

Hawaii Writers Guild
-MINUTES of the Board of Directors Meeting-
September 28, 2023

Minutes of the Hawaii Writers Guild (HWG) Board 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*
Frank Reilly —*Kauai Regional Director*

Other Members present via Zoom:

Duncan Dempster —*Webmaster*
Margaret Zacharias —*Managing Editor, “Latitudes”*

[*Note: In order to assist Donna in preparing the Minutes of the meeting, Duncan —without objection— activated Zoom’s “record” function. Once the Minutes are completed, approved, and posted to the website, the recording will be deleted.*]

EXECUTIVE SESSION (closed to general membership)—

1. PRESIDENT DIANE REVELL CALLED THE EXECUTIVE SESSION TO ORDER at 6:35 p.m.

2. Literary Review Submissions and Related Issues: The Board convened a closed session at the request of Board members and *Latitudes* managing editor Margaret Zacharias to discuss matters pertaining to *Latitudes* submissions. *It was agreed that a Special Meeting pursuant to §5.3 of the Guild’s Bylaws will be scheduled to explore these issues more fully. In addition, the Board authorized the creation of a special committee to conduct research and report back to the Board.*

REGULAR SESSION (open to general membership)—

1. **PRESIDENT DIANE REVELL CALLED THE REGULAR SESSION OF THE MEETING TO ORDER at 7:16 p.m.** It was noted that no members other than those present at the Executive Session were present and waiting to join the meeting.

HWG “POLICIES AND PROCEDURES:”

Diane noted that she intends to write up a summary of the treasurer’s responsibilities to be included among the Guild’s collection of “Policies and Procedures,” and that she will endeavor to meet with in-coming treasurer Catherine Tripp in this regard. Diane advised that she will include the process for preparing an estimated annual budget. Similarly, Bruce will be compiling a summary of the duties of the vice president, including maintaining membership logs, as well as the mentoring and networking list containing member contact information known as the “opt-in list.” Finally, it was noted that the Board needs to establish an ad hoc committee to organize the annual election of officers.

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 72, with one student member. Bruce noted that September was a good month for growing the Guild’s membership. He also advised that the new Opt-in List, maintained as a Google-groups e-mail list serve, contains the contact information for 36 Guild members who desire to share their information with other members for purposes of outreach and mentoring. Bruce mentioned that it’s critical that the treasurer work with Duncan and with himself in order to keep track of the status of members *vis-a-vis* their dues payments.

3. **TREASURER’S REPORT:** Diane, as interim treasurer, previously e-mailed accounting information to the Board indicating that, as of September 27, 2023, the Guild’s ASB operating balance is \$10,002.65. 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. Diane pointed out that she has refunded overpayments to two new members who paid full membership dues rather than the pro-rated amount. She has discussed with Duncan how best to clarify this point, perhaps both in the “welcome letter” and on the website. Duncan continues to work with PayPal to refine the process of paying dues *via* the website.

4. **SECRETARY’S UPDATE:** Donna reminded the Board that a new-member application is outstanding, with three Board members in favor of granting membership status. It was noted that Guild procedure calls for a final decision to be made regarding membership applications within 7 days of submission. Indeed, when Duncan forwards an application to the Board for consideration, he includes the 7-day deadline in the e-mail. *This particular application*

was distributed by Duncan on September 26, 2023, with a deadline for action by the Board of October 3, 2023.

5. COMMITTEE REPORTS/UPDATES:

a.) EVENTS COMMITTEE: The events director position remains vacant. Diane noted that, in the past, the Guild has maintained a presence at the Christmas Crafts Fair held annually at the Marriott King Kamehameha Hotel in Kona; however, in light of the absence of volunteers to organize and staff an informational table, HWG will not be able to participate in the event this year.

b.) PUBLIC RELATIONS: Joy advised that she has drafted a press release concerning Frank Reilly's appointment to the Guild's Board of Directors and his role as facilitator for the new on-line group known as Kauai Readings and Responses. Joy submitted this article to Kauai's Garden Isle newspaper, and also posted it on the Guild's public Facebook page. Additionally, she is preparing to e-mail a solicitation to Guild members seeking articles and other newsworthy information to be included in the Fall issue of the Guild's on-line newsletter, *Member News*. She anticipates including three feature stories, and would like to interest Maui-based members in writing about their recent experiences dealing with the tragic wildfires which decimated parts of the island. The newsletter will also include an article highlighting members who have published since the last newsletter was posted, and a story about each new member of the Guild. Also included in the newsletter will be a "transitions" column, providing information about changes within the Board of Directors. It was noted that Diann Wilson has recently published her non-fiction book, as has Carol McMillan.

