

Romance Writers of America

Board Meeting Agenda

April 9, 2022

12:00 p.m. CDT

Virtual Meeting

Saturday, April 9

CALL TO ORDER: President Clair Brett called the meeting to order at 12:02 p.m. CT on Saturday, February 19 2022.

ROLL CALL/CERTIFICATION OF QUORUM: President Clair Brett called the roll. Eight board members were present: Officers Clair Brett and Brooke Wills; Directors-at-Large Louisa Cornell, Marian H. Griffin, Mary Karlik, Jacki Renée, and Nancy C. Weeks; PRO Advisor Catherine Stuart. Secretary Siera London was absent. RWA Staff members Executive Director Leslie Scantlebury, Erin Fry and Jackie Padilla were present. With a majority of the Board members needed to establish a quorum, there were 7 voting members present, the Chair declared a quorum.

The following RWA member guests were in attendance: Christiana Tegethoff

The RWA Mission Statement and the Anti-Trust Statement were read into the record.

PRESIDENT'S REPORT - C. Brett

The RWA board of directors and staff have been hard at work bringing new and varied content to the members. We continue to do the work of stabilizing our organization for the future, by continuing our work with our business consultant and his team. We have had several new author talks and webinars, with many more on the schedule.

Jackie Renee and her committees have been working hard to finalize RAMP which is now open for mentors and will soon be open for participants to submit applications. Pen to Paper is wrapped up and the committee is moving toward pen to paper 2022.

Conference registration is open and filling up nicely. We are all beyond pleased that the RWA conference will be returning this year.

I am continuing my chapter leadership outreach and Louisa is continuing her work at making leadership resources easy to access and networking to further support chapter leaders via the chapter leadership loop.

Our board of directors are committed to making RWA the voice of romance in the publishing industry and a support for every writer of romance.

I am very excited about where I see our organization moving in the future.

SECRETARY'S REPORT - S. London

MOTION TO APPROVE COMMITTEE MEMBERS

Renee moved to approve the following committee members:

Unpublished Member Benefit Committee

Chairperson: Katherine Eddinger Smits

Member: Patty Blount

Member: Andree Cusson

Member: Linda Rees

Member: Renee Wildes

Romance Education Initiative Committee (REI)

Member: Beatrix E. Eaton

Member: Daphne Ford

Member: Ann Hawkins

Member: Heather Leonard

Member: Patricia Anne Pierce-Garcia Schaack

RWR Content Committee

Member: Lynn Lovegreen

Member: Carol A. Strickland

Member: Kathleen Watson

RWA University Committee

Member: William Cowie

The motion was adopted in an Action Without Meeting on February 23 with 8 votes in the affirmative, 0 against, and 0 abstentions.

MOTION TO SUSPEND SECTION 10.2.4.1 OF THE POLICY MANUAL

Brett moved to suspend section 10.2.4.1 of the Policy Manual until August 31, 2023.

The motion was adopted in an Action Without Meeting on March 4 with 8 votes in the affirmative, 0 against, and 0 abstentions.

MOTION TO APPROVE COMMITTEE MEMBERS

Brett moved to approve the following committee members:

Academic Grant Committee

Chairperson: Chair: Natalie Tindall

Member: Kristin Ramsdell
Member: Debra Winkler
Member: Athena Hernandez

Finance/Audit Committees

Chairperson: Brooke Wills
Member: Ruby Hill
Member: Diane Kelly

The motion was adopted in an Action Without Meeting on March 4 with 8 votes in the affirmative, 0 against, and 0 abstentions.

MOTION TO TRANSFER FUNDS TO PERSEVERANCE FUND

Wills moved to transfer \$10,000 of designated funds to the Perseverance Fund.

The motion was adopted in an Action Without Meeting on March 4 with 8 votes in the affirmative, 0 against, and 0 abstentions.

MOTION TO APPROVE THE BUDGET FOR THE AMERICAN LIBRARY ASSOCIATION CONFERENCE

Wills moved to approve the following budget for the 2022 American Library Association Conference.

The motion was adopted in an Action Without Meeting on March 4 with 8 votes in the affirmative, 0 against, and 0 abstentions.

MOTION TO SELL NOTES RECEIVABLE

Brett moved to sell the notes receivable on the property located at 14615 Benfer Road, Houston, TX 77069 to Milton John Baker with Compass Holding Group. The RWA Board of Directors authorizes Leslie Scantlebury to complete the signing of documents as necessary.

The motion was adopted in an Action Without Meeting on March 14 with 8 votes in the affirmative, 0 against, and 0 abstentions.

