

Romance Writers of America  
Board Meeting Agenda  
August 22, 2024  
7:00 p.m. CST  
Virtual Meeting

Thursday, August 22, 2024

---

**CALL TO ORDER:** President Clair Brett called the meeting to order at 7:04pm Central Time on Thursday, August 22, 2024.

**ROLL CALL:** Secretary Jacki Renée called the roll. Nine members were present: Officers Clair Brett, Jacki Renée, and Brooke Wills; Directors-at-Large Marian H. Griffin, Mary Karlik, Anita Learned, and Ursula Renee; Chapter Advisor Antonia Cyn, and PRO Advisor Robin Hillyer-Miles. PAN Advisor Danica Winters was excused. Director-at-Large Alexis-Morgan Roark was unexcused. AMC Source/RWA Executive Director Jordan Stokesberry was 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:** Shayne Huxtable, Lynn Lovegeen, Laura McKendrick, Elaine Reed, and Anna Taylor Sweringen.

### **PRESIDENT'S REPORT - C. BRETT**

As this will be my last President's report for Romance Writers of America, I would like to take this time to thank all the boards I have worked with in my last three years. In my time as President RWA has transformed into something new, while still holding true to the spirit in which RWA was founded. Many of the decisions that were made over the last 3 years were beyond difficult and those board members held fast to their oath to always put RWA ahead of what their own choices might have urged them to do. Because of all those board members standing firm with a belief in the importance of this organization we are now able to allow RWA to spread its wings and move into the future on stable ground. I would go into battle with any of these people and stand with them to fight for what is right. Thank You!

Quarter 4 of Romance Writers of America was faced paced and a turning point for the organization. The end of June beginning of July marked the moment RWA filed for a subchapter 5 restructure with the bankruptcy court of Texas. This began an intense three weeks or more of court hearings. In the end our largest and primary debtor, the Marriott hotels, approved the restructuring plan and the court signed off. What this means for our organization is that RWA is now free from debilitating debt we would have been unable to afford. Over the next three years the organization will make quarterly payments to our list of creditors for a flat amount, but other than that we are free to continue business and thrive again.

This filing at the time it happened was not something that came out of the blue and in fact the stepping stones for this had started years ago as we worked behind the scenes to solidify and prove that RWA was a viable business who had an important role in the industry that only RWA could fill. The efficiency in the speed at which the court took on and signed off is a testament to the work put forth leading up to the filing.

Once the court approved our plan, we were able to sign a contract with a new hotel in Austin for a fall in person conference. An in-person conference was a promise the board wanted to follow through with. We are looking forward to enjoying a long weekend filled with a wealth of RWA quality workshops, networking, and community as always. At this time, the plan will be to move back to our usual conference timeline for 2025.

RWA moved from the IMIS platform to Memberclicks, which is a better fit for our current membership needs and budget. For the most part it was a smooth transition for member experience. As we work with the new platform our team continues to see what the membership requires and works to find solutions. Currently, the Executive Committee is working directly with our AMC team and our Memberclick's representative to work on making the dues collection for chapters work better for our chapter leaders, this is an ongoing situation that we continue to update chapter leaders about the process and feel confident we will find a solution that works.

The EC met with our AMC, AMC Source, to evaluate the first year together and look forward to make adjustments to expectations moving forward. It was agreed that the RWA team from AMC will be focusing on member experience, membership retention, membership increases, and improved social media and communications.

As I prepare to step aside and give the helm to a new board in the coming days, there are still many things that RWA will continue to work on. I say this because none of the plans RWA has moving forward can happen without volunteers. We need volunteers for all our committees. I have done the research and volunteerism is down across the board in non-profit organizations right now. However, I would argue that if you have ever wanted to make a change in RWA, or the publishing industry at large now is your chance to get in on the ground floor of a new era of Romance Writers of America and it only takes a promise of some of your time.

Good luck to the incoming 2024-25 RWA board of directors. The sky is the limit!

