

Romance Writers of America  
Board Meeting Agenda  
February 25, 2023  
12:00 p.m. CST  
Virtual Meeting

Saturday, February 25, 2023

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**CALL TO ORDER** – President Clair Brett called the meeting to order at 12:00 p.m. CT on Saturday, February 25, 2023.

**ROLL CALL/CERTIFICATION OF QUORUM:** Secretary Jacki Renée called the roll. Eight members were present: Officers Clair Brett, Jacki Renée, and Brooke Wills; Directors-at-Large Louisa Cornell, Marian H. Griffin, Mary Karlik, Anita Learned, Ursula Renee; Advisors Antonia Cyn. Director-at-Large Laina Turner and PRO Advisor Judith Bastin were absent. RWA Staff members Leslie Scantlebury and Erin Fry were present. With a majority of the Board members needed to establish a quorum, there were 8 voting members present, the Chair declared a quorum.

**The following RWA member guests were in attendance:** Shayne Huxtable, Pamela Atkins, Jennifer Weisbrod, Donna Commeaux

**PRESIDENT’S REPORT** - C. Brett

In quarter 2 RWA has been active. Our committees have been fully engaged in their charges, including our new DEIA committee, that has not only been working on their own work were brought in to consult on issues that have risen in our diligent work. RWR committee is busy finding industry relevant and diverse content for our magazine, which will soon see it’s one year anniversary in digital form! Our Policy Advisory committee has regularly found interesting and important information concerning the publishing world that our authors should be aware of.

Pen 2 Paper has begun and participants are deeply involved in their work. RAMP is getting ready to roll out for the 2023 class and we will be actively looking for mentors from our published members. Please consider sharing all you have learned with these talented writers. We kicked off January 2023 with our first Traditionally Published author weekend, to resounding success according those who participated. We welcomed back editor and agents to discuss traditional publishing and some of our own published authors discussed how many no’s it took before a yes. The takeaway was, never give up. We have many workshops to be announced soon for the spring, and of course registration is open for our national organization to be held in Anaheim California this year.

The board of directors is busy splitting their time between working as board liaisons to our committees and also either working in a group to help bring our bylaws up to speed with our values, and to make sure that our leadership opportunities do not have undue barriers to entry for members who want to serve or the taskforce that is working on bringing our two different

affiliation agreements into one and at the same time making more clear what nationals and chapters should be doing to support each other and make our organization more cohesive and strong.

I am proud to say that RWA has also been working diligently in the advocacy arm of our industry. We work closely with the Author coalition and ACA to advocate for our authors and all writers. We have signed onto a white paper to Amazon about their refund policy, The board of directors gave me permission to send an open letter to The USA today concerning their hold on the bestselling book list, and two members of our policy Advisory committee have been put on a committee through ACA to look into the concerns of AI in publishing.

In the fall, we held a membership drive to help increase our membership and I am thrilled to announce we gained 255 new and reinstating members during the membership drive! Welcome to all our new members and welcome back to reinstating members. I look forward to meeting many of you as we move forward.

The board of directors participated in several actions without meeting to bring new volunteers onto our committees. Please remember we are always looking for new volunteers, to make our organization stronger and better. If you are interested, please go on the website and fill out the volunteer form.

As you are probably aware, RWA continues to work with our business consultant Pankaj and his team to keep moving us forward and without them, our hardworking staff, my executive committee consisting of Jacki Renee and Brook Wills, and the other board of directors and committee chairs and members we would not be here today listing all of the things we have been able to accomplish. I can't wait to see what quarters 3 and 4 have in store for us!

## SECRETARY'S REPORT – J. Renée

### **Motion to Approve the November 2022 Board Meeting Minutes**

*Brett moved to approve the November 2022 Board of Directors Meeting meeting minutes.*

The motion was adopted in an Action Without Meeting on November 28 with 9 votes in the affirmative.

### **Motion to Approve Budget for December 2022 – August 2023**

*Wills moved that the budget for December 2022 – August 2023 be approved.*

The motion was adopted in an Action Without Meeting on November 28 with 9 votes in the affirmative.

### **Motion to approve Chair of the Transition Task Force**

*Brett moved to approve the following Chair for the Transition Task Force.*

*Chairperson – Jacki Renee*

The motion was adopted in an Action Without Meeting on November 30 with 9 votes in the affirmative.