MOTION TO APPROVE THE MINUTES OF THE FEBRUARY BOARD MEETING

Brett moved to approve the February Board meeting minutes.

The motion was adopted in an Action Without Meeting on March 14 with 8 votes in the affirmative, 0 against, and 0 abstentions.

MOTION TO APPROVE COMMITTEE MEMBERS

Brett moved to approve the following committee members:

REI Committee

Member: Leslie Anne Lighton

RWA U Committee

Member: Corina Lawson

PRO Advisory Committee

Member: Leslie Hall

The motion was adopted in an Action Without Meeting on March 14 with 8 votes in the affirmative, 0 against, and 0 abstentions.

MOTION TO APPROVE THE BUDGET FOR RWA2022 ANNUAL CONFERENCE

Wills moved to approve the budget for RWA2022 Annual Conference.

The motion was adopted in an Action Without Meeting on March 30 with 8 votes in the affirmative, 0 against, and 0 abstentions.

MOTION TO APPROVE COMMITTEE MEMBERS

Wills moved to approve the following committee members:

Finance Committee

Member: Michael LaChance

Audit Committee

Member: Michael LaChance

The motion was adopted in an Action Without Meeting on March 14 with 8 votes in the affirmative, 0 against, and 0 abstentions.

TREASURER'S REPORT - B. Wills

Romance Writers of America

Balance Sheet

As of February 28,
2022

| | TOTAL |
|--|-----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 Cash | 415,682.86 |
| 1100 Investment Accounts | 228,432.28 |
| Total Bank Accounts | \$644,115.14 |
| Other Current Assets | |
| 1300 Other Current Assets | 1,253.75 |
| 1400 Prepaid Expenses | 61,348.61 |
| 1500 Inventory Asset | 2,916.00 |
| Total Other Current Assets | \$65,518.36 |
| Total Current Assets | \$709,633.50 |
| Fixed Assets | |
| 1600 Land | 0.00 |
| 1610 Building | 0.00 |
| 1620 Building Improvements | 0.00 |
| 1630 Furniture & Fixtures | 0.00 |
| 1640 Computer Equipment | 753.57 |
| 1650 Office Machines | 0.00 |
| 1660 Software | 71,565.57 |
| Total Fixed Assets | \$72,319.14 |
| Other Assets | |
| 1700 Long-term Assets | 473,264.19 |
| Total Other Assets | \$473,264.19 |
| TOTAL ASSETS | \$1,255,216.83 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 2200 Other Current Liabilities | 59,981.48 |
| 2700 Deferred Revenues | 127,525.31 |
| Total Other Current Liabilities | \$187,506.79 |

| | |
|-------------------------------------|-----------------------|
| Total Current Liabilities | \$187,506.79 |
| Long-Term Liabilities | |
| 2300 Long Term Liabilities | 149,900.00 |
| Total Long-Term Liabilities | \$149,900.00 |
| Total Liabilities | \$337,406.79 |
| Equity | |
| 2800 Designated Funds | 586,916.39 |
| Opening Balance Equity | 1,190,601.56 |
| Retained Earnings | (824,305.92) |
| Net Income | (35,401.99) |
| Total Equity | \$917,810.04 |
| TOTAL LIABILITIES AND EQUITY | \$1,255,216.83 |

