

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*

Bruce Stern -*Vice President*

Bob Lupo -*Treasurer*

Donna Beumler -*Secretary*

Joy Fisher -*Public Relations Director*

Bryan Furer -*Regional Director, Volcano-area and Events Director, provisional*

Other Members present via Zoom:

Duncan Dempster -*Webmaster*

Cecilia Johansen - "*Member News*" co-editor

Diane Revell -*Registered Agent*

Cheryl Ann Farrell

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CALL TO ORDER: President Carol McMillan **called the meeting to order at 6:36 pm.**

MEMBERSHIP UPDATE: Vice President Bruce Stern provided a membership update both orally and in the form of membership documents which he had compiled and previously e-mailed to Board members. There are currently 81 active members of HWG; this number reflects one new member and one member who has dropped from the rolls. Bruce advises that there are three members who are in delinquent status. On the issue of delinquent dues, Bob advised that he sends out "late" reminders on a regular basis.

Bruce noted that he has updated the "opt-in e-mail list" for members who wish to share their e-mail addresses with other members. This list is not to be used for commercial purposes, but rather as a mentoring opportunity and to further dialogue amongst members. He will update this list as new members join HWG.

TREASURER'S REPORT: Treasurer Bob Lupo previously submitted via e-mail an "Interim Treasurer's Log as of June 21, 2022" (please see Attachment "A") and a "Final Treasurer's Log as of May 31, 2022" (please see Attachment "B"). As of this date, the Guild's operating balance is \$7,576.42.

SECRETARY'S REPORT: Secretary Donna Beumler advised that the Minutes of the May meeting have been approved and are posted to the Guild's website. Additionally, Donna indicated that she'd previously sent out two e-mails to the general membership inviting participation in the meeting this date. In response, she received two e-mails, the first of which was from a member who indicated that health issues would prevent her from participating in the meeting. The second e-mail was received by both Donna and Diane Revell several days prior from a member who indicated that he would be declining to attend future Board meetings for the reasons stated in the e-mail. Donna did forward this e-mail to the Board in advance of the meeting.

### COMMITTEE REPORTS/UPDATES

EVENTS DIRECTOR: Bryan Furer, as provisional events director and director for the Volcano-area writers group provided an update as follows:

Plans are moving forward for the development of a radio theatre-type podcast, "Naked Hawaii Radio." Bryan is in the process of writing the script for the pilot episode, a core group of participants has been identified, a sound engineer is working with the group, and a sound stage "barn" has been obtained and is in the process of being renovated. Bryan has yet to find sponsors to help defray the costs of the project, but is hopeful in that regard. Bryan anticipates that, while the initial podcasts will be in audio format only, ultimately the goal is to produce for a t.v. channel. In this regard Bruce reminded Bryan about the availability of the Guild's YouTube channel.

Diane inquired of Bryan as to whether he had reserved a table for HWG at the Kona "Christmas in July" event (e.g., arranged for a table, chairs, volunteers, scheduling, etc), although she acknowledged that it may not have been made clear to Bryan that this is an activity which the events director typically sets up. Bryan indicated that he'd not taken steps to establish an informational table for HWG at this July gathering.

PUBLIC RELATIONS DIRECTOR Joy Fisher congratulated Cece Johansen on the launch of her recently published third novel, and remarked on the opportunity to hear Cece read from her work on a recent Saturday morning by way of Zoom and the Guild's affiliation with the California Writers Club/Berkeley Branch.

Joy also advised that she will soon be sending out requests for submission of articles and feature stories for the Guild's on-line newsletter, "Member News." She envisions having that issue of the newsletter ready to post to the Guild's website in September, with the assistance of Cece as co-editor. Joy indicated no public relations releases have been written, but will do so when Guild activities so indicate.

WEBMASTER Duncan Dempster reported that he has decided to "spruce up" the home page of the Guild's website. In this regard, he will be working with Bryan to include reference to the Volcano-area writers radio theatre podcast on the home page. Duncan intends to redesign the this first page to be more professional and inviting. He also noted that he has been working with Cece Johansen to update her bio on the Authors page, to update her personal page with her third book plus a link to her new website, and to add her third cover to the Gallery page.

LATITUDES, 4th edition UPDATE: Bob Lupo, as managing editor of *Latitudes*, discussed next years' edition as follows:

Bob is in the process of assembling the selection committee, and needs to fill two more positions before the committee is complete. Once the committee is assembled, submission guidelines will be finalized. He tentatively expects to call for submissions in late August, with a submission window of September 1st to November 1st, and Duncan has posted this information to the Guild's website.

#### REGIONAL DIRECTOR REPORTS:

Bryan, on behalf of the Volcano-area writers, previously updated the Board (see page 2).