### **Motion to Approve the RWA2023 Annual Conference Budget**

*Wills moved that the budget for RWA2023 be approved.*

The motion was adopted in an Action Without Meeting on December 19 with 9 votes in the affirmative.

### **Motion to Approve Academic Grant**

*Wills moved to approve the Academic Grant Committee's recommendation for the following project in the amount of \$2,000:*

*Project Title: Locating authenticity in crime romance novels: Perspectives from international readers and writers.*

The motion was adopted in an Action Without Meeting on January 9 with 9 votes in the affirmative.

### **Motion to Approve Academic Grant**

*Wills moved to approve the Academic Grant Committee's recommendation for the following project in the amount of \$3,000:*

*Project Title: Romance Readers Experience Webtoon: An Examination of Reader Engagement with New Media*

The motion was adopted in an Action Without Meeting on January 9 with 9 votes in the affirmative.

### **Motion to Approve New Chapter Formation**

*Brett moved to approve the Mosaic Chapter.*

The motion was adopted in an Action Without Meeting on January 9 with 9 votes in the affirmative.

**Motion to Approve Committee Members**

*Brett moved to approve the following committee members:*

***Diversity Advisory Committee:***

*Member: Claudine Gandolfi*

The motion was adopted in an Action Without Meeting on January 9 with 9 votes in the affirmative.

**Motion to Approve Committee Members**

*Brett moved to approve the following committee members:*

***Librarian Outreach Committee***

*Member: Savannah Frierson*

***Transition Task Force***

*Louise Chen*

*Athena Hernandez*

*Maureen Nelson*

The motion was adopted in an Action Without Meeting on January 23 with 9 votes in the affirmative.

TREASURER'S REPORT - B. Wills

**Romance Writers of America**

**Executive Summary**

September 2022 – December 2022

| <b>CASH POSITION</b>  |                        |                   |
|-----------------------|------------------------|-------------------|
| <b>1-Sep<br/>2022</b> | <b>31-Dec<br/>2022</b> | <b>Difference</b> |
| \$935,772             | \$765,322              | (\$170,450)       |

**NET INCOME (LOSS)**

Net income/loss as of 12-31-22 is (\$85,752).

**NOTES**

The first installment of the EIDL loan was made in December 2022.

**BUDGET VS ACTUALS SUMMARY**

Total Income for the 4-month period over the same period in 2021 was down almost \$54K, mainly because of lower dues income.

Expenses for the same two periods were about the same.

Focus for the balance of the fiscal year (ending August 2023) continues to be on membership campaigns, current member retention, educational programs and workshops and conferences (in-person in Anaheim in July and mini-conferences similar to the Marketing Master Class and Author Weekends held last October and in January.

All expenses are, and will be, actively controlled.

# Romance Writers of America

## Balance Sheet

As of December 31, 2022

### ASSETS

|                                   |                   |
|-----------------------------------|-------------------|
| <b>Current Assets</b>             |                   |
| Bank Accounts                     |                   |
| 1000 Cash                         | 484,441           |
| 1100 Investment Accounts          | 280,881           |
| <b>Total Bank Accounts</b>        | <b>\$ 765,322</b> |
| Other Current Assets              |                   |
| 1300 Other Current Assets         | 1,202             |
| 1400 Prepaid Expenses             | 7,594             |
| 1500 Inventory Asset              | 2,916             |
| <b>Total Other Current Assets</b> | <b>\$ 11,712</b>  |
| <b>Total Current Assets</b>       | <b>\$ 777,033</b> |
| Fixed Assets                      |                   |
| 1600 Land                         | 0                 |
| 1610 Building                     | 0                 |
| 1620 Building Improvements        | 0                 |
| 1630 Furniture & Fixtures         | 0                 |
| 1640 Computer Equipment           | 329               |
| 1650 Office Machines              | 0                 |
| 1660 Software                     | 39,058            |
| <b>Total Fixed Assets</b>         | <b>\$ 39,387</b>  |
| Other Assets                      |                   |
| 1700 Long-term Assets             | 0                 |
| <b>Total Other Assets</b>         | <b>\$ 0</b>       |
| <b>TOTAL ASSETS</b>               | <b>\$ 816,420</b> |

