

**2020 HUBWA Due Dates/Reminders/To Dos
(Subject to Change)**

	Due Date	Item	Responsible Party
January		Submit names of 2020 HU Officers to Federation.	President Sharyn
	12	Submit names and contact info of Unit Representatives and names and titles of Unit Officers to President Sharyn.	Unit Presidents
	31	Submit Unit Membership count and names of Associate Members to HU Membership Committee Chair.	Unit Presidents/ Unit Membership Chairs
February	7	Submit Unit and/or HU news to HU Publicity Chair for submission to Spring Federation Newsletter (March 7)	Unit Presidents
	10	Submit Unit Reports, Treasurer's Report, Committee Reports (if any) to Secretary Wendie and President Sharyn.	Unit Presidents; 2020 Committee Chairs; Treasurer Alisa
	17	Send 1 st Quarterly Board Meeting packet to all Board Members.	Secretary Wendie
	22	1 st Quarterly Board Meeting at HI Betsuin	President Sharyn
	22	Submit Unit dues and Associate member "dues" to HU Treasurer.	Unit Presidents
	28	Submit HU Membership report to Federation Membership Chair (2 nd V.P.)	HU Membership Chair
March	7	Submit HU dues to Federation	Treasurer Alisa
	7	Hawaii Federation of BWAs Spring Rep. and Annual Mtg. at Jikoen	Pres. Sharyn and Fed. Director Lillian Inatsuka and all members
	7	Aloha Reunion Tea (Student Exchange Alumnae)	All members

May	4	Submit Unit Reports, Treasurer's Report, Committee Reports (if any) to Secretary Wendie and President Sharyn.	Unit Presidents; Committee Chairs; Treasurer Alisa
May	11	Send 2 nd Quarterly Board Meeting packet to all Board Members.	Secretary Wendie
	16	2 nd Quarterly Board Meeting at Moiliili	President Sharyn
July	20	Submit Unit Reports, Treasurer's Report, Committee Reports (if any) to Secretary Wendie and President Sharyn. For Annual Mtg., submit brief Unit Reports and brief Committee Reports (for period Jan. 1 – Aug. 7) to Secretary Wendie	Unit Presidents; Committee Chairs; Treasurer Alisa
	27	Send 3 rd Quarterly Board Meeting packet to all Board Members.	Secretary Wendie
	29	Send Annual Mtg. packet to Committee planning Joint Education/Membership and Annual General Mtg. Conference.	Secretary Wendie
August	1	3 rd Quarterly Board Meeting at Jikoen	President Sharyn
	8	2020 Joint Education/Membership and Annual General Mtg. Conference at Betsuin	President Sharyn for Meeting
October	TBD	HI Federation Fall Rep. Mtg.	
November	9	Submit Unit Reports, Treasurer's Report, Committee Reports (if any) to Secretary Wendie and President Sharyn	Unit Presidents; Committee Chairs; Treasurer Alisa
	16	Send 4 th Quarterly Board Meeting packet to all Board Members	Secretary Wendie
	21	4 th Quarterly Board meeting at Betsuin	President Sharyn
December	15	Only if applicable -- out-going Officer and Committee Chair to provide a report/"how-to" information to submit to in-coming Officer and Committee chair to ease the transition and to continue programs.	Officers and Committee Chairs