## SECRETARY'S REPORT — J. RENÉE

### **Motion to Approve May 2024 Board Meeting Minutes**

Brett moved to approve the minutes of the May 2024 Board of Directors Meeting

*This motion was adopted in an Action Without Meeting on June 1, 2024, with 9 votes in the affirmative and 0 abstentions.*

### **Motion to Approve the Amendment of Golden Heart Contest Categories**

Renée moved to approve the amendment of the Golden Heart and Diamond Heart categories to: Contemporary, Erotic, Historical, Mainstream, Romance with Religious and Spiritual Elements, Romantic Suspense, Speculative, and Young Adult

*This motion was adopted in an Action Without Meeting on June 1, 2024, with 9 votes in the affirmative and 0 abstentions.*

### **Motion to Approve Amendment to Judge Eligibility for Golden Heart Awards Rules**

Renée moved to approve the amendment to the judge eligibility for the Golden Heart Awards to allow Associate-Members (Acquiring) and industry professionals to judge the contest.

*This motion was adopted in an Action Without Meeting on June 1, 2024, with 9 votes in the affirmative and 0 abstentions.*

### **Motion to Approve the Amendment of the Golden Heart and Diamond Heart Awards Rule for Scoring Entries**

Renée moved to approve the amendment of the Golden Heart and Diamond Heart rules to allow judges to score up to ten entries per round.

*This motion was adopted in an Action Without Meeting on June 1, 2024, with 9 votes in the affirmative and 0 abstentions.*

### **Motion to Approve the Amendment of the Golden Heart and Diamond Heart Awards Rule for Round Two Scoring Entries**

Renée moved to approve the amendment of the Golden Heart and Diamond Heart rules to require 3 judges per entry for Round 2. The Finalists will be determined based on the average of the three scores.

*This motion was adopted in an Action Without Meeting on June 1, 2024, with 9 votes in the affirmative and 0 abstentions.*

### **Motion to Approve the Amendment of the Golden Heart and Diamond Heart Awards Rule for Round Three Scoring Entries**

Renée moved to approve the amendment of the Golden Heart and Diamond Heart rules to require 3 judges per entry for Round 3. The Winners will be determined based on the average of the three scores.

*This motion was adopted in an Action Without Meeting on June 1, 2024, with 9 votes in the affirmative and 0 abstentions.*

**Motion to Approve 2024 RWA Annual Conference Budget**

Wills moved to approve the budget for the 2024 RWA Annual Conference October 11-13, in Austin, TX.

*This motion was adopted in an Action Without Meeting on July 25, 2024, with 8 votes in the affirmative and 0 abstentions.*

**Motion to Approve the Bylaws Update**

Wills moved to approve the update to **Article 17 Finances. Section 17.4.** Financial Audit: The external financial statements of RWA shall be audited or reviewed annually by an independent certified public accountant or certified public accounting firm who/which shall be determined by the Audit & Finance Committee.

*This motion was adopted in an Action Without Meeting on July 25, 2024, with 8 votes in the affirmative and 0 abstentions.*

**Romance Writers of America, Inc.**  
**Executive Summary**  
**September 2023 - June 2024**

**CASH POSITION**

Total cash as of June 30, 2024 is \$292K, down from \$499K on September 1<sup>st</sup>, 2023. Unrestricted cash (funds used for operating expenses) is \$97K, and restricted funds (funds held for specific purposes) is \$195K.

**NET INCOME (LOSS)**

Net loss through June 30, 2024 is at \$131K. The net loss this time last year was \$237K, so we are seeing a significant improvement to date. This is more due to expense cutting rather than an increase in revenue.

**OTHER UPDATES**

The 2022 tax return was filed timely, and is available for review on the RWA website.

In late May, RWA filed for bankruptcy protection under Chapter 11, subchapter v, and successfully emerged on July 17, 2024. The organization can now focus its energies on member value and services, returning and new programs and the national conference being held in Austin, TX in October.

# Romance Writers of America

## Statement of Financial Position

As of June 30, 2024

### ASSETS

#### Current Assets

##### Cash

Unrestricted Cash	96,520
Restricted Cash	195,121
<b>Total Cash</b>	<b>291,641</b>

##### Other Current Assets

Other Current Assets	4,118
Prepaid Expenses	4,418
Inventory	2,916
<b>Total Other Current Assets</b>	<b>11,452</b>

**TOTAL ASSETS** **303,093**

### LIABILITIES AND EQUITY

#### Liabilities

Current Liabilities	4,231
Deferred Revenues	76,682
Long Term Liability: EIDL Loan Payable	144,151
<b>Total Liabilities</b>	<b>225,063</b>

#### Equity

Designated Funds	602,759
Opening Balance Equity	1,190,602
Retained Earnings	(1,584,229)
Net Revenue	(131,103)
<b>Total Equity</b>	<b>78,030</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>303,093</b>

