

**2022 HUBWA Due Dates/Reminders/To Dos
(Subject to Change)**

	Due Date	Item	Responsible Party
December 2021	27	Submit names and contact info of Unit Representatives and names and titles of Unit Officers for HUBWA directory to President Dorene and Secretary Dianne.	Unit Presidents
January	31	Submit the Number of Active members and Names of Associate Members as of Dec. 31, 2021 to HU Membership Committee Chair, Judy Muramoto.	Unit Presidents/ Unit Membership Chairs
	31	Submit names of 2022 HU Officers to Federation Recording Sec'y, Sharon Nohara.	President Dorene
February	5	Submit Unit and/or HU news to HU Publicity Chair for submission to Spring Federation Newsletter (March 5).	Unit Presidents/ Pub Rel Comm
	14	Submit Reports from Units, Treasurer, Committees, (if any) to Secretary Dianne and President Dorene	Unit Presidents; 2022 Committee Chairs; Treasurer Donna
	21	Send 1 st Quarter Board Meeting packet to all Board Members.	Secretary Dianne
	26	1 st Quarter Board Meeting at Betsuin	President Dorene
	26	Submit Unit dues (number of Active members x \$6.50 + number of Associate members x \$1.00) to HU Treasurer Donna (certified mail to her residence).	Unit Presidents/ Unit Treasurers
	28	Submit the Number of Active members and Associate members by Unit to Federation Membership Chair, 2 nd V.P. Char Kihara	HU Membership Chair, Judy Muramoto
March	5	Submit HU dues (Active members x \$5.50 + Associate members x \$1.00) to Federation Treasurer Fay Tateishi.	Treasurer Donna
	5	Hawaii Federation of BWAs Spring Rep.	Pres. Dorene and Fed. Director Lynn Nakata and all members

April	23-24	State BWA Membership Conference on Maui (hybrid)	All members
May	2	Submit Reports from Units, Treasurer, Committees, Federation to Secretary Dianne and President Dorene	Unit Presidents; Committee Chairs; Treasurer, Fed Director
	9	Send 2 nd Quarter Board Meeting packet to all Board Members.	Secretary Dianne
	14	2 nd Quarter Board Meeting at Moiliili	President Dorene
July	25	Submit Reports from Units, Treasurer,, Committees to Secretary Dianne and President Dorene. For Annual Mtg , submit brief Unit Reports and brief Committee Reports (for Jan. 1 – Aug. 13) to Secretary Dianne and President Dorene	Unit Presidents, Committee Chairs, Treasurer Donna
August	1	Send 3 rd Quarter Board Meeting packet to all Board Members.	Secretary Dianne
	6	3 rd Quarter Board Meeting at Jikoen	President Dorene
	15	Send Annual Mtg. packet to Committee planning Joint Education/Membership and Annual General Mtg. Conference.	Secretary Dianne
	27	2022 Joint Education/Membership Conference and Annual General Mtg.	President Dorene for Meeting
October	TBD	HI Federation Fall Rep Mtg	President Dorene, Fed Director Lynn
November	14	Submit Reports from Units, Treasurer, Committees, Federation to Secretary Dianne and President Dorene	Unit Presidents; Committee Chairs; Treasurer, Fed Director
	21	Send 4 th Quarter Board Meeting packet to all Board Members	Secretary Dianne
	26	4 th Quarter Board meeting at Moiliili	President Dorene
December	15	Only if applicable -- out-going Officer and Committee Chair to provide a report/"how-to" information to in-coming Officer and Committee chair to ease the transition and to continue programs.	Officers and Committee Chairs