### LIABILITIES AND EQUITY

|  |                   |
|--|-------------------|
| Liabilities                            |                   |
| Current Liabilities                    |                   |
| Other Current Liabilities              |                   |
| 2200 Other Current Liabilities         | 57,925            |
| 2700 Deferred Revenues                 | 90,161            |
| <b>Total Other Current Liabilities</b> | <b>\$ 148,086</b> |
| <b>Total Current Liabilities</b>       | <b>\$ 148,086</b> |
| Long-Term Liabilities                  |                   |
| <b>Total Long-Term Liabilities</b>     | <b>\$ 149,603</b> |
| <b>Total Liabilities</b>               | <b>\$ 297,688</b> |
| Equity                                 |                   |
| 2800 Designated Funds                  | 586,916           |
| Opening Balance Equity                 | 1,190,602         |
| Retained Earnings                      | -1,173,034        |
| Net Income                             | -85,752           |
| <b>Total Equity</b>                    | <b>\$ 518,732</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$ 816,420</b> |

Unaudited

# Romance Writers of America

## Income Statement

For Period: September 2022 - December 2022

|                                      |                    |
|--------------------------------------|--------------------|
| <b>Income</b>                        |                    |
| 3000 Dues                            | 83,334             |
| 3100 Conferences / Meetings / Events | 63,207             |
| 3300 Other Regular Revenues          | 25,432             |
| 3400 UBI Revenues                    | 1,904              |
| 3500 Donations                       | 1,171              |
| <b>Total Income</b>                  | <b>\$ 175,048</b>  |
| <b>Gross Profit</b>                  | <b>\$ 175,048</b>  |
| <b>Expenses</b>                      |                    |
| 5000 Salary Expenses                 | 93,780             |
| 5100 Payroll Tax & Benefits          | 13,640             |
| 5200 Depreciation & Amortization     | 12,731             |
| 5300 Insurance Expenses              | 1,530              |
| 5400 Property Expenses               | 0                  |
| 5500 Information Technology          | 38,181             |
| 5600 Office Expenses & Supplies      | 1,112              |
| 5700 Telephone & Internet            | 1,021              |
| 6000 Advertising & Marketing PR      | 20,317             |
| 6100 Audio Visual                    | 0                  |
| 6200 Awards                          | 23,770             |
| 6300 Bank & Credit Cards Fees        | 3,743              |
| 6400 Catering                        | 0                  |
| 6500 Other Exhibit & Meeting Costs   | 6,615              |
| 6600 Professional Fees               | 41,891             |
| 6700 Shipping                        | 284                |
| 6800 Travel                          | 2,185              |
| <b>Total Expenses</b>                | <b>\$ 260,800</b>  |
| <b>Net Operating Income</b>          | <b>\$ (85,752)</b> |
| <b>Other Expenses</b>                |                    |
| 7000 Other Miscellaneous Expense     | 0                  |
| <b>Total Other Expenses</b>          | <b>\$ 0</b>        |
| <b>Net Income</b>                    | <b>\$ (85,752)</b> |

Accrual Basis - Unaudited

## OFFICE REPORT – L.Scantlebury

### Staff:

Erin Fry – Senior Project Manager

Jackie Padilla – Accountant

Leslie Scantlebury – Executive Director

| Member Type      | 11/01/2022 | 02/08/2023 | Change |
|------------------|------------|------------|--------|
| Affiliate        | 24         | 23         | -1     |
| Associate        | 844        | 815        | -29    |
| Charter          | 19         | 19         | 0      |
| Charter Honorary | 2          | 2          | 0      |
| General          | 1774       | 1660       | -114   |
| General Honorary | 5          | 4          | -1     |
| Honorary         | 69         | 70         | 1      |
|                  | 2737       | 2593       | -144   |

### RWA2023Annual Conference

RWA2023 registration will open on February 14. Mel Walker will be the opening keynote for the conference.

### Contest Committee Report

The committee chairperson, Jason Wrench, submitted seven names for board approval to serve on the Contest Committee. The committee chairperson is still in the process of reaching out to potential committee members. As the committee will be undertaking both the VIVIAN Awards and the unpublished author award, having two subcommittees that can focus on the different awards will be beneficial.