Unaudited

**Romance Writers of America**  
**Statement of Activity**  
September 2023 - June 2024

<b>Revenue</b>	
Dues	165,000
Conferences / Meetings / Events	55,480
Contests	4,337
Other Regular Revenues	15,899
UBI Revenues	3,459
Donations	1,406
<b>Total Revenue</b>	<b>245,581</b>
<b>Gross Profit</b>	<b>245,581</b>
<b>Expenditures</b>	
Salary Expenses	15,440
Depreciation & Amortization	14,011
Insurance Expenses	6,621
Property Expenses	64
Information Technology	21,690
Office Expenses & Supplies	40,758
Advertising & Marketing PR	14,927
Awards	(1,314)
Bank & Credit Cards Fees	8,352
Professional Fees	150,730
Shipping	5,405
Management Fees	100,000
<b>Total Expenditures</b>	<b>376,683</b>
<b>Net Operating Revenue</b>	<b>(131,102)</b>
<b>Net Revenue</b>	<b>(131,102)</b>

Unaudited

**OFFICE REPORT – J. STOKESBERRY**

AMC Source Staff:

Jordan Stokesberry- Executive Director & Membership Services  
Greg Foreman- IT  
Rachel Sheffer- Marketing Communications  
Bailey Nolting & Ruth Saint Julien- Virtual Events  
Samuel Pierrot- Finance

Membership Report:

As of August 7, 2024: Total: 1,810 members  
Only 208 Members away from where we were in February 2024  
New Members in the last 90 days: 102

Member type	Active	Graced	Lapsed
Affiliate	13		7
Associate	531	29	248
Charter	15		3
Charter Honorary	2		
General	1071	66	410
General Honorary	3	1	1
Honorary	71		
Student	8		1

General Updates:

1. Membership Committee Updates and Efforts:

The membership committee and I are committed to enhancing the overall member experience with RWA. We’re excited to announce several new initiatives aimed at increasing member engagement and providing more value.

- September 18th at 8pm ET we will be hosting a New Member Orientation for members who have joined within the last year to gain a better understanding of their RWA Membership
- Updated Member Materials
- Website Updates
- And more!



Additionally, to address recent issues with communication, I am actively working with our IT team to streamline our process for handling questions and concerns. We've identified that some of our emails have been inadvertently directed to spam folders, which has impacted our response times. To combat this, we're implementing new measures to ensure a more efficient and seamless process for managing inquiries. We ask that our members use the form on the website to submit questions and feedback, an RWA Team member will check these forms periodically and respond to your questions or feedback within 3 business days. Our goal is to improve both the speed and accuracy of our responses, ensuring you receive timely support.

## 2. Contest Committee and RAMP Program Support:

My team and I have been assisting with correspondences for the Diamond Heart and Golden Heart Contest. We will also be providing support throughout the RAMP Program.

## 3. 2024 RWA Annual Conference- Austin, TX

I have been providing support to the Executive Committee for the conference. I am thrilled to announce that the RWA Annual Conference is shaping up to be a highly anticipated and well-organized event. We look forward to an enriching experience that will benefit our members, potential members and the romance writing community as a whole.

## **AUDIT AND FINANCE COMMITTEE**

### **BOARD LIAISON – B. WILLS**

**Committee Charge:** The Audit & Finance Committee, chaired by the Treasurer, shall be responsible for selecting an independent CPA firm to conduct the annual audit, for reviewing the annual audited financial statements and any associated management letter detailing deficiencies, and for reviewing the related tax returns before all materials are presented to the Board, and shall assist the Treasurer as requested on financial and budgetary matters.

**Committee Report:** The committee is reviewing drafts of the 2022-2023 audit report which is still in process due to the filing and subsequent emergence from subchapter v. We will also be working on the 2024-2025 fiscal year budget during August.

**Successes/Action items Completed:** After review by the committee, the 2022 tax return was filed timely.

**Summary of Action Items In-Progress/Pending:** The committee will continue reviewing the 2022-2023 audit report, the 2024-2025 fiscal year budget and discuss details for the 2023-2024 annual audit or review.

