

# MINUTES

Hawaii Writers Guild

December 12, 2017

Rev. 1

Hawaii Writers Guild (HWG) Board of Directors (BOD) Meeting

Held at the home of Eliza Cahill

Officers and Directors of the Guild present:

Eliza Cahill – *President*, Diane Revell – *Secretary*, Duncan Dempster – *Treasurer and Website Officer*, Eila Algood – *N. Hawaii Director*, Bryan Furer – *S. Hawaii Director*, Joy Fisher – *Public Relations Director*, Cece Johansen – *Events Director*

Others Present:

None

[Note: Items in **bold** indicate decisions made or actions required.]

President Eliza Cahill called the meeting to order at 1:50pm. Start had been delayed allowing for an update of latest e-mailed inputs on 2018 Guild projects to be voted on later in the meeting.

The **minutes of the November 14<sup>th</sup> and special November 24<sup>th</sup> meetings** were moved to be approved and **were approved unanimously**. They will be posted to the Guild's website in an archive location for minutes. **When this is done by the Webmaster, the Secretary will send an e-mail to all members with the link**. Diane also reported on the status of current membership: 43 active members with two more pending payment of their dues, so a continuing increase in membership.

The **updated and reformatted Hawaii Writers Guild Constitution and Bylaws of December 11<sup>th</sup>** were well received by the Board members. **It should be made available on the Guild Website with an update to the dates on the first and last pages.**

The **Treasurer**, Duncan, provided the Secretary with the latest bank statement through the end of November and indicated with the additional payment since then of dues by new member Bob Lupo, the **current balance as of this meeting is \$1074.72** with no new expenditures in the past month. Duncan had also checked with the Honokaa branch of the Hawaii Community Federal Credit Union on the issue of how many signatures needed on a check (Bylaws now say two) and who was on the current signature card for our account. **The bank does not check on how many signatures are on a check, if that is our procedure to have two, it is up to us to ensure we comply**. The current signatures on the card are as follows: Ray Pace, Eila Algood, Duncan Dempster and Cece Johansen. **Ray should be removed as no longer a Board member. Eliza Cahill should be added as another one on the card and perhaps some other officers**. This **can likely wait until after the coming election in January** as we currently still have three persons to choose from for the necessary two signatures in the interim and those on the Board may change as a result of the election.

*Committee Reports:*

Duncan provided the **Webmaster report**. He will need to **add a section to the Website for archiving the Board and General Meeting Minutes**. The minutes will be placed there when approved by the Board. **Of the five Google Groups: Writers of Waimea will be deleted; Friends of Hawaii Writers Guild will be changed to allow the Board to post messages, but no incoming messages from other members; similarly, for both the Hawaii Writers Guild and the Hawaii Writers Guild – BOD a change will allow the Board members to post, but no incoming messages from others; and the Waimea Writers (alias Tutu's writers group) has Greer Woodward and Eila Algood as managers, but Eliza will talk with Dave Fouts about who should manage it with someone as backup.** It was suggested the **Website entry for John Holland should be edited**, but not deleted. His page can still be used for someone who would like to see more about John's work and order his books. **Duncan agreed to do the editing.**

The **Public Relations Director**, Joy, received congratulations as raised by Duncan for her work in publicizing and capturing a review of the event for the Guild's website of the December 6<sup>th</sup> Lit Night readings. Joy reported that the December 6<sup>th</sup> event went well. **Joy/Duncan will add the next Board meeting(s) and the annual General Membership meeting to the website calendar.** Also, the **Friday, February 23<sup>rd</sup> event at the Tutu House open house that will be dedicated to the memory of John Holland will be put on the calendar.**

