

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. Items in **bold** indicate decisions made or actions required.

Officers and Directors present via Zoom:

Carol McMillan -*President*

Bruce Stern -*Vice President*

Bob Lupo -*Treasurer*

Donna Beumler -*Secretary*

Joy Fisher -*Public Relations Director*

Others Members present via Zoom:

Duncan Dempster -*Webmaster*

Diane Revell -*Registered Agent*

Cecilia Johansen -*Public Relations Committee*

Without objection, **Webmaster Duncan Dempster activated Zoom's "record" function.**

CALL TO ORDER: **President Carol McMillan called the meeting to order at 1:04 pm.** Carol began by raising the issue of scheduling a Special Planning Meeting. There was unanimous agreement that a meeting should be scheduled to explore and plan for activities, events, projects, and financial expenditures for 2022, while taking into account pandemic restrictions. Accordingly, the **Special Planning Meeting is scheduled to take place via Zoom on Wednesday, March 16, 2022 from 1:00 to 2:30 pm.** Duncan will host the Zoom link, which will be the **same link** as is used for all regular monthly board meetings. Although Carol expects to be off-island at that time, she will make every effort to participate; in the event that Carol is not available, Vice President Bruce Stern will facilitate the meeting. Donna will take the minutes of the special meeting. It was later observed by Diane that decisions made at the Special Planning Meeting may assist Treasurer Bob Lupo in developing an annual budget for 2022.

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. Bruce is happy to report that HWG's numbers continue to increase, and the Guild currently has 79 active members. This figure reflects 3 active new members this year, as well as several former members who have re-engaged with the Guild. This figure *also* includes 3

members who are delinquent in their membership dues and who will shortly be removed from “active” status. Bruce acknowledged both Bob, as treasurer, and Duncan, as webmaster, and thanked them for their diligent efforts to provide information to him in a timely manner regarding the status of pending new members. Finally, Bruce reported that he has updated the Guild’s “Google Groups” e-mail list to reflect new members’ e-mail addresses, and that the list is accurate to date.

TREASURER’S REPORT: Treasurer Bob Lupo previously submitted via e-mail a *Final Treasurer’s Log as of January 31, 2022* (please see Attachment “A”), and an *Interim Treasurer’s Log as of February 22, 2022* (please see Attachment “B”). Bob reported that the recent decision to alter the manner in which membership dues are collected has resulted in significant in-flow for February of 2022, as all dues are now payable in January, rather than as of the month in which each member joined. To date, a total of 26 members have renewed or initiated their memberships, with some adding generous donations. Accordingly, as of February 22, 2022, the Guild possesses a total current operating balance of \$7,152.67. Bob indicated that he is working on the 2022 Annual Budget, and should have that ready by the March 23rd BOD meeting. It was noted that ideas explored at the Special Planning Meeting on March 16th may aid Bob in this regard. Diane clarified that in prior years, the Board would be asked to approve a “planning budget” for the entire year at the planning meeting, and in this way expenditures included in that budget *do not need separate approval* as they may occur from time-to-time during the year. Bruce also emphasized that one of the purposes of the planning meeting is to discuss future expenditures. Finally, Bob noted that the fee Donna paid to the State of Hawaii to change the name of the Guild’s secretary from Diane to Donna (\$11.00) was donated by Donna and shows as a non-bank wash transaction in the February log.

SECRETARY’S REPORT: Donna requested approval of the previously-distributed Minutes (second draft) of the January 26, 2022 BOD meeting. **After unanimous approval of all voting members present, and including Eila’s e-mailed approval, Donna confirmed that she will sign the Minutes and forward them to Duncan to be posted to the Guild’s website.**

Secondly, Donna sought to clarify the issue of the effective date of HWG having been granted tax-exempt status pursuant to §501(c)(3) of the Internal Revenue Service Code. She reported that there appeared to be confusion among some members as to the effective date of the Guild’s non-profit status, that she had discussed this previously with Diane and Joy, and now seeks clarification from the Board. Donna shared (via the Zoom *Screen Share* option) the IRS’s determination letter dated January 30, 2020, and observed that the document indicates an effective date of November 28, 2018 (which is the date the Guild’s Articles of Incorporation were filed with the state of Hawaii). There was consensus among all present that the §501(c)(3) determination was given retroactive effect by the Internal Revenue Service, as of November 28, 2018. It was also agreed that, since the determination letter was received in February of 2020, the Guild has acted diligently to conform with the laws pertinent to the non-profit status, including

consulting with counsel and eliminating any participation by the Guild in its members' for-profit book sales.

