

**2024 HUBWA Due Dates/Reminders/To Dos
(Subject to Change)**

| | Due Date | Item | Responsible Party |
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| January | 16 | Submit names and contact info of Unit Representatives and names and titles of Unit Officers for HUBWA directory to President Lois Ohta and Secretary Donna Higashi | Unit Presidents |
| | 24 | Submit the Number of Active members and Names of Associate Members as of Dec. 31, 2023 to HU Membership Committee Chair, Sharyn Sekine | 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 .Carol Valentine | HU Membership Chair, Sharyn Sekine |
| | 31 | Submit names of 2024 HU Officers to Federation Recording Secretary, Sharon Nohara. | President Lois O. |
| February | 2 | Submit Unit and/or HU news to HU Publicity Chair Dianne Ida for submission to Spring Federation Newsletter (March <u>2</u>). | Unit Presidents/ Pub Rel Comm |
| | 12 | Submit Unit Reports, Treasurer's Report, Federation Report, Committee Reports (if any) to Secretary Donna and President Lois O. | Unit Presidents; 2024 Committee Chairs; Fed Rep, Treasurer Gayle |
| | 20 | Send 1 st Quarter Board Meeting packet to all Board Members, including Due Dates, Directory, Committees. | Secretary Donna |
| | 24 | 1 st Quarter Board Meeting at Jikoen | President Lois O. |
| | 24 | Submit Unit dues (number of Active members x \$6.50 + number of Associate members x \$1.00) to HU Treasurer Gayle. | Unit Presidents/ Unit Treasurers |
| March | 2 | Submit HU dues (Active members x \$5.50 + Associate members x \$1.00) to Federation Treasurer Dorene Toma | Treasurer Gayle |
| | 2 | Hawaii Federation of BWAs Spring Rep. and Annual Mtg. | Pres. Lois O. and Fed. Director Lynn Nakata and all members |
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| April | 29 | Submit Unit Reports, Treasurer's Report, Federation Report, Committee Reports to Secretary Donna and President Lois O. | Unit Presidents; Committee Chairs; Fed Rep, Treasurer Gayle |
| May | 6 | Send 2 nd Quarterly Board Meeting packet to all Board Members. | Secretary Donna |
| | 11 | 2 nd Quarter Board Meeting at Moiliili | President Lois O. |
| July | 22 | Submit Unit Reports, Treasurer's Report, Federation Report, Committee Reports to Secretary Donna and President Lois O. For Annual Mtg , submit brief Unit Reports and brief Committee Reports (for Jan. 1 – July 31) to Secretary Donna and President Lois O. | Unit Presidents, Committee Chairs, Federation Rep, Treasurer Gayle |
| July | 29 | Send 3 rd Quarter Board Meeting packet to all Board Members. | Secretary Donna |
| Aug | 3 | 3 rd Quarter Board Meeting at Jikoen | President Lois O. |
| | 12 | Send Annual Mtg. packet to Committee planning Membership and Annual General Mtg. Conference. | Secretary Donna |
| | 17 | 2024 Membership Conference and Annual General Mtg. at HI Betsuin | President Lois O. for Meeting |
| Sept. | 7-8 | HHMH Triple Celebration @ Ala Moana Hotel | President Lois O. |
| October | TBD | HI Federation Fall Rep Mtg | Federation Rep Lynn |
| November | 12 | Submit Unit Reports, Treasurer's Report, Committee Reports to Secretary Donna and President Lois O. | Unit Presidents; Committee Chairs; Treasurer Gayle |
| | 18 | Send 4th Quarterly Board Meeting packet to all Board Members | Secretary Donna |
| | 23 | 4 th Quarter Board meeting at Moiliili | President Lois O. |
| 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 |