

Hawaii Writers Guild  
-MINUTES of the Board of Directors Meeting-  
October 26, 2023

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 and North Kohala-area Regional Director*  
Bruce Stern — *Vice President*  
Catherine Tripp — *In-coming Treasurer*  
Donna Beumler —*Secretary*  
Joy Fisher —*Public Relations Director*

Other Members present via Zoom:

Duncan Dempster —*Webmaster*  
Margaret Zacharias —*Managing Editor, “Latitudes”*  
Mark Kelly, present for the early portion of the meeting —*AI subcommittee member and “Latitudes” genre editor*

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

**1. PRESIDENT DIANE REVELL CALLED THE REGULAR SESSION OF THE MEETING TO ORDER at 6:32 p.m.**

a.) Literary Review, generally: The Board expressed its appreciation to Margaret and Mark for their insight expressed during the Special Meeting, conducted just prior to the start of this “Regular Session.” (See Minutes of Special Meeting of October 26, 2023, posted to the Guild’s website, for more detailed information.)

Additionally, Bruce raised the topic of obtaining releases from authors who have had their work selected to be published in *Latitudes*, the Guild’s on-line literary journal. He suggested that the *Latitudes* editors may wish to consider, or make authors aware of, various types of copyrights or licenses. It was discussed that, over and above the standard copyright which attaches to any published writing, there are more specialized devices by which to protect an author’s work product. Reference was made, for example, to the “Creative Commons”

license, which grants others the right to share, use or refer to an author’s work, as long as specified instructions (such as attribution) are followed. Query was made as to how in the past Bruce has demonstrated that he has granted a Creative Commons license with respect to his submitted or published work. Bruce advised that he imbeds the Creative Commons icon at the bottom of each page. Bruce agreed to provide to Margaret sample language which he has appended to his work in the past, in conformance with the “Creative Commons” license, noting that there is no charge to avail oneself of this license.

Margaret then brought up the issue of the potential for AI platforms to co-opt the works published in *Latitudes* in order to utilize them —without permission— in the training of AI. It was proposed that this topic be considered and addressed by the AI subcommittee, consisting at this point of Margaret, Cheryl Ann, and Mark Kelly. While Margaret indicated her preference to have Bruce lead the AI subcommittee, he responded that he is happy to advise the subcommittee and act as a liaison between it and the Board, but declines to lead it. Bruce expects to further discuss issues pertinent to AI with Margaret at a later time.

Finally, it was clarified that *Latitudes* submission rules currently do not require an author to agree to provide “first rights of publication,” and that editors *will* consider work which has been previously published, albeit with appropriate attribution.

b.) “Policies and Procedures,” follow-up: Diane indicated that she did provide a brief summary of treasurer’s duties to Catherine; Catherine plans to develop a more standardized and detailed list of procedures so that future Guild treasurers will have a more precise road map from which to work. Additionally, Catherine suggested that a more efficient “membership dues” process for new members would be to maintain a payment schedule based upon the month the person joined the Guild. Discussion then followed with respect to the Guild having only recently moved to an annual dues payment for all members, with new members’ dues payments being pro-rated according to the month in which they joined. The Board requested that the topic of the procedure for invoicing new members be added to the agenda for the November meeting.

Bruce noted that his draft of the policies and procedures pertinent to maintaining membership logs and the opt-in list has not yet been completed; he expects to have a draft available to distribute at the November meeting.

Diane is preparing to draft policies and procedures relevant to the annual election of officers. On that topic, she will be forwarding *via* e-mail to current officers and directors a query as to their interest in continuing in their current positions. With regard to the planning for the Guild’s “Annual Meeting,” Diane mentioned that it appears the meeting will be conducted *via* Zoom again this year. She would like to explore in the future a procedure where members who live on other islands can gather together, and then join the broader “Annual Meeting,” which would be designed more as a social event, similar to how the meeting was conducted prior to the pandemic and Zoom. There was some interest amongst Board members to continue to include a Zoom element moving forward.