Accrual Basis

Romance Writers Of America

Budget vs. Actuals
September 2021 - February 2022

| | SEP 2021 | | OCT 2021 | | NOV 2021 | | DEC 2021 | | JAN 2022 | | FEB 2022 | | TOTAL | |
|--------------------------------------|--------------------|---------------------|--------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|
| | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET |
| Income | | | | | | | | | | | | | | |
| 3000 Dues | 35,439.17 | 36,010.00 | 34,413.92 | 35,010.00 | 32,327.58 | 34,030.00 | 29,930.58 | 33,030.00 | 29,975.58 | 32,030.00 | 28,420.83 | 31,030.00 | \$190,507.66 | \$201,140.00 |
| 3100 Conferences / Meetings / Events | 32,494.25 | 75,150.00 | 22,038.00 | 135,000.00 | 10,816.25 | 0.00 | 80.00 | 200.00 | 60.00 | 200.00 | 135.00 | 1,200.00 | \$65,623.50 | \$211,750.00 |
| 3300 Other Regular Revenues | 3,849.51 | 3,195.00 | 2,276.23 | 3,195.00 | 8,251.84 | 3,245.00 | 3,309.49 | 3,245.00 | 2,920.75 | 2,995.00 | 2,850.80 | 2,825.00 | \$23,458.62 | \$18,700.00 |
| 3400 UBI Revenues | 240.00 | 275.00 | 729.00 | 285.00 | 227.50 | 265.00 | 70.00 | 265.00 | 439.00 | 265.00 | 215.00 | 265.00 | \$1,920.50 | \$1,620.00 |
| 3500 Donations | 188.00 | | 1,551.28 | | 125.00 | | 10,172.89 | | 26,922.25 | | 56.00 | | \$39,015.42 | \$0.00 |
| Total Income | \$72,210.93 | \$114,630.00 | \$61,008.43 | \$173,490.00 | \$51,748.17 | \$37,540.00 | \$43,562.96 | \$36,740.00 | \$60,317.58 | \$35,490.00 | \$31,677.63 | \$35,320.00 | \$320,525.70 | \$433,210.00 |
| GROSS PROFIT | \$72,210.93 | \$114,630.00 | \$61,008.43 | \$173,490.00 | \$51,748.17 | \$37,540.00 | \$43,562.96 | \$36,740.00 | \$60,317.58 | \$35,490.00 | \$31,677.63 | \$35,320.00 | \$320,525.70 | \$433,210.00 |
| Expenses | | | | | | | | | | | | | | |
| 5000 Salary Expenses | 22,975.00 | 26,195.00 | 22,795.00 | 26,195.00 | 22,895.00 | 24,695.00 | 30,850.60 | 24,695.00 | 25,241.88 | 24,945.00 | 27,833.20 | 24,945.00 | \$152,590.68 | \$151,670.00 |
| 5100 Payroll Tax & Benefits | 3,873.68 | 3,711.92 | (3,359.04) | 3,711.92 | 4,714.82 | 3,711.92 | 5,118.89 | 3,711.92 | 2,953.56 | 3,682.00 | (1,177.33) | 3,682.00 | \$12,124.58 | \$22,211.68 |
| 5200 Depreciation & Amortization | 3,223.95 | 3,146.63 | 3,223.95 | 3,146.63 | 3,193.40 | 3,348.04 | 3,193.40 | 3,193.40 | 3,193.40 | 3,193.40 | 3,193.40 | 3,193.40 | \$19,221.50 | \$19,221.50 |
| 5300 Insurance Expenses | 358.50 | 360.00 | 358.54 | 360.00 | 358.50 | 360.00 | 358.50 | 360.00 | 358.50 | 360.00 | 358.50 | 360.00 | \$2,151.04 | \$2,160.00 |
| 5500 Information Technology | 5,390.23 | 9,562.00 | 9,952.39 | 9,927.00 | 10,276.42 | 11,436.00 | 9,847.28 | 10,544.00 | 9,737.56 | 10,407.00 | 8,168.51 | 10,191.00 | \$53,372.39 | \$62,067.00 |
| 5600 Office Expenses & Supplies | | 766.00 | 193.90 | 901.00 | 325.90 | 787.00 | 818.49 | 441.00 | 383.35 | 446.00 | 764.15 | 441.00 | \$2,485.79 | \$3,782.00 |
| 5700 Telephone & Internet | | 285.00 | | 285.00 | 285.80 | 300.00 | 284.71 | 300.00 | 284.71 | 300.00 | 284.71 | 300.00 | \$1,139.93 | \$1,770.00 |
| 6000 Advertising & Marketing PR | | 1,000.00 | | 0.00 | 14.00 | 0.00 | 14.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$28.00 | \$1,000.00 |
| 6100 Audio Visual | | 12,500.00 | | 12,500.00 | 9,800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$9,800.00 | \$25,000.00 |
| 6200 Awards | 198.00 | 5,000.00 | 546.00 | 5,000.00 | | 0.00 | 99.00 | 0.00 | (2,853.66) | 750.00 | 594.00 | 0.00 | \$ (1,416.66) | \$10,750.00 |
| 6300 Bank & Credit Cards Fees | 1,983.22 | 5,700.00 | 1,429.88 | 5,700.00 | 1,240.69 | 1,225.00 | 688.32 | 1,225.00 | 813.28 | 1,225.00 | (0.40) | 1,225.00 | \$6,154.99 | \$16,300.00 |
| 6500 Other Exhibit & Meeting Costs | | 0.00 | | 300.00 | | 0.00 | 253.07 | 0.00 | | 3,050.00 | 122.01 | 0.00 | \$375.08 | \$3,350.00 |
| 6600 Professional Fees | 2,754.40 | 10,210.00 | 1,968.63 | 8,550.00 | 35,512.38 | 31,747.00 | 35,800.87 | 3,347.00 | 14,878.83 | 15,947.00 | 6,524.99 | 12,747.00 | \$97,440.10 | \$82,548.00 |
| 6800 Travel | 460.27 | | | | | | | | | | | | \$460.27 | \$0.00 |
| Total Expenses | \$41,217.25 | \$78,436.55 | \$37,109.25 | \$76,576.55 | \$88,616.91 | \$77,609.96 | \$87,327.13 | \$47,817.32 | \$54,991.41 | \$64,305.40 | \$46,665.74 | \$57,084.40 | \$355,927.69 | \$401,830.18 |
| NET OPERATING INCOME | \$30,993.68 | \$36,193.45 | \$23,899.18 | \$96,913.45 | \$ (36,868.74) | \$ (40,069.96) | \$ (43,764.17) | \$ (11,077.32) | \$5,326.17 | \$ (28,815.40) | \$ (14,988.11) | \$ (21,764.40) | \$ (35,401.99) | \$31,379.82 |
| NET INCOME | \$30,993.68 | \$36,193.45 | \$23,899.18 | \$96,913.45 | \$ (36,868.74) | \$ (40,069.96) | \$ (43,764.17) | \$ (11,077.32) | \$5,326.17 | \$ (28,815.40) | \$ (14,988.11) | \$ (21,764.40) | \$ (35,401.99) | \$31,379.82 |