Diane, on behalf of Eila for the Kohala-area writers, indicated that the group typically meets every other week. At last week's meeting however, it was agreed that a two-month hiatus over the summer would be appropriate. The option remains open to hold less formal meetings during that timeframe.

#### OTHER NEW BUSINESS:

1. New member orientation materials ("Member Guide"): Diane Revell reported on the progress she's made in developing an orientation packet, designed to inform new (and newer) members about the many opportunities which HWG has to offer. She has completed the first draft of a nine-page "Guide," relying heavily on the information posted to the website, and has forwarded that to Duncan, as webmaster, for his review. Diane would like to include a brief history of the Guild, and, at Joy's suggestion, will coordinate with Cece in this regard.

2. General membership “open mic”: Carol had proposed that the Board offer members an opportunity to read from their writing at the meeting. However, despite Donna’s e-mailed invitation to do so, there were no members who responded with the intention of taking advantage of the opportunity. Carol did take a few minutes to report on the follow-up from her talk *via* Zoom with middle-school students on Oahu on the topic of writing and, more specifically, about keeping a journal. Carol received a packet of letters written by the students, forwarded by their teacher, thanking her for her efforts. Carol read a portion from several letters, and expressed her feeling of gratitude that she was able to make a contribution to the writing endeavors of these enthusiastic 8th grade students. Joy suggested that a press release regarding Carol’s experience might be appropriate.

3.) Criteria and process for evaluating new members of Hawaii Writers Guild for appointment to the Board of Directors: Joy had previously circulated *via* e-mail proposed guidelines for the evaluation of nominees to the Guild’s Board of Directors (please see Attachment “C”). Joy’s suggestions include putting in place a system for ensuring that Guild members establish a track record of service and loyalty to the Guild before being elevated to voting board member status. She added that these guidelines are not inconsistent with the Guild’s goal of encouraging more member participation and advancement within the Guild, and are intended to highlight opportunities for members to serve on committees, and/or shadow directors before seeking office. The guidelines include the proviso that committee members undergo non-profit training. She also included language waiving the requirements under certain circumstances. After reviewing these proposed guidelines, an opportunity for discussion and/or questions was made available. There were no requests for further discussion on this matter, and no questions were posed.

4.) Nomination of candidates to serve on the Board of Directors: Carol updated the Board regarding her previous e-mail in which she’d indicated that she intended to nominate two members to the Board of Directors. Carol advised that she has since forwarded to both prospective nominees Joy’s proposed nomination guidelines (referenced above), and expressed her profound disappointment that they both have since withdrawn their names from consideration. Carol remarked that she believed both members to have been well qualified to serve: one on the website committee and the other on the events committee. In particular, the candidate for webmaster/website committee had enjoyed a productive meeting with Duncan; however, this candidate ultimately decided instead to put his energies toward the newly-formed, for-profit organization Hawaii Writers Alliance, since he wished to be able to promote both his books and his business. The other candidate cited a busy schedule as the reason for withdrawing from consideration.

Thereafter, a general discussion ensued as to the need to solicit members to more actively participate in furtherance of the activities, programs, and goals of the Guild. Bruce opined that Joy’s proposed guidelines were well-taken, in particular with respect to seeking members who were willing to serve on committees or to shadow directors prior to appointment

to the Board. He added that HWG continues to search for ways to identify those members who are willing to devote time and energy to the Guild. Joy plans to include an article in Member News in this regard, and also suggested that individual calls to members who may be interested in more actively participating might be helpful.

Reference was again made to the newly-organized Facebook group Hawaii Writers Alliance, spearheaded by Johnson Kahili, which promotes the sale of its members' books. It was agreed that many writers could benefit from participating in both organizations, as they serve somewhat different functions.

Bob reiterated the need to find members who are willing to both assist Duncan in learning the art of managing the Guild's website, as well as serve as co-events director along with Bryan. He offered to contact individual members in order to ascertain any interest in backing-up Duncan and/or Bryan.

Carol remarked on her dissatisfaction with the behavior of some of her fellow Board members. She expressed a disinclination to run for a third term as president. Of note, Carol stated that she is extremely unhappy with the reception she received when she questioned the benefits of the Guild's non-profit status. She felt that the dialogue devolved into personal attacks against her, and she indicated a willingness to step down as president should another member wish to take on that role.

Bruce offered his support to Carol, and indicated his regret over the disappointment Carol described. Bob and Bryan concurred.

There being no questions, nor further discussion on any issue, scheduling of the next Board meeting was discussed.