**Current Challenges:** N/A

**Recognition:** As treasurer, I very much appreciate how responsive the committee always is.

**Name and Title of Committee Member Completing the Report:** Brooke Wills, Treasurer

**What Quarter Does This Report Cover?:** Q4 (March - May)

**Does This Report Require Board Action?:**

**What type of Board action is required?:**

## CONFERENCE WORKSHOP COMMITTEE

### BOARD LIAISON – J. RENÉE

**Committee Charge:** The Conference Workshop Committee shall coordinate, plan, and oversee the selection and scheduling for workshops for the RWA Annual Conference, Indie Author Weekend (2-day virtual mini conference), and Traditional Author Weekend (2-day virtual mini conference). The Conference Workshop Committee shall ensure that the conferences' programs reflect RWA's commitment to diversity, equity, inclusion, and access—including, but not limited to, the speakers chosen, and the topics covered in the workshops.

**Committee Report:** Over the last quarter we have set the dates for the 2025 Indie Author Weekend and the Traditional Author Weekend. We have begun researching locations for the 2025 Annual RWA Conference as well. Submissions are open for the 2024 Fall conference and workshops will be chosen on August 10, and then notifications will be sent by the RWA Secretary shortly following.

A list of potential keynote speakers was created, and we have reached out to our top two inviting them to be our opening and closing speakers (Brenda Jackson and Vivian Stephens). A speaker agreement has been sent to Ms. Jackson, and the RWA Secretary is in contact with Ms. Stephens' representative.

A tentative schedule has been created for the 2024 conference. We are working to fill the 13 slots for workshops and roundtables. Jacki Renee is reaching out to publishers and agents to participate in pitch appointments, as well as industry professionals for other events. We've reached out to the Texas Rangers to see if one of their members could come speak to our group and are waiting for a response.

#### **Successes/Action items Completed:**

- 2024 RWA Conference: Opening Keynote Speaker: Ms. Brenda Jackson, speaker agreement sent
- Indie Author Weekend 2025 dates sets (January 25-26) dates for accepting workshop proposals have also been set (September 2-October 31).
- Traditional Author Weekend 2025 dates sets (April 5-6) dates for accepting workshop proposals have also been set (November 1-December 31)

**Summary of Action Items In-Progress/Pending:** RWA Annual Conference workshop proposals are open and in review.

**Current Challenges:** There is a distinct lack of diversity in workshop proposals at this time, which is disappointing. The team has made personal invitations to fellow writers encouraging them to submit proposals, but the short notice is a problem for a lot of people.

**Recognition:** My thanks to Toni Jackson, Dawn Reed-Staton, and Jacki Renee for their hard work this past year. None of this could have been done without them.

**Name and Title of Committee Member Completing the Report:** Gail Chianese, Chair

**What Quarter Does This Report Cover?:** Q4 (June-August)

**Does This Report Require Board Action?:** No

**What type of Board action is required?:**

**If the action requires a vote, the Board liaison must complete and submit a Motion Form; otherwise, describe the item(s) that require Board action:**

## CONTEST COMMITTEE

### BOARD LIAISON – J. RENÉE

**Committee Charge:** The Contest Committee shall assist the Executive Director with the establishment and overall planning and operation of all RWA national contests; and under the direction of the Executive Director, shall handle any contest result challenges pursuant to the Contest Policy outlined in Section 17. Each Contest's period, the Contest Committee shall establish actionable goals that measure the progress of RWA national contests in accordance with the intended benefit of the Contest. A Board liaison shall be assigned to this committee.

#### **Committee Report:**

Over the last quarter, we have completed several vital items.

- We established a new learning management system for the RWA Golden and Diamond Heart Contests (<https://training.rwacontest.org/>). This platform, built on Moodle, allows us to train, test, and track judges during the training process.
- We created three unique sets of judges' training:
  - Understanding Categorical Romance
  - Diversity, Equity, Inclusion, and Accessibility Training for Judges
  - Judges Training - Round 1
- We completed entrant registration.
- Qualified judges were assigned round one books for evaluation.

#### **Summary of Action Items In-Progress/Pending:**

We have several action items that are in progress:

- Trademarking the new Diamond Heart Award (ongoing)
- Working on readying the committee and the website for round two judging.
- We have continued to improve the contest and training websites. Currently, the contest site is barebones, as we got it up and running for round one. We see this as a process of improvement as we progress.
- We are already gearing up for Round Two judging.
- We are currently handling cases of potentially objectionable material as they come in using the newly created policy.
- We are planning to release entrant and judge surveys soon.