OFFICE REPORT - L. Scantlebury

| Member Type | 02/7/2022 | 03/29/2022 | Change |
|-------------------------|------------------|-------------------|---------------|
| Affiliate | 30 | 29 | -1 |
| Associate | 1,041 | 975 | -66 |
| Charter | 24 | 19 | 5 |
| Charter Honorary | 2 | 2 | 0 |
| General | 2,649 | 2,360 | -289 |
| General Honorary | 7 | 7 | 0 |
| Honorary | 67 | 67 | 0 |
| | 3,820 | 3,459 | -351 |

RWA2022

RWA2022 will be held at the Gaylord National Resort & Convention Center on July 28-30, 2022. Schedule of events is being planned currently.

RWR

The digital version of the RWR launched on March 25.

PRO ADVISOR REPORT/ PRO ADVISORY COMMITTEE REPORT - C. Stuart

The Pre-Published Power Ups continue to host a regular attendance of approximately 40 live participants.

The PRO Book Club has tabled future meetups due to declining attendance.

The PRO Advisory Committee is currently focused on planning the PRO retreat, which will be a social/ networking function.

The Committee expects to open up nominations for PRO Mentor of the Year in May, with the winning recipient announced at the Retreat.

Respectfully submitted,

Catherine Stuart
RWA PRO Advisor

PAN ADVISOR REPORT - N. Weeks

The PAN Power Up sessions continue to meet on the first Tuesday of every month at 7:00 CST. Our sessions are designed to help promote personal career growth for our published authors through networking, authors-helping-authors, and education. In the coming months, our sessions will continue to address the challenges that face authors in this constantly changing world.

While the PAN Power Up zoom sessions are geared toward published authors, everyone is welcome and encouraged to participate.

You can join the PAN Power Up sessions on the RWA website through the Events tag. The PAN Power Up schedule is posted weekly in RWA eNotes.

Your suggestions for topics and speakers are welcomed and greatly appreciated.

2022 PAN Power UP Zoom Session Schedule

January 4, 2022 Tuesday 7:00pm CST

- Planning Your 2022 Writing Year: Step-by-Step Planner Guide – *Recording Available to registered members

February 1 2022 Tuesday 7:00 CST

- What Author Can't Ignore on Their Websites and Newsletters:
Websites: Privacy Policy, Protecting Our Own Privacy, User Interface, Importance of a SSL certificate.
Newsletters: GDPR Compliance, Newsletter Templates, Newsletter Etiquette.
- Recording Available to registered members.

March 1 2022 Tuesday 7:00pm CST

- USA Today / Amazon #1 Bestseller author M. L. "Matt" Buchman for Estate Planning for Authors.
- Recording Available to registered members.

April 5 2022 Tuesday 7:00pm CST

- KEYWORD NIGHT: Short discussion on the best way to search for relevant keywords and where to use them. We'll then break out into genre rooms and test them using Rocket.

- Please watch for the PRO Power Up and the PAN Power Up survey in your inbox in April. We look forward to your comments and suggestion to improve Power Up sessions programing.

