Dempster -*Webmaster*

Diane Revell -*Registered Agent and Regional Committee Chairperson-elect for North Kohala*

CALL TO ORDER: President Carol McMillan called the meeting to order at 6:33 pm.

Upon inquiry, it was clarified that—despite the absence of the Vice President and Treasurer— a quorum (defined as a majority of Board members) was present.

Carol updated the Board with respect to the proposal by Terra LeMay, on behalf of the Public Administration Department, University of Hawaii at Manoa, that the Guild participate in their graduate study concerning non-profit organizations. Terra was invited to attend the meeting this date, having been advised that the Guild’s participation would require additional information and a vote by the Board. Terra was not able to attend and provided no further information. Board members were aware that the graduate study was time-sensitive, and understood that inviting further dialogue would probably preclude the Guild’s participation in the study.

MEMBERSHIP UPDATE: Bruce previously notified the Board that he would be traveling during the month of October and unavailable to report on any membership activity. Accordingly, the membership update is deferred until the November BOD meeting.

TREASURER'S REPORT: Prior to the meeting, Bob advised the Board that a family emergency had arisen, and that he would be unable to participate. However, he e-mailed an "Interim Treasurer's Log," dated October 27, 2022, as well as an amended "Final Treasurer's Log," dated September 30, 2022, to Board members. The current operating budget totals \$7,767.91. This amount reflects little change and minimal activity since his report last month.

Discussion then focused on e-mail exchanges referencing Bob's position that the Minutes from Board meetings should not be including monthly Treasurer's Logs as attachments. Bob expressed strong concerns that this practice makes private information available to the public, in that the Minutes are posted to the Guild's website and accessible by all. Although he was unable to be present for this discussion, Bob had e-mailed the Board with details regarding his objection to this practice. It was agreed by all present that Bob's concerns were well-founded, and the consensus was that Donna should cease this practice immediately. Any additional discussion pertaining to this issue, including the feasibility of the webmaster creating a members-only field for the website, is deferred until Bob is able to participate.

SECRETARY'S REPORT: Having first conferred with Diane Revell, Donna requested that the President nominate, and the Board consider appointing, Diane as the Standing Committee Chairperson -North Hawaii/North Kohala area to replace Eila Algood, pursuant to Article IV, §§4.1 and 4.2 of the bylaws.

Carol opined that Diane is an appropriate person to follow in Eila's footsteps, especially given her familiarity with the community, and her recent decision to host the Kohala Writers Group when Eila stepped down. Carol did express concerns that the Guild continues to lack the desired diversity amongst its leadership; a concern shared by many other Board members. Diane mentioned that, amongst the current active participants in the Kohala Writers group, there is no one who has expressed an interest in joining the Board of Directors in this regional chairperson position.

There being no objections and no further discussion, Carol nominated Diane to serve as a Board member in this capacity, Joy seconded the nomination, and all present assented. Congratulations were extended to Diane, and her willingness to serve was appreciated and acknowledged.

Donna also requested the Board approve the previously-distributed draft Minutes of the September meeting. Carol noted that she could not approve them as she was not present at the meeting, and Bryan indicated that he had not fully read the Minutes. Diane encouraged Board members to, at a minimum, read the section(s) of the Minutes which pertain to them, and be prepared to offer corrections or approval as may be appropriate.

COMMITTEE REPORTS/UPDATES

EVENTS DIRECTOR Bryan Furer reported that he and Joy have engaged in outreach with the Guild membership in an effort to solicit volunteers to work with Bryan on Guild events; these efforts to date have been unsuccessful. Bryan will continue exploring events which the Guild may want to play a role in, and hopes to identify members willing to assist in this regard.

Bryan also reported on the publication of the Volcano-area writers second anthology, and on its successful book-launch event. Prior to the Christmas holiday, the Volcano group hopes to hold a gathering which would include readings from the anthology. In addition, he noted that the podcast (in the fashion of a radio-theatre broadcast) remains in progress, although activity has been recently limited largely due to pandemic-related issues.