The committee chairperson plans on submitting a second slate of names since more RWA members have volunteered to serve, but the committee needs to start working on the Rules to keep on its current schedule.

### **Romance Author Mentorship Program (RAMP)**

RAMP 2023 began on February 1 with emails sent to all published author members with a request to be a mentor. Other communications are planned for recruiting mentors and promoting this year's program to unpublished members.

Invitations are going out to editors and agents to participate in RAMP Pitch Week.

#### **RAMP 2023 Schedule**

**February 20:** Mentor applications open

**March 17:** Mentor applications close

**March 31:** Mentors announced

**April 3:** Mentee applications open

**April 21:** Mentee applications close

**May 6:** Zoom meeting with mentors

**June 2:** Select a mentee

**June 7:** Applicants notified of their status

**June 9:** Mentees announced

**June 10:** Zoom meeting with mentors and mentees

**June 12:** RAMP 2023 begins (first day of 16-week period)

**July Date TBA:** Pen2Paper/RAMP Mixer at RWA Annual Conference

**September Date TBA:** Free registration to RWA U Class

**September 25:** Email invitation sent to mentees to join pitch forum

**September 30:** Last day of 16-week period

**October 2 - 6:** RAMP Pitch Week

**October 9:** Agents and editors review pitches up until November 3

**October 21 - October 22:** Mentees attend Indie Author Weekend

### **Traditional Author Weekend Report**

The 2-day mini conference was held on January 21 and January 22. The feedback received from the registrants is positive. RWA awarded 17 scholarships to members and non members. Forever/Hachette Book Group (Grand Central Publishing) sponsored 2 scholarships for BIPOC members, and 2 additional scholarships were anonymously donated for BIPOC members.

## **AUDIT & FINANCE COMMITTEE – B. Wills**

The annual audit of RWA's financial statement was performed by Blazek & Vetterling in November 2022.

One of the functions during a financial audit is for the audit team to review an organization's internal controls and their effectiveness. They did note an instance of how RWA handles the approval of employee expense reports. The internal policy has now been updated so that treasurer approval is also required prior to the payment of any employee expense report reimbursement.

The conclusion of the audit was finalized after the "draft audit report" meeting with the auditors (via Zoom) on December 14, 2022. The auditors concluded that RWA's year-end financials are in accordance with accounting principles generally accepted in the US (also known as US GAAP).

As of December 31<sup>st</sup>, the 2021-2022 tax return was being prepared.

The committee is looking forward to the rest of the 2022-2023 term and being available as needed.

## **Task Force: Transition Board Report — J. Renée**

The charge of the Transition Task Force is to review RWA's member and nonmember communication, engagement, and marketing. At the conclusion of the task, the Transition Task Force will submit a report at the third quarter board meeting that includes findings and recommendations for how the organization can improve.

The task force volunteers held its first meeting in February to discuss the charge and identify areas in need of improvement. The volunteers will brainstorm ideas for tackling the task, create a project timeline, and begin the work.

## **RWR Content Committee Board Report – J. Renée**

The RWR Content Committee has met on a monthly basis to discuss changes in the magazine structure based on feedback from both the Board liaison and the national organization representative. We're attempting to begin a regular series of monthly columns or themes for each issue to present to potential writers to provide a starting point for topics of interest. Some suggested columns include OwnVoices/Own Hearts and In the Field, a monthly chapter spotlight. These are in addition to existing columns From the President and Milestones. Monthly issues will include basic articles on craft, marketing, the industry, a writers Q&A, and a spotlight on debut authors.

The committee has been focused on increasing the representation of diverse voices in the monthly magazine. Committee members have reached out through both social media and chapter contacts to garner interest in writing articles, and our national representative has continued to provide articles through online forums from professional writers.

We are finding challenges in securing a regular stream of volunteer writers from the membership to provide articles for the magazine. Whether this challenge exists because of lack of interest or lack of time is unclear. Non-members have been the greatest source of interest to date.

The committee remains open to feedback from its membership, as well as the members of RWA and the board for a direction on the future of the magazine. It has been discussed among the committee the benefit of moving the magazine to bi-monthly publication, but we are still pursuing the ability to create a steady influx of articles to support the monthly publication as we feel this provides the greatest support to RWA members.