May 3 2022 Tuesday 7:00pm CST

- How to use Book Funnel Effectively

June 2 at 12:00 - 2:30 p.m. CT (1.5 hours of workshop and 1 hour Q&A)

- How to Dictate Thousands of Words Per Day
Speaker: Scott Baker

July 5, 2022, RWA **Conference No Session**

August 2, 2022, Tuesday, 7:00pm CST

September 8, 2022, Tuesday, 7:00 CST

October 4, 2022, Tuesday, 7:00 CST

November 1, 2022, Tuesday, 7:00 CST

December 6, 2022, Tuesday, 7:00 CST

Nancy C. Weeks

Director At Large - PAN Liaison

VIVIAN TASK FORCE REPORT - J. Renée

The VIVIAN Task Force has updated the action plan to identify topics that are completed and streamlined topics that we are currently reviewing. Completed topics are in the process of being transferred to the outline of the final report along with discussion points, supporting data, recommendations, and resources. The project timeline has been updated to reflect the target completion date of May 31, 2022, and the final report submitted to the board on June 6, 2022.

As a reminder, the VIVIAN Task Force was asked to answer two questions: (1) how to get marginalized authors to enter the contest; and (2) what, if any, changers are needed for future contests?

ROMANCE EDUCATION INITIATIVE COMMITTEE - J. Renée

The Romance Education Initiative Committee is continuing its efforts in the development and implementation of educational programs to advance and enhance romance writers at all stages of their writing careers.

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

The 2021 Romance Author Mentorship Program participants were surveyed. The results are still under review. The planning of RAMP 2022 has begun. Publishing industry professionals and prominent indie authors are being contacted prior to the launch of the program to ensure availability to participate in the pitch event and indie author event.

The tentative schedule for RAMP 2022 is as follows:

- April 11 - Mentor application submission open
- April 22 - Mentor application submission close
- April 27 - Mentee applications submission open
- May 11 - Mentee applications submission close
- June 15 - Mentor/Mentee announced
- July (Date TBA) - RAMP Mentor/Mentee Mixer at RWA Annual Conference
- October 8 - RAMP Mentor PR/Marketing Discussion
- October 10 - October 14 – Online Pitch Event
- October 15 - October 16 - Indie Author Weekend

- **RWA University Committee**

The RWA University committee met on Wednesday, March 23, 2022. We brainstormed ideas for webinars, Deep Dives and the Author Survival Guides. Each committee member is reaching out to authors to conduct webinars. The chair is also reaching out to members to write Survival Guides.

For the rest of the year, we would like to focus on topics that would interest new authors. This includes (but is not limited to) craft webinars and instructions on how to Survive a Conference, How to Query and How to Navigate Social. We also hope to create a series that will focus on a different sub-genre of Romance each month.

Finally, it was suggested that we think outside the box when creating materials for members. Therefore, the chair is reaching out to developers of writing software in hopes of getting them to create webinars that explain the basics of their products.

- **Unpublished Member Benefits Committee**

- **Pen to Paper Program**

The evaluation of the 2021/2022 program year has been completed. The results of surveys and focus groups will be sent to the board for review.

- The planning of a self-guided Pen to Paper program has begun with a June target launch date.
- The planning of the guide-led Pen to Paper program will begin after the board has reviewed the results of participant surveys and focus groups. The targeted start date has not been determined.

- **Own Hearts Own Voices Program**

A publishing house has expressed their willingness to provide curriculum content for Own Hearts Own Voices once the program design and structured has been finalized. Other publishing houses will be contacted to provide content as well.

POLICY ADVISORY COMMITTEE - M. Karlik

The charge of The Policy Advisory Committee is as follows:

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.

During the Policy Advisory Committee meeting on March 17, Donna Comeaux, the chair of the committee, announced Trish Edwards as the new co-chair.

The committee is continuing to follow imprint and publishing actives, distribution issues, and legislation and litigation within the publishing industry.

The next meeting will be April 21 at 6:30 CST

CONFERENCE WORKSHOP COMMITTEE REPORT – M. Griffin

The Conference Workshop Committee is working hard to get workshop presenters and speakers lined up for this year's conference. It will be held at Gaylord National at the National Harbor in Maryland. Tim Lidell is confirmed as the keynote speaker. Conference registration is open. The event will be held July 28-30 with an off-site welcome dinner Thursday evening and workshops on Friday and a half-day Saturday to keep down costs.

ADJOURN: President Brett adjourned the meeting at 12:17 p.m. CT.