

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 provisional Events Director*

Other Members present via Zoom:

Duncan Dempster -*Webmaster*

Diane Revell -*Registered Agent*

Angela Leslee -*New member*

CALL TO ORDER: President Carol McMillan **called the meeting to order at 6:39 pm.** Carol joined the rest of the Board in welcoming the Guild's newest member, Angela Leslee.

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 80 active members of HWG, with one new member pending. Bruce mentioned that 6 members will soon be moved to the "delinquent list," in the event that dues payments are not forthcoming.

TREASURER'S REPORT: Treasurer Bob Lupo previously submitted via e-mail a "Final Treasurer's Log" (please see Attachment "A") and an "Interim Treasurer's Log" (please see Attachment "B"). Advising that July has been a slow month in terms of inflow, outflow, and membership renewals, Bob indicated that the Guild has a current operating balance of \$7,619.67.

SECRETARY'S REPORT: Secretary Donna Beumler reported that the Minutes of the June meeting have been previously approved and are posted to the Guild's website.

Donna requested that Board members continue to evaluate the most appropriate time-frame for the monthly BOD meetings. She noted that the meetings were moved several months ago from 1:00 pm to the evening hours in an effort to better accommodate more members, yet very few members have been attending. In the event that BOD meetings continue to be held in the evenings, Donna suggested a time limit (1 hour or 1-1/2 hours).

Board members generally expressed their satisfaction with the 6:30 pm start time for Board meetings, as did the Guild's newest member, Angela Leslee. Joy expressed her own flexibility with respect to the meeting time, but noted that an evening meeting will typically preclude participation from mainland members. With that understanding, the consensus was that the Board will continue to meet monthly on the fourth Thursday of the month at 6:30 pm, and will endeavor to keep meetings to a one-hour time frame, where possible, and in no event longer than an hour-and-a half.

COMMITTEE REPORTS/UPDATES

EVENTS DIRECTOR: Bryan Furer, as provisional events director, commented that Guild events continue to be necessarily curtailed due to the on-going pandemic. He did advise that the Volcano-area writers group plans to meet informally Monday mornings at 10:30 am in an outdoor setting in the Volcano area. The group is also working hard to publish its second anthology. Additionally, an idea is being circulated to hold a poetry competition in the fashion of a traditional "poetry slam," but nothing concrete is yet established.

PUBLIC RELATIONS DIRECTOR Joy Fisher addressed the recent request by a former HWG member for a letter of recommendation in furtherance of her nomination for the state's prestigious "poet laureate" designation, advising that the request had been withdrawn upon the nominee learning that only two such letters are required. Nevertheless, Joy shared her enthusiastic support for this very talented former Guild member, and joined other Board members in recognizing that the Guild was indeed honored by this request.

Regarding the Guild's on-line newsletter, "Member News," Joy reminded the Board that she'd sent an e-mail to the general membership soliciting articles, features, etc. to be included in the up-coming autumn issue. She noted that a "new member profile" section, and a column highlighting recent member publications are standard features of the newsletter.

WEBMASTER Duncan Dempster reported that July has been a relatively quiet month in terms of web activities, although he has posted a new member's bio and photo. The member mentioned some difficulties in accessing the desired webpages, and Duncan did follow up. He also reported that another member discussed with him including her personal contact information on her author's page, but after further discussion, they agreed that, because the website is accessible by the general public, personal details should be limited.

Duncan also discussed his recent efforts to renovate the "landing page" of the Guild's website. He is working to update that page and make it more eye-catching, and intends to highlight some of the benefits of Guild membership. He expects to send the proposed new landing page mock-up to the Board in another week or so for input and feedback. Carol expressed her thanks to Duncan for his diligence in not only maintaining the Guild's website, but also for endeavoring to update the landing page to make it a more enticing and user-friendly site.