COMMITTEE REPORTS/UPDATES

EVENTS DIRECTOR Johnson Kahili was not available this date. Carol stated that she had endeavored to reach Eila Algood on the issue of a possible change in the BOD meeting date and/or time to better accommodate her, but has not heard back.

PUBLIC RELATIONS DIRECTOR Joy Fisher addressed recent PR activities as follows: Joy has written a post-Annual Meeting press release detailing the recent activities of HWG. The press release has been approved by the Board, and **Joy has forwarded the press release to several Big Island newspapers, and one in Honolulu as well.** It appears that there was a technical glitch with respect to her e-mail to West Hawaii Today, and Joy has re-sent that e-mail. She did receive confirmation from Kohala Mountain News that the press release had been received. Joy anticipates writing and distributing another press release announcing the publication of the 3rd edition of the Guild's on-line literary journal, *Latitudes*.

Joy also updated the BOD with respect to the second issue of the Guild's on-line newsletter, *Member News* which she hopes to be able to forward to Duncan for posting on or about March 1st. **Joy and Cecilia Johansen, as co-editors of *Member News* have been working hard to complete various articles and feature stories to be included in this issue, and Carol and all Board members expressed their appreciation to Joy and Cece for the diligence and creativity with which they have approached this important Guild project.** Joy made reference to the New Member Profile section of the newsletter, indicating that this section is almost complete, and that she and Cece are in contact with new members from whom additional information is desired.

Joy is also working on the Transitions column, which will announce the recent retirement of Diane Revell as Guild secretary, and the election of Donna Beumler to that position. She also intends to include Johnson's transition to events director, and hopes to discuss with Eila her plans for future Guild activities. Further discussion was undertaken concerning Duncan, as webmaster, and his desire to have any interested members apprentice with him in order to learn the art of website management. Duncan had previously expressed a desire to step down from the Guild's webmaster position sometime in the future, and hoped to have an opportunity to train someone to take over. Joy will follow up with Duncan to further ascertain his interest in being included in the article.

Additionally, Joy is writing feature stories for the newsletter which will highlight some of the diverse and intriguing projects undertaken by Guild members. She has completed a story featuring a member's print magazine project (Circe Woessner), and intends also to write about a

Hawaii Writers Showcase production (Johnson Kahili and Pianta). Additionally, Joy plans to write a story about a member's involvement in a movement celebrating women who worked in industries which sustained and supported the war effort during World War II (Anne Montague). Joy is also working on an article which would acknowledge the nine HWG members who have had their work published since the last newsletter was posted to the Guild's website.

With respect to the Guild's affiliation with the Berkeley Branch of the California Writers Club, it was confirmed that, through efforts put forth by Cece (as a member of both groups), HWG members **now have been provided with a special code (HAWAII) with which to access that organization's Speakers Series at the discounted member price of \$5.00 per presentation. Cece will keep Joy apprised of the Berkeley group's upcoming speakers schedule, and Joy will in turn advise Guild members via e-mail.**

Joy then raised the issue of the potential availability of funds pursuant to the Laura Jane Musser Rural Arts General Operating Support Program, and referenced the information which she had previously e-mailed to the BOD. Joy noted that the on-line information includes the details of applying for the grant, the grant amount (up to \$10,000), and the application window (February 9 - March 9, 2022). Joy also reported that local organizations which had received grant funding pursuant to this program in recent years include the Kamuela Philharmonic Orchestra Society (*Big Island*), Hana Arts (*Maui*), and Moloka'i Arts Center (*Moloka'i*). Lengthy discussion ensued, in which several BOD members expressed reticence at applying for such a grant without a more concrete plan for use of the funds. Joy did reiterate that the purpose of the grant is not to fund a particular project, but rather to be utilized to supplement general operating expenses. Continued discussion reflected the fact that the Guild's operating balance as of this date is a comfortable \$7,152.67, and the question was raised as to whether there might organizations which are in *greater* need of this type of financial assistance. **There was general agreement that consideration of applying for the grant would be put on hold for this year, but certainly this source of funding and how the Guild might best utilize the funds is something that will be discussed at the Special Planning Meeting scheduled for March 16, 2022.**

At this point, the topic broadened to explore what the Guild's goals were at the time HWG was first organized. Cece was among those who noted that, in addition to supporting the *writing* community, some of the Guild's stated purposes were intended to involve the community *as a whole*. Ideas originally discussed included the possibility of assisting in school-related writing programs, as well as developing mentorship sessions and workshops. Suggestions had also been made re: establishing events designed to increase community appreciation of, and access to, literature. **There was unanimous agreement that the Special Planning Meeting will be the appropriate forum to address some of the Guild's originally-stated community-oriented goals.**