**Current Challenges:** We got one week behind with the website after the hurricane hit Texas this summer and knocked out power to several key constituencies. Thankfully, we have built-in padding, so the contest timing is proceeding on schedule.

**Recognition:** We want to recognize the contest web developer, Doug Johnson, for his work managing the infrastructure for both the contest and training websites.

**Name and Title of Committee Member Completing the Report:** Jason Wrench, Chair

**What Quarter Does This Report Cover?:** Q4 (June-August)

**Does This Report Require Board Action?:** No

## **DIVERSITY ADVISORY COMMITTEE**

### **BOARD LIAISON – C. BRETT**

**Committee Charge:** The Diversity Advisory Committee shall make recommendations and provide information and materials to the Board on diversity, inclusion, and access issues that impact RWA and its members.

#### **Committee Report:**

*[Submitted at the meeting]*

*Diversity Advisory Committee Report 2024 – Quarter Four*

*The Diversity Advisory Committee meets on the first Tuesday of the month.*

*This quarter, the Committee reports the following:*

- *The Committee responded to a DEIA complaint regarding the date for this year's RWA Conference as it coincided with Yom Kippur.*
  - *The committee researched and determined that RWA, as a business, is not under obligation to move the dates of any scheduled events due to any religious holiday.*
- *The DEIA committee is working with the conference committee to ensure diverse speakers and topics will be discussed at the conference and will make an effort to increase this number for next year's conference.*
- *Reba Grim-Graham stepped down as a member of the committee.*
- *Molly Maka stepped down as a member of the committee.*

*Fourth quarter activities:*

- *The Committee will continue developing a method to accept, fact-find, and resolve DEIA complaints.*
- *Working with RWA Board to identify new committee members to replace Ms. Grim-Graham and Ms. Maka who are no longer able to serve on the committee.*

*Submitted by:*

*Toni Jackson, Diversity Advisory Committee Chair*

*Nikki Prince*

*Jayashree Gopal*

*Clair Brett, Board liaison*

## **LEADERSHIP DEVELOPMENT COMMITTEE**

### **BOARD LIAISON – MARIAN H. GRIFFIN**

**Committee Charge:** The Leadership Development Committee shall create a process to identify potential future RWA leaders within membership, get those people involved at the chapter level and at the national committee level, and help them to grow in their leadership skills. In addition, the committee shall solicit the general membership for at least two candidates for each open board position, assist the President-Elect in making choices for assistant chairs per section.

#### **Committee Report:**

*[Submitted at the meeting]*

**Committee Report:** *The LDC worked with Jordan Stokesberry or AMC Management to organize and run the election for RWA's 2024-25 Board of Directors. Chairperson, Jennifer Bokal, met with Jordan on June 26, 2024 to discuss the process for candidates to declare their intent to run for a BOD position and the timeline for the elections. They also met on July 15, 2024 to certify those who had declared intent were eligible to run for their stated position. The results of the election were announced on 8/13. 204 votes were cast.*

*All members were contacted with information about declaring through messages sent to the email on file. Jennifer also posted on groups.io. Likewise, ballots were sent to each member at their preferred email.*

*The entire LDC met with Jacki Renee on July 21, 2024 to discuss holding a Leadership Retreat at RWA's conference in October. Several ideas were discussed for activities during the retreat, including brainstorming with other chapter leaders who are in similar or the same position. It was also discussed that there would be a giveaway (notebook, planner, etc.) for those who attend the retreat.*

*Following the meeting, it was discussed that a survey should be sent to the chapter leaders and to ask them for their input on what they would like from the retreat. The survey was sent by Jennifer on July 31.*

**Success/Action/Items Completed:** *Through working with Jordan, candidates for RWA's Board of Directors were recruited, vetted, and announced. The election has taken place, with ballots being sent to members, and the results will be announced on August 19, 2024. The Leadership Development Committee has reached out to chapter leaders for input into the retreat. In the next quarter, the retreat will be developed and presented at the conference by Jennifer. Other committee members are not planning on attending conference in 2024.*

**Current Challenges:** *There is no template for running an election as it has been handled by RWA staff in years past. Jennifer, the current chairperson, will develop a timeline for future LDC's to follow.*

**Name and Title of Person Filing this Report:** *Jennifer D. Bokal, Chairperson Leadership Development Committee/August 13, 2024*

**Quarter Covered:** *Q-4*

**Board Action:** *None*

## **MEMBERSHIP COMMITTEE**

### **BOARD LIAISON – URSULA RENEE**

**Committee Charge:** Membership Outreach Committee. The Membership Outreach Committee shall be tasked with membership outreach and member support by creating initiatives and materials to help retain current membership and to increase membership.