2. **MEMBERSHIP REPORT:** Prior to the meeting, Bruce e-mailed to Board members updated Membership Logs and the most recent Opt-in List. Current active, paid HWG members total 74, including one student member. This number reflects the fact that there are no members who are considered either “late” or “delinquent” in their dues payments at this time. Bruce also advised that the new Opt-in List, which he has created as a Google Group, contains the contact information for 40 Guild members who desire to share their information with other members for purposes of outreach and mentoring. Catherine mentioned that she would also like to be added to the list, and Bruce requested that she follow-up with an e-mail and include her preferred genre(s).

3. **TREASURER’S REPORT:** Diane, as interim treasurer, advised that, as of October 26, 2023, the Guild’s ASB operating balance is \$10,007.65. Diane noted that the treasurer’s spreadsheets themselves are for the information of the Board, and are not to be made available to the general membership nor to the public. Bruce reiterated that it is important that he receive the treasurer’s accounting each month prior to the start of the Board meeting, as he typically will reconcile the status of members according to timeliness their annual dues payments.

Discussion then ensued regarding the number of Board members whose signatures appear or should appear on the bank account’s signature card. Some concern was expressed as to the potential for attrition amongst Board members, and the need to maintain continuity under those circumstances with respect to the Guild’s finances. It was agreed that neither Donna nor Joy need to be signatories to the ASB account, and that the three officers currently listed (Diane, Bruce and Catherine) are sufficient. An additional topic raised was the number of signatures which are required to issue a check on the Guild’s account. Currently, §8.1.1 of the Bylaws states that *two* signatures are required, which the Board agreed is superfluous. *Diane has drafted a resolution to amend the Bylaws to require only one signature, in accordance with the wishes of the Treasurer and Board as a whole, and asked that this resolution be added to the agenda for the November meeting.*

4. **SECRETARY’S UPDATE:** Donna advised the Board that she has filed the required updated “Annual Report” with the State of Hawaii. The new report contains Catherine’s name and information as Guild treasurer. Donna noted that she has spoken with former treasurer Bob Lupo to let him know that his name has been removed from the report.

Additionally, Donna mentioned that she would like to propose in the future a new “Policies and Procedure” designed to increase the efficiency of the process for Board approval of the Minutes of the monthly BOD meetings. This proposal would provide that a Board member who has not responded to the e-mailed draft of the Minutes and request for approval after a certain period of time (for example: 14 days) could be deemed to have consented to the finalization and posting of the Minutes as written. Preliminarily, both Diane and Bruce indicated

their agreement with this approach. Donna asked Board members to give this some thought, and indicated she would add this topic to the agenda for next month's meeting.

## 5. COMMITTEE REPORTS/UPDATES:

a.) EVENTS COMMITTEE: The events director position remains vacant. Diane opined that the upcoming Kauai Writers Conference might be an ideal venue in which to solicit Guild members to donate their time and expertise to HWG. In addition to the position of Events Director, there is an on-going need to identify a member to serve as an apprentice to Duncan as webmaster. It was noted that a Maui-based member who has now relocated to Hilo has previously indicated a possible interest in assisting with website management, and Diane will reach out to her in this regard. Reference was also made to a Waimea-based member who had previously suggested that she may in the future be available to assist with organizing events for the Guild, and Diane suggested that this member be contacted to ascertain her current interest.

Joy indicated that she has identified twelve Guild members who plan to attend the Kauai Writers Conference, and has inquired of them as to their interest in attending an HWG dinner during the conference. Joy has made dinner reservations, and hopes to see a good turn-out at the HWG dinner on Saturday, November 11th. Diane and Joy will bring brochures, a banner and a sign to advertise the Guild at the HWG informational table made available by the Conference organizers.

b.) PUBLIC RELATIONS: Joy advised that she is hard at work on the upcoming issue of the Guild's on-line newsletter *Member News*. There are nine members who have joined the Guild since the last issue was published. Joy hopes to include a story in the newsletter about each new member if possible, based on their completion of the "new member questionnaire," which she has e-mailed to them. Additionally, since the Spring issue of the newsletter went on-line, fourteen Guild members have published their work, and —to date— Joy has completed stories about three of them. She is also preparing a rather lengthy "Transitions" column, highlighting the changes within the Guild in recent months, and also reports that a member has submitted an article regarding writing techniques, which will be included.