Discussion then circled back to *Member News* and Cece's many contributions to the newsletter, including her completion of the Genre Corner "genre" column, which is a recurring

feature. While Cece's column for Genre Corner in the second issue of the newsletter focuses on works of historical fiction, she would like to solicit future Genre Corner column ideas from members. However, it was concluded that Cece, at present neither an officer nor director, lacks access to be able to use the Guild's Google-groups e-mail. Thereafter, it was **unanimously agreed that Cece (who was one of the founding members of HWG) should be given posting authority in order to send e-mails to members, and Duncan indicated he would immediately add her to the list of those permitted to post.**

Pertaining to HWG's goals and future plans, Bruce and others observed that the COVID-19 global pandemic necessarily adversely affected all of the Guild's in-person activities, and is expected to continue to do so for some time. In this same vein, tremendous credit was afforded to the Guild generally and to specific members for continuing to promote the Guild's goals even in the face of sometimes dire challenges posed by the pandemic. For example, in the absence of in-person gatherings, workshops, readings, and other offerings, some members excelled at transitioning to on-line programs on behalf of HWG. Such programs include the YouTube productions *Write On* (Diane Wilson), *Inside the Writers Studio* (Eila Algood), *Hawaii Writers Showcase* (Johnson Kahili), and the on-line *Member News* (Joy Fisher and Cecilia Johansen).

Finally, it was the consensus that future planning for HWG will need to take into account the Guild's §501(c)(3) status, and that a new Guild brochure should be created and distributed after the Special Planning Meeting, reflecting updated information. **Joy agreed to reach out via e-mail to the membership in an effort to solicit ideas and input for March 16th meeting.**

WEBMASTER Duncan Dempster reiterated that one of the special benefits of becoming a member of HWG is that members are afforded, free of charge, their own presence on HWG's website. In addition to a biographical sketch for each member, Duncan will happily post a separate "Author's Page" which can contain greater detail, as well as links to publications and personal author websites. He is currently **updating the website to include new members who have indicated a willingness to avail themselves of this benefit of membership.** Duncan is also seeking assistance from the Board in reviewing the website from time-to-time in an effort to help him catch any typos or incorrect information.

LATITUDES UPDATE: Bob Lupo provided a very welcome update as follows: the 3rd edition of the Guild's on-line literary journal, *Latitudes*, is approximately one week from publication via posting on the Guild's website. Bob advised that the vetting process this year included some difficulties not encountered during the first two years of *Latitudes*, in part due to a larger selection committee (consisting of eleven members) and some significant disparities of opinion. Bob has now completed the process of mediating between writers and editors with respect to the accepted works.

Joy and Duncan emphasized that authors of accepted works are welcome to submit photos or artwork to accompany their writing, and that poets can forward to Duncan audio versions of accepted poetry to be included in the journal. **Duncan noted that he has completed a mock-up of *Latitudes*, 3rd edition, and that he will e-mail the link to Board members for their review pre-publication.**

REGIONAL DIRECTOR REPORTS: Neither Bryan Furer (Volcano-area) nor Eila Algood (North Kohala-area) were available to provide reports. However, Joy noted that she'd heard from Janet Carpenter (member, Volcano-area) that their new anthology "is coming along."

DIANE REVELL, registered agent, advised that she endeavored to formally change the name of the Guild's secretary with the State of Hawaii, Department of Commerce and Consumer Affairs (DCCA), Business Registration Division; however, she discovered that only officers may make that change. Diane then e-mailed Donna detailed instructions pertaining to accessing the appropriate field of the State's website in order to input the data needed to ensure that the Guild's business records reflect the change. Donna confirmed that **she was able to update the records with the State of Hawaii on February 22nd, and that on this date, February 23rd, she received e-mailed confirmation from the DCCA that the "filing had been accepted"** (please see Attachment "C"). Carol commended Diane on her mentorship and continuing support of the Guild's new secretary, and indicated that she felt the transition was going very well.

OTHER/NEW BUSINESS:

None.

ANNOUNCEMENTS:

A Special Planning Meeting is scheduled for March 16, 2022 at 1:00 pm. **Joy will send an e-mail to members soliciting ideas to be discussed at the planning meeting.** The next BOD meeting will be held on March 23, 2022 at 1:00 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) and Secretary Donna Beumler (dmbeumler@gmail.com) at least 10 days prior to the next meeting (no later than

March 13, 2022). The final agenda will be emailed to the full membership five days prior to the meeting.

The meeting adjourned at 2:10 pm.