The Events Director, Cece, had much to report. For the January 30<sup>th</sup> General Membership meeting, Cece had investigated various venues that could also be considered for other future events of the Guild. **For the General Membership meeting it was agreed that Anna Ranch would be the best venue for the event.** Cece felt this first annual meeting of the Guild should include a nice dinner as part of the event. She had considered some catering options. There was discussion if a pupus and wine event would be the way to go or potluck or a catered dinner event. Some thought no matter what was said, some would bring food anyway. **One option that seemed to be the way it may go, is for the main menu items to be catered and to suggest, if anyone wanted to bring other foods, what might be suitable.** Cece favored a sit-down dinner as most appropriate for this significant event of the first annual meeting of the full Guild membership. **The specifics are still to be worked out, but should be decided no later than the next Board meeting.** It was **agreed that the meeting should be in the evening** to allow those with daytime jobs to attend with a **tentative time frame of 6pm-8pm.** The Guild **membership needs to be made aware of the location, date and time to save it on their calendars.**

Cece also provided information on a couple other venues for use in future HWG events. She had also checked into some options on liability insurance that can be required for use of some venues. One option for a 1-day liability insurance policy is \$104 while options for a full year of liability insurance would be on the order of \$700-\$800 annually. Pukalani Event Hall kamaina rental is around \$600. Kahilu Theatre was also mentioned as a potential location sponsor (Duncan working with Artistic Director Chuck Gessert and Exec. Director Deb Goodwin.)

She has recruited other members to support the Events Committee: Duncan Dempster for Honokaa area; Paul Bryant for Laupahoehoe; Sam Cudney for Waikoloa. It was suggested one

of the new members, Dale Belvin, might be a candidate for her committee to cover the south part of the island near Pahoe. She also invited Renée Robinson to join HWG and when asked she indicated Renée would be willing to do a class on editing, publishing and related topics.

Several members have indicated interest in participating in the booth Cece reserved at the upcoming Waimea Cherry Blossom Festival (Feb. 3<sup>rd</sup>, 2018) for selling their books or having them available for others to sell. Cece is also looking into Guild participation at the Parker Ranch Food Court's March Craft Fair for HWG member book sales.

The form to reserve the **Thelma Parker Public Library for 2018 future readings** was to be turned in later today by Cece. The dates we will reserve are as follows: **Feb. 7<sup>th</sup>, April 4<sup>th</sup>, July 6<sup>th</sup>, Aug. 1<sup>st</sup>, Oct. 3<sup>rd</sup>, and Dec. 5<sup>th</sup>**. It will be \$25/event and Duncan as Treasurer suggested it would be best to pay for it all at once.

Eliza complimented Cece on all the excellent work she has done to date for the Guild as Events Director.

Related to our public readings there were two suggestions. We should **have available handouts at these events that provide more information on upcoming HWG events and how to join HWG**. Each reading should **include a sign-up sheet asking for name and e-mail address of those who want to receive future information on our events**. Those who sign-up could be **added to the Friends of Hawaii Writers Guild google group** and **PR could then send out notices for events** to those non-members when events are scheduled.

Two potential future HWG events were suggested: a possible HWG Creative Writers Festival (or Writers' Expo) and a "Me, Too" event sponsored or co-sponsored with the Women's March people. The first was considered as a potential priority project for 2018 while the second would be a regular event. Related to this, it was agreed **a Guild Event Suggestion form should be developed**. The person who wanted to suggest an event would fill in the form to provide the research they had done on the topic, suggest a venue, the targeted date and times of day then hand it off for consideration. **The President, PR Director and Events Director would work to develop the specifics of the form**.

Eila reported on the **North Kohala** area activities. The current librarian in charge has agreed to support continued **public readings by the HWG at the public library**. **The next two will be on February 12<sup>th</sup> and April 9<sup>th</sup> with the plan to have 6 readers instead of the prior target of 8**. This will give more time for some discussion related to the readings at the events. Eila raised a topic of concern about some feedback received from the graphic horrendous events included in the reading from Jada Tan Rufo from her book *The Zone*. This included some who listened leaving during that part of the readings, though at least one individual stated they were interested in her book based on the reading. It was **decided we did not think it appropriate to censor what the reading selections would be, but the moderator should be somewhat familiar with what was expected from each writer's selected reading and either the moderator or writer should provide a trigger warning, if appropriate**. Eila also brought a summary of inputs she had received from some in North Kohala she had tapped for ideas on our 2018 priority projects. Eliza suggested she make sure they were part of our later discussion on the 2018 projects.