PUBLIC RELATIONS DIRECTOR Joy Fisher reported that she sent a press release to Kohala Mountain News regarding the recent publication of the new issue of Member News, noting that there is a fair amount of information in the newsletter which features Guild members who are North Kohala residents.

Joy advised that she included in the newsletter a solicitation for any members interested in working on the events committee to contact Brian directly, as well as an invitation for anyone who may be willing to manage the Guild's Facebook pages to send her an e-mail in this regard.

With respect to the publication of the Volcano-area writers anthology and book launch, Joy will contact Brian for further information in preparation for an article which will serve as a press release. She will also ask Duncan to post the article on the Guild's website. Carol inquired of Joy as to whether this article could be considered promoting book sales and therefore conflict with the Guild's non-profit status. Joy advised that members who sell their books at events which are not Guild-sponsored events should not run afoul of non-profit guidelines. She also noted that not all participants in the Volcano-area group are Guild members

Finally, Joy reported that she will be attending the Kauai Writers Conference; although the Guild will not have a table at the conference, she will wear an HWG T-shirt, take business cards, and have updated tri-fold brochures for distribution in an effort to promote the Guild and solicit new members. She has asked Guild members who will be attending to let her know so that she can arrange for a group photo.

WEBMASTER Duncan Dempster updated the BOD as follows: there has been little website activity this past month. One person seeking membership completed an application in writing and submitted it by way of the postal service—as opposed to the on-line process with which we all are familiar. Duncan did spend some time converting and scanning this application so that it could be considered by Board members. He also indicated that he expects to be working closely with Bob (as the managing editor of *Latitudes*, 4th ed.) soon in an effort to format the literary journal for publication *via* posting to the website.

LATITUDES: Bob Lupo, Managing Editor of *Latitudes*, 4th ed., who was unable to be present due to a family emergency, provided the Board with an e-mail update. He indicated that he continues to remind members of the submission window (which closes on November 1st), and encourages members to send in their work for consideration.

There was some discussion with respect to an e-mail from a member who suggested that *Latitudes* submissions be open in the future to the general public and not limited to Guild members in good-standing. Bob, in an e-mail prior to the meeting, opposed this idea. Several Board members present agreed that the opportunity to be published in *Latitudes* is an important benefit of membership, and is—and should remain—an incentive to join HWG. Diane also mentioned that opening up submissions would dilute the opportunity for publication which is provided to Guild members, and increase the workload for the genre editors. However, any further discussion on this issue is tabled until Bob can be present.

REGIONAL DIRECTOR REPORTS: Available updates regarding Volcano-area writers was provided by Bryan Furer previously during his report re: Guild events.

Diane Revell reported with respect to the Kohala Writers Group as follows: there were three new participants in the most recent Zoom meeting of the Kohala-area writers, which Diane facilitated. She is encouraged by the level of participation, as well as the enthusiasm and talent of the participants.

Diane reminded the Board that the next event the Guild may wish to have a presence in would likely be the annual Waimea Cherry Blossom Festival, typically held in February. She added that it may be too late at this point to prepare to staff a table at the Joanne Williams Christmas Treasures event held in Kona on November 25-26. Diane also clarified the e-mail address which Duncan should use when he posts her assumption of the regional position on the website.

ANNOUNCEMENTS:

- * The next BOD meeting will include planning for the Guild's annual election of officers; accordingly, the Guild will meet earlier than usual for a 30-minute session relating to the upcoming election, and all Guild members are invited to attend and participate in election planning, as well as in the Board meeting to follow.
- * The next BOD meeting will be held on November 17, 2022 at 6:00 pm, beginning with a 30-minute election-planning session. (The November meeting will be held one week earlier than usual to avoid a conflict with Thanksgiving plans.) Due to pandemic restrictions, all meetings for the foreseeable future will be **held via Zoom and 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 Carol McMillan (sylvanease@gmail.com) and Secretary Donna Beumler (dmbaumler@gmail.com) at least 10 days prior to the next meeting (no later than November 7, 2022). The agenda will be emailed to the full membership five days prior to the meeting.

The meeting adjourned at 7:08 pm

Respectfully submitted this 6th day of November, 2022

By: Donna Beumler

Donna Beumler
Secretary, HWG