- Plan, bring to the Board for approval, and execute a bi-yearly membership drive.
- Create a yearly membership survey based on current topics and industry norms, to gauge the direction the membership would like to see the organization and what member benefits are most desired.
- Maintain and update the onboarding and off boarding email sequences to make sure they are the most effective in either helping members feel welcome and give them the most important information or to help make members choose to remain members.
- Study and research current membership retention and acquisition practices within the non-profit sector and similar groups to RWA and report back to the Board on any information that may prove helpful.
- Assist with creation of promotional materials/ads/copy/images/Social media posts/ etc. and work with staff and any RWA consultants in charge of marketing to regularly post about becoming a member or RWA points of interest for our current members.
- Assist staff with emails and marketing to go out to all non-member attendees of all events no more than 7 days after any given event to attempt to convert them to membership.
- Work with staff to create an easy path to national conference non-member attendees to register for membership on site at the conference.

**Committee Report:** Jordan Stokesberry from AMC Source stepped in to work with the Membership Outreach Committee after the departure of Rebekah Arnits. She has brought several ideas for retaining members. We are working on the new member emails, organizing a new member orientation for September 18, 2024, and creating a survey to get feedback on what members would like RWA to offer.

The Membership Outreach Committee has decided to postpone the Fall membership drive so not to conflict with the conference. We will reach out to the Conference Committee to determine what we can do to increase interest in the organization at the conference.

**Successes/Action items Completed:** The new member emails have been sent to AMC Source to be integrated with MembersClicks.

**Summary of Action Items In-Progress/Pending:** The committee is scheduling the first new member orientation for September 18, 2024. We are also creating a survey to get feedback from the membership.

**Current Challenges:** We need new volunteers for the committee.

**Recognition:** We would like to that Sadye Storey for her hard work and Jordan Stokesberry who has brought plenty of ideas to the committee.

**Name and Title of Committee Member Completing the Report:** Ursula Renee, Board Liaison

**What Quarter Does This Report Cover?:** Q4 (June-August)

**Does this report require Board action?:** No



*The Board agrees that now that the organization is on a new member management system, recruitment of volunteers to serve on committees at the national level can resume.*

## **PAN ADVISORY COMMITTEE**

### **BOARD LIAISON – D. WINTERS**

**Committee Charge:** The PAN Advisory Committee shall make recommendations and provide information to the Board regarding ways to protect the interests of published romance writers, enhance the channels of communication between romance authors and publishing industry professionals, and coordinate activities by and for PAN members.

#### **Committee Report:**

*[No report was submitted, and the PAN Advisory was excuse from attending the meeting]*

## **PEN TO PAPER COMMITTEE**

**BOARD LIAISON – CLAIR BRETT**

**BOARD LIAISON – MARIAN H. GRIFFIN**

**Committee Charge:** The Pen to Paper Committee shall coordinate, plan, and along with the Executive Director and Board of Directors, oversee the annual program. The Pen to Paper Committee shall ensure that the program reflects RWA's commitment to diversity, equity, inclusion, and access.

**Committee Report:** In Q3, the Pen to Paper Committee continued overseeing the participants in the 2023-2024 P2P Program. Multiple workshops were made available to both programs. The Paper to Polished Program ended and graduation was held. We continued to handle any participant questions and concerns with the programs.

**Successes/Action items Completed:** First class from Paper to Polished graduated.

**Summary of Action Items In-Progress/Pending:** Diplomas and graduations are being planned. Sprint groups continue. Weekly meetings held for all programs. Program continues to move forward as expected.

**Current Challenges:** Recruiting Committee members; creating workshops.

**Name and Title of Committee Member Completing the Report:** Sally Murphy, Chair

**What Quarter Does This Report Cover?:** Q4 (June-August)

**Does This Report Require Board Action?:** No

*The Board agrees that now that the organization is on a new member management system, recruitment of volunteers to serve on committees at the national level can resume. A suggestion was made that the committee utilize the Writer's Services page on the website to recruit speakers for workshops.*

## **POLICY ADVISORY COMMITTEE**

### **BOARD LIAISON – M. KARLIK**

**Committee Charge:** The Policy Advisory Committee shall monitor public policy and legislation as well as public events that have 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.