## **Conference Workshop Committee Board Report**

The committee held weekly meetings at the beginning of the second-quarter and brainstormed ideas for workshops, workshop presenters for specific topics, and themes for the annual conference. The committee began accepting workshop proposals in January with a deadline of March 31. Workshop selections will be completed by April 15.

## **Policy and Advisory Committee – M. Karlik**

### **PAC Mission Statement:**

The Policy Advisory Committee shall monitor public policy and legislation that has the potential to impact RWA members, the romance writing industry, and writers, in general. The committee shall make recommendations to the Board regarding actions the Board may undertake regarding policy and legislation.

The Policy Advisory Committee has discussed the following issues:

### **Findaway Agreement:**

It was brought to the committee's attention that Findaway is using author's books to train AI. An author has to opt for it not to happen, or it will. Unless an author reads the fine print, they won't even know it's happening.

**Recommendation:** Inform the board of this practice.

### **Booktok:**

Digital Book World, a conference focusing on publishing innovation, offered insight into how technologists, and some publishers, are planning to implement AI into their workflow.

AI raises ethical questions. Will authors include a blurb on the back of book covers to let readers know what percentage of the book is authentically written by the author, and what percentage is written by AI?

### **Recommendation:**

Because of the concerns outlined above, the Board recommends the board warn writers their reputation is on the line if they use AI. They are taking an enormous chance in mixing their voice with that of a computerized writer.

### **BookTok**

According to an article in Rolling Stone magazine, BookTok, a TikTok community of readers, reviewers, and authors, has redefined publishing's relationship with book content creators. Since its rise in popularity in 2020, the group has been directly responsible for millions of book sales, hundreds of trending conversations around new releases, and an organic word-of-mouth marketing structure that has publishing entities desperate to get a piece of the action.

White romance authors in particular, like Ali Hazlewood, Sara J. Mass, and Taylor Jenkins Reid, have become (or remained) industry giants because of BookTok support — in 2022\*, BookTok darling Colleen Hoover event outsold the Bible by at least 3 million units.

But a new wave of growth from BookTok has seen less prioritized issues like compensation, diversity, and collaboration with publishers become major sticking points.

**Recommendation:**

1. RWA investigate how it can help the marginalized authors create a presence in BookTok.
2. Recommend the Diversity committee or another appropriate committee address BookToks pros and cons.
3. Invite BookTok Influencers to the Writers Conference in July 2023, to educate our members on how to use BookTok to increase their sales and promote their books.

**Update and Correction: on the Findaway Agreement:**

It was reported that the Author's Guild asked Findaway to take out contract language allowing author's books to train AI.

Correction: SAG-AFTRA asked Findaway to remove the contract language allowing author's books to train AI. Findaway removed the contract language and stopped allowing AI training from books.

## **Unpublished Members Benefits Committee – L. Cornell**

The committee continues to work diligently to run, to evaluate, and to improve the Pen 2 Paper program. This includes:

Welcoming and onboarding participants to this year's Pen to Paper program.

Orientation for participants. Orientation for guides. Evaluations for these processes.

Developing and implementing the curriculum including creating lessons, creating guide notes for the lessons, creating evaluation forms for the lessons.

Submitted the Pen2Paper lesson on writing diverse characters to the DEIA Committee and to the RWA Board for suggestions and critiques of the lesson material. The lesson was then tweaked accordingly.

Creating and recruiting workshops to be presented via Zoom to participants. These workshops will be recorded so that participants can access them. It is hoped they can be offered to those who participated in Pen 2 Paper last year as a follow-up and to show RWA's continued interest in participants. These workshops will be free as part of the Pen 2 Paper program.

Securing Sherry Thomas to teach a workshop for Pen 2 Paper which will be made available to RWA members at a fee. The date for the workshop is March 11. Any and all help promoting the workshop by RWA will be appreciated.

Constant monitoring of evaluations of lessons and processes in order to continue to improve the program.

Developing a proposal to the RWA National Conference Committee for Pen 2 Paper to have a presence at the RWA National Conference to promote the program and to recruit participants and guides for the next session. **Attached at the end of this report.**

## **Activities for Next Quarter March/2023 April/2023 May/2023**

Developing a Course 4 for the Pen 2 Paper program as an optional extra for participants to act as a bridge between Pen 2 Paper and RAMP.