Bryan provided a report on the activities in the **Volcano area**. The October public reading had about 20 people in attendance and it went quite well. Ira Ono who provided the venue indicated he was willing to support future readings at his facility. Bryan thought a spring event would be planned next. One point raised by Bryan was that it would be good to have a portable mic/speaker setup as it was hard for some attending to hear the readings. **It was suggested the Guild may want to invest in a portable mic/speaker setup for use at HWG events when needed.** Some libraries (like North Kohala) have them for use for free at events they sponsor or for rent at events the libraries don't sponsor, but held at the library's facilities.

Consideration of arranging for a videographer at our events and some options to capture the events were discussed. A major part of doing a good job to ensure even volume among other aspects requires someone good at editing. Use of an iPhone with editing using iMovie was mentioned as one simple option. **A reminder was stated that before posting photos or video, permission must be received from each reader or if they don't provide permission their portion must be edited out.**

The **Vice President** was not at the meeting, so no report provided from him.

Eliza as **President** provided an **overview of the ten nominated projects for our HWG work in 2018**. Some were reassigned to be considered as events versus projects or combined so we had **six to vote on** with the following **results in priority order for 2018 where one through four would be our high priority projects**:

1. **Workshops/Classes** – Could make use of the Event Form mentioned earlier in these minutes to develop these events based on input from the membership
2. **More reading events** – tied with #3, may want to have a process laid out to make it easier for others in our Guild to develop and moderate future reading in more venues
3. **Writers Expo** – tied with #2, would require major effort and would be targeted for late in 2018 to give enough time to develop this
4. **Host a National Slam Poetry Event** as a means of youth outreach – Eliza has familiarity with this and will scope out the effort for it
5. **Outreach to elders** via senior centers or assisted living places - low priority for this coming year as time permits
6. **Writing contests** – not enough interest for this coming year to be a priority

The **writers resource directory** was determined to be something that **should be worked on as we went along versus a separate project**, but we **should find a person to be the collector/editor**.

An item of old business was to review and finalize the “Benefits of Joining Hawaii Writers Guild” previously proposed by Duncan. The final edits were made and will be posted to the website.

As it was getting late, the second item of old business was not addressed at this meeting and may need to be done via e-mail exchanges. *(Note that Diane is willing to be one of the auditors, but would want some guidance on the process required.)*

- Determine which two Board members (other than the Treasurer) will perform the annual accounts audit prior to the January Annual Meeting. [Bylaws Article IV, paragraph C, Section 4, Treasurer in Dec. 11, 2017 version]

The **next meeting date was set for January 2<sup>nd</sup> and deviated from our usual second Tuesday date** due to some conflicts as well as wanting to have more time prior to the annual General meeting to be sure all the plans are in place for that event.

The meeting was adjourned at 3:45pm.

Respectfully submitted,  
Diane Revell, Secretary

Announcements:

- The **next meeting time and place: Tuesday, January 2<sup>nd</sup> at 1:30pm – 3:30pm at Eliza’s home** at 65-1372 Kawaihae Rd. in Waimea.
- **Requests for items to be added to the agenda for the next meeting** should be sent to the President Eliza Cahill at her e-mail address (Fridamagazine@gmail.com) 10-days prior to the next meeting, so **by December 23<sup>rd</sup>**. The **agenda will be e-mailed Dec. 28<sup>th</sup>**, five days prior to the meeting.
- **Nominations for candidates for 2018 officers** of President, Vice President, Secretary and Treasurer should be **available no later than December 31<sup>st</sup>**.