

**2021 HUBWA Due Dates/Reminders/To Dos
(Subject to Change)**

| | Due Date | Item | Responsible Party |
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| January | 10 | Submit names and contact info of Unit Representatives and names and titles of Unit Officers to President Sharyn. | Unit Presidents |
| | 15 | Submit the Number of Active members and Names of Associate Members as of Dec. 31, 2020 to HU Membership Committee Chair, Dianne Ida. | Unit Presidents/ Unit Membership Chairs |
| | 31 | Submit the Number of Active members and Associate members by Unit to Federation Membership Chair, 2 nd V.P. Sharon Nohara. | HU Membership Chair, Dianne Ida |
| | | Submit names of 2021 HU Officers to Federation Recording Sec'y, Carole Tsutsumi. | President Sharyn |
| February | 6 | Submit Unit and/or HU news to HU Publicity Chair for submission to Spring Federation Newsletter (March 6). | Unit Presidents/ Public Relations Comm. |
| | 15 | Submit Unit Reports, Treasurer's Report, Committee Reports (if any) to Secretary Wendie and President Sharyn. | Unit Presidents; 2021 Committee Chairs; Treasurer Alisa |
| | 22 | Send 1 st Quarterly Board Meeting packet to all Board Members. | Secretary Wendie |
| | 27 | 1 st Quarterly Board Meeting on Zoom | President Sharyn |
| | 27 | Submit Unit dues (number of Active members x \$6.50 + number of Associate members x \$1.00) to HU Treasurer Alisa (certified mail to her residence). | Unit Presidents/ Unit Treasurers |
| March | 6 | Submit HU dues (Active members x \$5.50 + Associate members x \$1.00) to Federation Treasurer Donna Higashi. | Treasurer Alisa |
| | 6 | Hawaii Federation of BWAs Spring Rep. and Annual Mtg. | Pres. Sharyn and Fed. Director Lynn Nakata and all members |

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| May | 3 | Submit Unit Reports, Treasurer's Report, Committee Reports to Secretary Wendie and President Sharyn. | Unit Presidents; Committee Chairs; Treasurer Alisa |
| | 10 | Send 2 nd Quarterly Board Meeting packet to all Board Members. | Secretary Wendie |
| | 15 | 2 nd Quarterly Board Meeting at Moiliili | President Sharyn |
| July | 26 | Submit Unit Reports, Treasurer's Report, Committee Reports to Secretary Wendie and President Sharyn. For Annual Mtg., submit brief Unit Reports and brief Committee Reports (for period Jan. 1 – Aug. 13) to Secretary Wendie and President Sharyn. | Unit Presidents; Committee Chairs; Treasurer Alisa |
| August | 2 | Send 3 rd Quarterly Board Meeting packet to all Board Members. | Secretary Wendie |
| | 5 | Send Annual Mtg. packet to Committee planning Joint Education/Membership and Annual General Mtg. Conference. | Secretary Wendie |
| | 7 | 3 rd Quarterly Board Meeting at Jikoen | President Sharyn |
| | 14 | 2021 Joint Education/Membership and Annual General Mtg. Conference | President Sharyn for Meeting |
| October | TBD | HI Federation Fall Rep. Mtg. | |
| November | 15 | Submit Unit Reports, Treasurer's Report, Committee Reports to Secretary Wendie and President Sharyn | Unit Presidents; Committee Chairs; Treasurer Alisa |
| | 22 | Send 4 th Quarterly Board Meeting packet to all Board Members | Secretary Wendie |
| | 27 | 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 |