Work on brief video testimonials of participants and guides in Pen 2 Paper as promotional tools, perhaps at RWA National Conference and on the RWA website/

Continue to develop the curriculum of Pen 2 Paper.

Work on implementing some of the ideas on the proposal for presenting Pen to Paper at the national conference.

Continue the evaluations of all aspects of the Pen 2 Paper program.

Creating and presenting more workshops with the Pen 2 Paper program.



Ask guides and perhaps participants at some point to write up a spotlight feature to submit to the RWR.



RWA Board of Directors

Submitted via Louisa Cornell, P2P Board Liaison

Re: Pen to Paper Outreach Proposal - RWA Conference 2023

Dear Board of Directors,

The 2022-2023 Pen to Paper Program (“P2P”) is off to a tremendous start. Our participants are cruising through their Course 1 Lessons and having a great time doing it. Although we are focused on the present “class” of P2P, our Committee is constantly assessing the program and considering ways to not only sustain the momentum we have, but also generate long-term success for the program.

One way we can help the program continue to grow is by reaching out to the broader romance community, and the 2023 RWA Conference in Anaheim (“Conference”) is a prime opportunity to do that. Romance writers from all walks of life and phases of their writing journey attend the RWA Conference each year, and while many are seasoned authors, others are starting at word one.

The Unpublished Member Benefits Committee believes we can reach many unpublished writers by creating a presence at the Conference. The Conference offers potential Pen to Paper program Participants and Guides a unique opportunity to learn about the program. This level of outreach could be an important component to expanding the program for the 2023-2024 term.

Therefore, the UMBC requests your support to host a table or booth at the Conference to provide outreach to new writers. We recommend the following:

1. Host a table or booth in a high-traffic hall where it is easily accessible to interested writers. This support may be provided intermittently depending on how many Committee members can attend the Conference.

2. Play a looping promotional video on a screen behind the table to highlight the many beneficial aspects of the program, and share testimonials by past and current participants.
3. Create signage for the booth using the Pen to Paper logo branding.
4. Make available branded promotional takeaway materials such as pamphlets and pens. This marketing material will include information regarding the upcoming Revising and Editing Course to follow the current P2P program.
5. As suggested by Jacki Renee, participate jointly in the RAMP mixer, inviting aspiring future Pen to Paper writers, 2021/2022 alumni and current participants. P2P can share their branded marketing materials and/or present information via a PowerPoint presentation dependent upon what the event planners prefer. Fellowship and community are essential to nurturing a successful program, and a mixer will promote this sense of belonging.

To achieve these goals, P2P will require table space at the Conference, RWA staff assistance, RWA Conference staff assistance, and possibly additional budget for branded materials and refreshments at the mixer. In addition to physical marketing materials, we believe budget dollars may be needed for:

1. **Promotional Video:** Have testimonials and edit together snippets of workshops and Partner Circle meetings. This could be played on a continuous loop at the booth and can also be used for 2024 promotion. The investment will be primarily for professional editing time at \$40 per hour, since we will have volunteers record and will use some existing video in the mix. The total cost would be under \$400. The same video will be used to promote the 2023/2024 Pen to Paper offering through the website and social media, with updated testimonials and actual program recordings.
2. **Giveaway drawing:** One free program placement for the 2023-2024 P2P term as a conference giveaway which people can register to win at the booth. If the person does not want/need for themselves they can donate to their chapter or give to a new, unpublished writer.

Other smaller prize options:

- A one or two hour writing consultation with one of our Guides
- A one year paid RWA membership
- Books donated by our Guides

The P2P Committee is in the preliminary phases of planning its Conference outreach as the work will be dependent upon approval, but we are including a cost table that we have initiated below:

| Item Type   | # needed   | Cost per unit                       | Total Cost         |
|---|--|-------------------------------------|--------------------|
| Promotional Pens  | 500 - 1000   | \$1.00 each                         | \$500 - \$1000     |
| Candy and bowl  | 7 bags/1 bowl  | \$10.00                             | \$70 + 10 = \$80   |
| Mixer Catering  |  |                                     |                    |
| Pen to Paper Signage  | 2 hall signs, booth signs and/ or banners                                      | Depends on products selected        | \$600              |
| Pen to Paper Brochure 3-fold, 4 color with photos, plus additional collateral for Editing | 750 each plus shipping<br><br>500 Editing Promotional Rack Cards plus shipping | .50 (see Vistaprint)<br><br>.20/500 | \$450<br><br>\$125 |
| Booth fee and equipment - monitor for video)*   |  |                                     |                    |
| Video editing   | 10 hours   | \$40.00/hour                        | \$400.00           |
| Estimated Total (high side)   |  |                                     | \$2,655            |