LATITUDES, 4th edition UPDATE: Bob Lupo, as managing editor of *Latitudes*, discussed next years' edition, and confirmed that the selection committee (10 full members and one at-large) is in place. As the managing editor, Bob hopes to be able to forward the submission guidelines to the Guild's membership in mid-August, with a submission window of September 1st to November 1st. The guidelines are the same as last year, as are the submission categories — except for the added genre of "short film scripts." Bob extended his gratitude to Duncan, and acknowledged his expertise in digitally formatting and posting the journal.

The query was then posed as to how the reading public might become aware of the posting of the Guild's on-line journal to the website, and Diane responded that Joy prepares and sends out a press release in this regard. Joy also sends a Google-groups notice to the general membership when the journal is posted. Bruce added that any suggestions as to how *Latitudes* might reach a broader audience would be welcome. In follow-up, Angela mentioned that she is active on Facebook, which could be another avenue to make the public aware of the on-line journal. Joy mentioned that she has been simply monitoring the Guild's Facebook pages (public and members-only), since HWG currently has no Facebook coordinator. Angela expressed an interest in exploring whether she might be willing to serve as the Facebook coordinator for the Guild, and the Board expressed its appreciation to Angela; Joy will follow up with an e-mail to Angela.

Finally, Bob made reference to the possibility of publishing (likely *via* Amazon) a "Best of *Latitudes*" hard-copy anthology. The anthology would be provided free of charge to a variety of institutions (libraries, schools, etc.) as well as to members. There is a great deal of enthusiasm for this project; however, Bob would like to table this topic until after *Latitudes, 4th ed.* is completed—sometime after February of 2023.

REGIONAL DIRECTOR REPORTS:

Bryan, on behalf of the Volcano-area writers, reported in part as indicated, *supra*, on page 2. Additionally, he advised that the radio-theatre podcast project continues to take shape, with he and Johnson in the process of conducting sound tests. Bryan is continuing to work on the script for the podcast as well. Bryan did note that his activities are temporarily limited due to recent hand surgery.

Diane, on behalf of Eila for the Kohala-area writers, reiterated that the Kohala-area group, which had been meeting every two weeks *via* Zoom, is currently on summer hiatus, and should resume meeting sometime in August.

OTHER NEW BUSINESS:

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 benefits and opportunities which HWG has to offer. She advised that she previously sent a draft, which included links to the website where appropriate, to Duncan, who provided feedback and proofreading. She then forwarded the revised draft of the Guide to the Board. Having received no further input from Board members, the Guide is now ready to be posted to the website. Bruce congratulated Diane on a job well done, and thanked her for her hard work, noting that he believes it would be ideal to include a link to the Member Guide from the website’s home or “landing” page.

Carol acknowledged Diane for her efforts to develop a new members guide, and also expressed her appreciation to Angela for joining us this evening. Bruce confirmed that, once Angela’s membership dues have been received, she will be added to the Google-groups general membership distribution list; Donna noted that she sends notice of the BOD meetings along with an agenda to the general membership five days in advance of the meetings.

There being no further business, the meeting concludes.

ANNOUNCEMENTS:

The next **Board of Directors meeting will be held on Thursday, August 25, 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. The Board will endeavor to keep the meeting to the one-hour time limit.

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 August 15, 2022). The final agenda will be emailed to the full membership five days prior to the meeting.

The meeting adjourned at 7:17 pm.

Respectfully submitted this 15th day of August, 2022,

By: Donna Beumler

Donna Beumler
Secretary, Hawaii Writers Guild

ATTACHMENTS:

ATTACHMENT “A”: Final HWG Treasurer’s Log as of June 30, 2022

ATTACHMENT “B”: Interim HWG Treasurer’s Log as of July 27, 2022

ATTACHMENT “B”

Interim HWG Treasurer's Log as of July 27, 2022						
		ASB Operating Balance as of June 30, 2022				\$7,581.32
		Interim July Inflows				
		Dawn Hurwitz, Membership Renewal, PayPal				38.35
	Total	Interim July Inflows				38.35
		Interim July Outflows				
		Total Interim July Outflows				0.00
		ASB Operating Balnce as of July 27, 2022				\$7,619.67