**Committee Report:** The PAC meets monthly with the exception of one month missed during the summer.

We have reviewed agent and publisher standards and qualifications as requested by the board and are including our final recommendations attached to this report.

As to legislation, RWA has currently signed on to: It will probably be January 2025 before the case is actually in court. It's all in the discovery process. Right now, congress is focused on AI as it may impact electors and elections. Otherwise, the news was just about journalists, not fiction writers. And meetings are ongoing with publishers in terms of licensing agreements, as our committee has reported on in the past.

Author's Coalition, sent along the monies owed to RWA in the disbursement, which will appear in the financial statements.

The most recent Author's Guild meeting had one item on the agenda which centered around organizational management, and an open discussion on best practices. Mostly everything has been quiet, and those other organizational meetings have had few attendees over the summer as everything is in wait-and-see mode. Most of the conversation has been about organizations having AI ethical standards and the committee is set to discuss those at our next meeting.

In addition, we have been discussing various situations members have noticed within RWA and offer the following recommendations to the board as possible policy additions.

The committee would like to see policy that governs how pertinent critical information is distributed to the membership as it happens. For instance, when something is decided in the courts, or when a new publisher is recognized. We would like to see this information come, one way only, not two-way communication, directly from the board. Either through a specially formed I. Groups platform just for this purpose, or through email with a specially designated heading. Again, this would not be open for discussion – just quick, in the moment, announcements. We see this as setting apart the critical things so that members know to pay attention. And could be a tool that the board used at its discretion for whatever purpose they see fit. Committee chairs could report to their board liaison any information they feel might meet critical disseminations standards and the board, or newly created manager position, would have the final say as the board directs.

As chairperson of the PAC, I would like to request that my current members be approved for the upcoming year. It took us a while to get solidified, and we are now a hard-hitting core group that is running smoothly.

Do you provide marketing support to authors and if so, please provide a few examples of the nature of marketing support, i.e., paid promotions and social media ads.

**Summary of Action Items In-Progress/Pending:**

**Current Challenges:**

**Recognition:**

**Name and Title of Committee Member Completing the Report:** Tara Taylor Quinn

**What Quarter Does This Report Cover?:** Q4 (June-August)

**Does This Report Require Board Action?:**

**What type of Board action is required?:**

**If the action requires a vote, the Board liaison must complete and submit a Motion Form; otherwise, describe the item(s) that require Board action:**

## **Successes/Action items Completed: Agent Standards**

(Taken from the Association of Literary Agents)

All RWA recommended agents must be an agent working for a literary agency – (This can be a one person agency, but it must be legally registered as a literary agency.)

The PAC, which includes a member of the Association of American Literary Agents, Inc., recommends that RWA adopt agent standards, or qualifications based on the AALA's following standards for their agents.

1. The agents of the Association of American Literary Agents, Inc. are committed to the highest standard of conduct, integrity, and accountability in the performance of their professional activities. While affirming the necessity and desirability of maintaining their full individuality and freedom of action, the agents pledge themselves to loyal service to their clients' business and artistic needs, and will allow no conflicts of interest that would interfere with such service. They pledge their support to the Association itself and to the principles of honorable coexistence, directness, and honesty in their relationships with their co-agents. They pledge not to abuse (sexually, verbally, physically or otherwise), discriminate against, harass, mislead, deceive, dupe, defraud, or victimize their clients, other agents of the Association, the general public, or any person in their workplace or with whom they work or do business as an agent of the Association.

2. The requirements of this section 2 apply to agents who are owners and/or administrators who have control over the accounts of an agency. Agents who are not owners or administrators of an agency are encouraged to advocate for their agency to adopt these practices as well. Agents shall take responsible measures to protect the security and integrity of clients' funds. Agents must maintain at least two separate bank accounts, one for money due their clients and one for business operating expenses, so that there is no commingling of clients' and agents' funds. Agents shall account faithfully to their clients and deposit funds received on behalf of clients promptly upon receipt, and shall make payment of earnings due clients promptly, including any returned fees, refunded co-agent commissions, or other refunds made on behalf of the client. Agents shall use reasonable best efforts to pay clients within ten business days after clearance and attribution but no later than twenty-one days, unless otherwise agreed in writing with the client.