#### ANNOUNCEMENTS:

The next **Board of Directors meeting will be held on Thursday, July 28, 2022 at 6:30 pm**. Due to pandemic restrictions, 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 Carol McMillan ([sylvanease@gmail.com](mailto:sylvanease@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 July 18, 2022). The final agenda will be emailed to the full membership five days prior to the meeting.**

**The meeting adjourned at 7:27 pm.**

Respectfully submitted this 8th day of July, 2022,

By: Donna Beumler

Donna Beumler

Secretary, Hawaii Writers Guild

ATTACHMENTS:

ATTACHMENT “A”: “Interim Treasurer’s Log as of June 21, 2022”

ATTACHMENT “B”: “Final Treasurer’s Log as of May 31, 2022”

ATTACHMENT “C”: “Criteria and process for evaluating Guild members for approval as Standing Committee Chairpersons” (*submitted by Joy Fisher*)

# ATTACHMENT “A”

<b>Interim HWG Treasurer's Log as of June 21, 2022</b>							
<b>ASB Operating Balance as of May 31, 2022</b>						<b>7,433.72</b>	
<b>Interim June Inflows</b>							
Wendy Wilson, Membership Renewal, PayPal (\$10 dues + .04 donation)						10.04	
Dan Sockle, Membership Renewal, PayPal (\$10 dues + 0.68 donation)						10.68	
Margaret Zacharias, PayPal Transfer Test, Donation						0.48	
Jim Larsen, Membership Renewal, PayPal						40.00	
Mina Apostadiro, Student Membership Renewal (Student Fund)						10.00	
Frank Reilly, Membership Renewal						10.00	
Bryan Furer, Membership Renewal						41.50	
Gwynn Gorg, Membership Initiation						30.00	
<b>Total Interim June Inflows</b>						<b>152.70</b>	
<b>Interim June Outflows</b>							
Lucy L. Jones, Membership Dues Rebate, Check 131						-10.00	
<b>Total Interim June Outflows</b>						<b>-10.00</b>	
<b>ASB Operating Balance as of June 21, 2022</b>						<b>7,576.42</b>	

## ATTACHMENT “B”

CORRECTED: Final HWG Treasurer's Log as of May 31, 2022*							
ASB Operating Balance as of April 29, 2022						\$ 7,388.12	
May Inflows							
Marisa Chelius, Membership Initiation Fee						\$ 30.00	
Marisa Chelius, donation						\$ 10.00	
AMZN Smiles Reabate Program						\$ 10.60	
Total May Inflows						\$ 50.60	
May Outflows							
ASB Monthly Fee						(\$5.00)	
Total May Outflows						(\$5.00)	
Final ASB Operating Balance as of May 31, 2022						\$ 7,433.72	
* Total May Outflow line corrected / added and ASB Operating Balance line corrected/added.							

## ATTACHMENT “C”

### **Criteria and process for evaluating Guild members for approval as Standing Committee Chairpersons**

Article IV of our Bylaws provides, in relevant part, that the Board of Directors shall consist of our elected officers and the appointed Standing Committee Chairpersons. Chairpersons of our standing committees must be appointed by the President and approved by affirmative vote of a majority of the directors at a Board of Directors meeting.

This combination of elected and appointed Board members is the sole governing body of Hawaii Writers Guild in all matters (except the election of officers; officers are elected by all members of the Guild in good standing). During the course of their tenure, Members of the Board can therefore be called upon to make decisions on many diverse and serious matters affecting the Guild, including the continued existence of the Guild itself.

Because of the seriousness of the duties that they undertake, it is important that Guild members being considered for elevation to the Board as Standing Committee Chairpersons have an established track record of service and loyalty to the Guild.

We can help potential new board members achieve these goals by providing them with two opportunities.

First, we can recommend to potential new Standing Committee Chairpersons that they spend a period of time serving as a member of their respective committees before seeking elevation to the position of chairperson of the committee. Our Bylaws provide for a committee structure for various functions, including a Website Committee and an Events Committee. Serving as a member of those committees for a period of time before advancing to the status of Board membership affords new members of the organization an opportunity to become familiar with the corporate purposes of Hawaii Writers Guild.

This “on the job training” gives the new member an opportunity to “try out” the work to see whether it is really something he or she wants to commit to. This has been done with good results even outside of the committee structure. Donna Beumler, for instance, “shadowed” our previous secretary Diane Revell for a full year before deciding to run for the office of secretary.

Secondly, we can introduce potential new board members to the ethics and conflicts of interest training that Board members are required to undergo on an annual basis. Providing this training to committee members—without requiring them to sign Conflict of Interest Statements prior to actually becoming Board members—would allow potential new board members to develop an understanding of the legal duties and restrictions required of Board members should they aspire to become members of the Board of Directors at some future time.

Together, I believe these two opportunities—1) serving on their respective committees, and 2) conflicts of interest training—will assist potential new board members to develop the duty of loyalty legally required of a member of the Board of Directors to act in the interest of the organization rather than in the personal interest of the director or some other person or organization.

When written resumes, oral interviews or other evidence provide assurance that the past experience of potential new board members is such that these two training opportunities are not necessary to facilitate a harmonious integration of the potential new member into the Board of Directors, they could be waived.