- May be less expensive to buy and have delivered than rent or use external vendor if allowed

Reaching even ten additional participants for our 2024 class, for example increasing from 40 to 50 participants per year, more than covers the investment in the conference.

Showcasing Pen to Paper in the Conference provides the Unpublished Member Benefits Committee an opportunity to attract 2023-2024 participants and Guides, builds demand for the new Revising and Editing course planned for 2024, fosters the Pen to Paper community of alumni and current students, and highlights the learning progression from Pen to Paper, to Revising and Editing, then on to RAMP.

Thank you for your time and consideration of the Unpublished Member Benefits Committee Conference Outreach Proposal. It is our hope that we can work together to strengthen the community we have created, and invite new members to join us as they begin their writing journey.

Sincerely,

Katherine Eddinger Smits

P2P Program Manager

Chair, UMBC

**MOTION #1: TO ACCEPT THE AUDIT REPORT**

Wills moves to accept the audit report and related financial statements issued by Blazek & Vetterling for the year September 1, 2021 – August 31, 2022.

*The motion was adopted by general consent.*

**MOTION #2: TO APPROVE CONTEST COMMITTEE MEMBERS**

Renée moves to approve the following committee members:

Alysen Nevermore  
Greta Gunselman  
Brooke Straiton  
Demeiko Sprewell  
Taralee Morgan  
Renee Wildes  
Diane K. Peterson

*The motion was adopted by general consent.*

## **NEW BUSINESS**

### **RWA U COMMITTEE REORT – U. Renee**

RWA University met on Friday, February 24, 2023.

RWA University will begin work on a living document to help incoming authors navigate RWA and the website.

The committee is currently working on a new guide series called Writing for Writers. Authors will be able to refer to these guides to answer basic writing questions. An editor is creating the first guide, “Formatting for Submission.”

RWA University is in the process of scheduling several webinars. This includes “Writing the Hero from the Male Perspective” with M.L. Buchman, “Imposter Syndrome” with Valerie Young, and “Writing the Rock Star Romance” with M.J. Roberts.

In early February 2023, the “How to Charm Your Readers with Humor” Author Survival Guide was posted to the RWA Website. Future guides will include “Managing Your Finances as a Writer” and “How to Prepare for a Writer’s Conference.”

The committee is working with the RWA staff to organize the audio files on the website and remove outdated media. We will also help create a Craft Bundle for the May Membership Campaign. If this is successful, we discussed the creation of more bundles.

### **DIVERSITY COMMITTEE REPORT – C. Brett**

The Diversity Advisory Committee meets on the first Tuesday of the month.

This quarter, the Committee reports the following:

- The Committee reviewed and submitted comments on an article that was submitted for RWR.
- The Committee reviewed a model for members to report DEIA issues/concerns from either chapters or national events.
- The Committee began a timeline to specify when requests for input from the Diversity Advisory Committee should be submitted.
- The Committee reviewed and offered feedback on the Pen to Paper Lesson Three.

Third quarter activities:

- The Committee will continue developing a method to accept, fact-find, and resolve DEIA complaints. The proposal will be submitted at the July board meeting.

- The Diversity Advisory Committee will identify a committee member and backup member who will be a part of the conference scholarship application review and selection process.
- The Committee will review RWA National Conference speakers and workshop presenters to ensure that there is a diverse pool of experts in workshop topics to the best of the Conference Committee's ability.

Submitted by:

PJ McGhee, Diversity Advisory Committee Chair

Toni Jackson, Diversity Advisory Committee Vice-Chair

Claudine Gandolfi

Laura Haller

Molly Maka

Clair Brett, Board Liaison

**ADJOURN:** President Brett adjourned the meeting at 12:18 p.m. CT.