Bruce mentioned that Tutu's House facilitator Dave Fouts may have information concerning efforts to organize readings at a Waimea gallery, and asked Joy to follow-up in this regard. Discussion followed with respect to the Guild's §501(c)(3) status, and inability of the Guild to involve itself in book sales or other for-profit activities. Joy indicated that she is familiar with this effort, and believes that it would be an appropriate activity for a writers group, such as Hawaii Writers Alliance, which is not organized as a non-profit organization.

Diane and Joy discussed what steps will need to be taken in order to staff a table or otherwise maintain a presence at the upcoming Kauai Writers Conference in November.

c.) WEBSITE UPDATES: Duncan reports that he has been working with some of the Guild's newer members to post their bios and/or photos to the website's "Our Authors" page. He noted that Bruce's newly-revised membership logs have been very helpful to him in his efforts to cull from the website those former members who no longer have an affiliation with the Guild. Duncan also mentioned in this regard that former-member information is not actually deleted, but remains accessible in the event that these individuals wish to renew their memberships.

d.) REGIONAL DIRECTOR REPORTS:

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

—**North Kohala-area:** Diane reported that five writers attended today’s North Kohala-area on-line writers group meeting, and has heard from additional members who plan to attend the next meeting. One writer advised that she is employed and not always available to meet during work hours, and also has a preference for meeting one-on-one in something of a “writing buddy” relationship. Diane has followed up with this writer to obtain more specific information.

—**Tutu’s House:** Bruce advised that the group continues to be fairly consistent in its numbers, and that the interaction is very productive. He noted that the genres represented are quite varied, and that the group would like to see new members join the Zoom-only meetings. Catherine inquired as to the distinction between the “Readings and Responses” groups and the regional writers groups. Board members responded that the regional groups are open to the public, whereas “Readings and Responses” meetings are limited to HWG members. In addition, it was noted that —pre-pandemic— regional groups met in-person, but that the “Readings and Responses” groups originally arose out of the need to connect writers during the lockdown which resulted from the pandemic, and have always met *via* Zoom.

—**Kauai Readings and Responses:** Frank reported that the Kauai Readings and Responses on-line group continues to grow, and they typically welcome 7 or more writers at each meeting. In fact, there are so many writers who participate and who wish to read their work that there is some overflow to the next meeting. He considers the work to be of an unusually high caliber. A group of 13 writers recently gathered at Frank’s home for a meeting and potluck, including a Maui-based member who flew over to Kauai for the event. Frank continues to promote HWG and to encourage that participants consider joining the Guild. Joy inquired as to how many of the Kauai-based writers are expected to attend the Kauai Writers Conference in November; Frank does not have specific number, but believes it’s about 50 percent. *Frank mentioned that in past years, the conference organizers have put together an informational packet, and suggested that the Guild’s trifold brochure might appropriately be part of those materials; Joy will follow up in this regard.*

—**Other reports/Non-fiction Focus Writers Group & Readings and Responses-Open forum:** Joy reported that the “Non-fiction Focus” group continues to meet and garner steady participation from, typically, about 4 writers, and is limited to HWG members. Catherine was able to attend the on-line Readings and Responses group facilitated by Cheryl Ann Farrell, and reported that it went smoothly, was well-run, and that she was pleased to be able to participate.

6. OTHER BUSINESS/PARKING LOT:

* “*Write On!*” Diane mentioned that she’d like to connect with Diann Wilson regarding a “Write On!” episode devoted to *Latitudes* submissions, and mentioned that Bob Lupo had participated in such a video in the past. Margaret agreed that such a presentation would be helpful, especially in light of the discussions regarding attestations of originality. Donna advised the Board that Diann and her husband plan to move back to the mainland soon, and that Diann’s availability to produce YouTube informational videos for the Guild in the future is unknown. *Diane will follow-up with Diann soon in light of this information.*

* Broadening the definition of “member” using “Policies and Procedures” and/or Bylaws amendment: Diane suggested that the Board consider including a membership category for editors. Donna noted that some of the writing groups she surveyed have membership categories which are seemingly very broad, such as “writers or related fields.” Bruce responded that such a broad category might complicate the membership application process, in particular with respect to submitting work for evaluation by the Board.

*Filling vacancies:

—Web assistant

—Events Director

—YouTube [“Inside the Writers Studio”]

—Facebook/social media

*Amending the Bylaws: Diane has completed a draft of the updated schematic to include Frank Reilly as a regional director.

ANNOUNCEMENTS:

The next **Board of Directors meeting** is scheduled for Tuesday, October 26, 2023 at 6:30 pm.
The Board will endeavor to schedule a Special Meeting re: Latitudes submissions prior to that date.

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) and Secretary Donna Beumler (dmbeumler@gmail.com) at least 10 days prior to the next meeting (no later than October 16, 2023). The final agenda will be emailed to the full membership five days prior to the meeting.

The meeting adjourned at 8:07 pm.

Respectfully submitted this 15th day of October, 2023.

By: ___*Donna Beumler*___

Donna Beumler

Secretary

Hawaii Writers Guild