With respect to one of the three planned feature articles for the newsletter, Joy has offered Maui-based members an opportunity to write about their first-person stories, in connection with the tragic Maui wildfires which decimated much of the Lahaina area. A second article, which Joy will draft with Margaret's assistance, will be a review of the changes pertaining to *Latitudes* as a result of the change in its managing editor. Joy anticipates that the third feature article will focus on the Kauai Writers Conference. She expects that the newsletter will be ready to post to the website in the latter part of November, and mentioned that she continues to search for a Guild member who is willing to serve as co-editor of the newsletter, since the recent resignation of Cecilia Johansen from that position.

Diane added that she is aware that a woman from the Berkeley chapter of the California Writers Club, with which the Guild has had an affiliation in the past, will be attending the Kauai Writers Conference, and suggested that it might be appropriate to invite her to attend the Saturday evening HWG dinner.

c.) WEBSITE UPDATES: Duncan reports that he continues to work with new members to prepare and then post their information to the website. He also continues to perform web-based maintenance, and noted that the website is growing substantially in its length and breadth. Duncan indicated that the web host itself has been undergoing changes which have rendered it no longer the ideal host for the Guild's purposes, but advised that the bigger the website gets, the more difficult it would be to transition to another web host. Catherine concurred that the web host does not appear to meet the Guild's needs, and she is also exploring other options for her own purposes. Catherine proposed that she and Duncan get together in order discuss this issue further.

d.) REGIONAL DIRECTOR REPORTS:

—**Volcano-area**: Bryan was not available to provide an update at this time.

—**North Kohala-area**: Diane reported that four writers attended today's North Kohala-area on-line writers group meeting, and she continues to be pleased with the level of participation and input.

—**Tutu's House**: Bruce advised that the group continues to be fairly consistent in its numbers, and that the interaction is quite productive. The group continues to meet Tuesday mornings at 10:00 am *via* Zoom only.

—**Kauai Readings and Responses**: Frank was not available to report on the Kauai Readings and Responses on-line group.

—**Other reports/Non-fiction Focus Writers Group & Readings and Responses-Open forum**: Joy advised that the "Non-fiction Focus" group continues to meet two Sundays per month, with the dates varying according to participants' availability. Joy notes that there is positive feedback and good rapport during these meetings. Cheryl Ann was not present this date to report on the progress of the on-line "Readings & Responses."

## 6. OTHER BUSINESS/PARKING LOT:

With respect to the issue of filling vacancies and the Guild's YouTube programs ("Inside the Writers Studio" and "Write On!") Diane mentioned that she has been in touch with Diann

Wilson, producer and host of “Write On!” Diann is planning to move to the mainland soon, but has expressed a willingness to complete at least two more “Write On!” episodes, both on the topic of *Latitudes*, with one episode focusing on submission guidelines generally, and the second episode exploring issues relating to AI. Margaret volunteered to be interviewed for the first, more general, episode, and it was proposed that Mark Kelly, Cheryl Ann Farrell, and Bruce Stern be approached with respect to the second. *Diane will follow-up with Diann Wilson in this regard.*

Diane mentioned that two Guild members (Diann Wilson and Carol McMillan) will be reading from their work on Tuesday, November 7 at 6 pm, during the “Words and Wine” program hosted by Kona Stories bookstore in Keauhou. *Joy advised that she will send an e-mail to Guild members regarding the “Words and Wine” event. Diane further indicated a willingness to contact Diann Wilson in order to make an effort to coordinate a YouTube “Write On!” episode focusing on guidelines for submitting work to Latitudes.*

#### ANNOUNCEMENTS:

The next **Board of Directors meeting** is scheduled for Tuesday, November 21, 2023 at 6:30 pm, in order to avoid potential conflicts with Thanksgiving.

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 November 11, 2023). The final agenda will be emailed to the full membership five days prior to the meeting.**

**The meeting adjourned at 7:52 pm.**

Respectfully submitted this 5th day of November, 2023.

By: \_\_Donna Beumler\_\_

Donna Beumler  
Secretary, Hawaii Writers Guild