

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

Minutes of the Hawaii Writers Guild (HWG) Special Meeting of the Board of Directors, 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*

Donna Beumler —*Secretary*

Joy Fisher —*Public Relations Director*

Other Members present via Zoom:

Duncan Dempster —*Webmaster*

Margaret Zacharias —*Managing Editor, “Latitudes”*

Mark Kelly — *AI subcommittee member and “Latitudes” genre-editor*

SPECIAL MEETING (closed to general membership)—

1. PRESIDENT DIANE REVELL CALLED THE SPECIAL MEETING TO ORDER at 5:36 p.m. It was agreed that the four Board members present constitute a quorum.

2. Literary Review Submissions and Related Issues: The Board reviewed the following documents previously forwarded via e-mail by Margaret in final-draft form: Submission Guidelines, Attestation Statement, Formatting Guidelines, and Partial List of AI Writing Software. The Board had also reviewed the e-mail from Cheryl Ann Farrell, attached to the agenda for the meeting, regarding her views on potential AI concerns. All Board members present expressed agreement that the submitted forms are acceptable, and no changes were requested at this time. Issues related to the reference in the Submission Guidelines to “blind

judging,” having been addressed later in the meeting, formal Board approval of the documents was deferred until that time.

3. Errors and Omission/Liability Insurance and “Hold Harmless” Agreements: General discussion followed on the subject of the Board inquiring into the availability of some kind of liability insurance. It was unanimously agreed by all present that this issue is not one which will interfere with or delay the production and on-line publication of the Guild’s literary journal, *Latitudes*. *Nevertheless, in the future it will be appropriate to look into whether such insurance for the HWG’s Board is advisable.* It was noted that the organization known as HANO (Hawaii Alliance of Non-profit Organizations) would be an excellent resource in this regard.

4. Attestation Statement: Regarding *Latitudes* submissions by HWG members, it was agreed by all present that the required statement in which each author attests to the originality of the work submitted, coupled with the admonition in the Submission Guidelines that no work with any AI-generated content will be considered, is more than sufficient to comply with any due diligence concerns or expectations.

5. “Blind Judging”: Discussion ensued as to the past practice of referring to the *Latitudes* submissions process as being subject to “blind judging.” Although it will continue to be the practice of *Latitudes* editors to recuse themselves in the event that they have knowledge of the identity of the author, the consensus was that this phrase is not entirely appropriate under the circumstances, as it was acknowledged that there could conceivably be a rare situation in which the managing editor may need to vote in order to break a tie, despite knowledge of the identity of the author. *Margaret will replace the phrase “blind judging” in the Submission Guidelines with a more detailed reference to the journal as “refereed” and efforts to “maintain anonymity” of the authors.* With that amendment, Diane moved to approve the Submission Guidelines as submitted and amended, the motion was seconded by Bruce, and approved by all voting members present. *Please see HWG’s website, “Latitudes,” for full content of approved and finalized Submission Guidelines including Attestation Statement.*

ANNOUNCEMENTS:

The next regularly scheduled **Board of Directors meeting** will follow at 6:30 pm this date. The November BOD meeting is scheduled for Tuesday, November 21, 2023 at 6:30 pm, so as not to conflict 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) and Secretary Donna Beumler (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 6:30 pm.

Respectfully submitted this 30th day of October, 2023.

By: ___*Donna Beumler*_____

Donna Beumler

Secretary

Hawaii Writers Guild