Respectfully submitted this 2nd day of March, 2022

By: ____*Donna Beumler*_____
Donna Beumler
Secretary
Hawaii Writers Guild

ATTACHMENTS:

Attachment “A”: *Final Treasurer’s Log as of January 31, 2022*

Attachment “B”: *Interim Treasurer’s Log as of February 22, 2022*

Attachment “C”: *Confirmation from the State of Hawaii re: the change in HWG’s business records to reflect the name of and contact information for the Guild’s new secretary, dated February 22, 2022*

PARKING LOT:

* Soliciting input re: changing the date and/or time of the monthly BOD meetings in an effort to achieve greater participation.

ATTACHMENT “A”

Final Hawaii Writers Guild Treasurer's Log as of January 31, 2022						
	ASB Operating Balance as of December 31, 2021					\$6,134.17
	January Inflows					
Donald Mules, Membership Renewal, PayPal						39.56
Heather Rivera, Membership Renewal						40.00
	Total January Inflows					79.56
	January Outflows					
	ASB Monthly Fee					-5.00
	Total January Inflows					-5.00
	Total Interim ASB Operating Balance as of January 26,2022					\$6,208.73

ATTACHMENT "B"

Interim HWG Treasurer's Log as of February 22, 2022					
ASB Operating Balance as of January 31, 2022					\$6,208.73
Interim February Inflows					
Anne Teague, Membership Initiation, PayPal					39.56
Michael Foley, Membership Renewal, PayPal					20.00
Michael Foley, Donation					19.56
Greer Woodward, Membership Renewal, PayPal					39.56
Linda Petrucelli, Membershup Renewal, PayPal					39.56
Margaret Zacharias, Membershup Renewal, PayPal					9.22
Dale Belvin, Membership Reneweal, PayPal					39.56
Susan Cyewski, Membership Renewal, PayPal					30.00
Susan Cyewski, Donation					9.56
Johnson Kahili, Membership Renewal, PayPal					20.00
Johnson Kahili, Donation					19.56
Kendra Bruno, Membership Renewal, PayPal					39.56
Melina Patrick, Membershup Initiation, PayPal					39.56
Zach Royer, Membership Initiation, PayPal					39.56
Catherine Becker, Membership Renewal, PayPal					39.56
Laura Burkhart, Membership Renewal					30.00
Laura Burkhart, Donation					100.00
Janet Carpenter, Membership Renewal					30.00
Joy Fisher, Membership Renewal					30.00
Virginia Fortnor, Membership Renewal					40.00
Cece Johansen, Membership Renewal					40.00
Mark Kelly, Membership Renewal					40.00
Nancy Baenziger, Membership Renewal					40.00
Diane Revell, Membership Renewal					20.00
YouFengShen, Membership Renewal					20.00
Donna Beumler, Membership Renewal					20.00
Carol Prescott, Membership Renewal					20.00
Linda Heath, Membership Renewal					20.00
Bob Lupo, Membership Renewal					10.00
Rick Frazier, Membership Renewal, PayPal					39.56
Total Interim February Inflows					943.94
Interim February Outflows					0.00
ASB Interim Operating Balance as of February 22, 2022					\$7,152.67
HWG Non-Bank Wash Transaction, February 2022					
Donna Beumler, donation					11.00

ATTACHMENT "C"

Nonrefundable Filing Fees:
Profit Corporation/LLC: \$25
Non Profit Corporation: \$10
Optional expedite fee: \$25
Archives Fee: \$1

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STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
Business Registration Division
335 Merchant Street
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810
Phone No. (808) 586-2727

OFFICER / DIRECTOR / MEMBER / MANAGER CHANGES

FILED 02/22/2022 02:38 PM
Business Registration Division
DEPT. OF COMMERCE AND
CONSUMER AFFAIRS
State of Hawaii

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

Re: HAWAII WRITERS GUILD

(Name of Entity)

To Whom It May Concern:

These are the current officers/directors/members/managers for the above named entity:

Name: LUPO, ROBERT (BOB) E

Title: Treasurer, Director

Address: 29-2281 HANAMALO LOOP, HAKALAU, HI 96710 USA

Name: MCMILLAN, CAROL

Title: President, Director

Address: 64-651 PU'U NOHO ST, KAMUELA, HI 96743 USA

Name: STERN, BRUCE

Title: Vice President, Director

Address: 68-1881 EHAKE PL, WAIKOLOA, HI 96738 USA

Name: BEUMLER, DONNA

Title: Secretary, Director

Address: 55-601 HAWI RD, HAWI, HI 96719 USA

I certify under the penalties of the Hawaii Revised Statutes that I am authorized to make this change for the entity and the statements herein are true and correct in all material respects.

Signed this 22 day of FEBRUARY 2022

Sincerely,

DONNA BEUMLER
(Signature)

DONNA BEUMLER, SECRETARY
(Print Name & Title)

FILE # 298766D2