However if funds for a client are received more frequently than quarterly and if those funds do not exceed a total of \$100, then payments to clients may be made quarterly, so long as when funds received exceed \$100 or upon the client's specific request, payment to the client shall be made within ten days thereafter. In all cases, agents shall exercise due diligence in seeking supporting and attribution information for payments received. Further, on stock and similar rights, statements of royalties and payments shall be made not later than the month following the agent's receipt, each statement and payment to cover all royalties received to the 25th day of the previous calendar month. Payments for amateur rights shall be made not less frequently than every six months.

An agent's books of account must be open to the client at all times with respect to transactions concerning the client.

If an agent receives in writing a claim to funds otherwise due to a client, the agent shall immediately so advise the client in writing. If the agent determines that the claim is serious, and

that the funds should not be remitted to the client because of the claim, the agent shall proceed in accordance with the following:

For a period not to exceed ninety days, the agent may deposit the funds in question into a segregated interest-bearing account pending possible resolution of the dispute. No later than the expiration of that ninety-day period, if the dispute remains unresolved and the claimants do not otherwise agree with respect to the disposition of the disputed funds, the agent shall take such steps as may be necessary to deposit the funds with a court of competent jurisdiction, with appropriate notice to the claimants, so that the claimants will have an opportunity to present to that court their claims to the funds. Upon so depositing the funds, the agent will have complied with the agent's obligations under this Canon of Ethics.

3. In addition to the compensation for agency services that is agreed upon between a agent and a client, a agent may, subject to the approval of the client, pass along charges incurred by the agent on the client's behalf, such as copyright fees, tax form fees, manuscript retyping, digital book scanning, photocopies, copies of books for use in the sale of other rights, long distance calls, postage, special messenger fees, etc. Such charges shall be made only if the client has agreed to reimburse such expenses. Agents must communicate a full, clear, and honest accounting of services, fees, charges, and commissions prior to commencement.

4. A agent shall keep each client apprised of matters entrusted to the agent and shall promptly furnish such information as the client may reasonably request.

5. Agents must always act as a fiduciary to their clients. Subject to the terms of this Canon, agents shall not represent both buyer and seller in the same transaction. Agents are prohibited from participating in packaging fees on deals for television and film adaptations of their client's work that are completed after the Effective Date of this Canon of Ethics. Agents are prohibited from accepting producer fees without the client's prior written informed consent.

6. Agents may not receive a secret profit in connection with any transaction involving a client. If such profit is received, the agent must promptly pay over the entire amount to the client. Agents may not solicit or accept any payment or other thing of value in connection with their referral of any author to any third party for any purpose, provided that the foregoing does not apply to arrangements made with a third party in connection with the disposition of rights in the work of a client of the agent.

7. Agents shall treat their clients' financial affairs as private and confidential, except for information customarily disclosed to interested parties as part of the process of placing rights, as required by law, or, if agreed with the client, for other purposes.

8. A) The Association believes that the practice of literary agents charging clients or potential clients for reading and evaluating literary works (including query letters, outlines, proposals, and partial or complete manuscripts) is subject to serious abuse that reflects adversely on our profession. Agents should be primarily engaged in selling or supporting the selling of rights and services on behalf of their clients, i.e. agents should not be primarily pursuing freelance editorial work and misrepresenting themselves as literary agents or support staff of a literary agency. Agents may not charge any reading fees for evaluating work for possible representation. However, agents may provide editorial services in exchange for a fee to authors who are not clients, provided agents adhere to the following provisions:

I) Agents who render such services must make clear to the author in writing in advance that the rendering of such services does not indicate or imply that the agent will represent the author as a literary agent and must provide to the author at the outset a copy of this Paragraph (8A-8B) of the AALA Canon of Ethics; and

II) if during or after the rendering of such services the agent agrees to represent the author, the agent must then return in full all payments received for such services prior to submitting the work and waive any further payments for such services for that author; and

III) to help prevent confusion, abuse, and to further separate paid editorial services from literary representation, at no time may agents respond to an author who approaches them only for literary representation by instead suggesting or directing the author to pay for editorial services by the agent or by anyone else financially associated with the agent or agent's agency. Agents must provide paid editorial services only to authors who have approached them directly for such services.

B) Literary representation of any author must not be contingent upon the author engaging any such paid editorial services, nor shall a agent retroactively charge for editorial services in the event a client's project is not sold. For avoidance of doubt, the intent of this clause is to allow agents flexibility and independence in their payment structures while avoiding the conflict of interest that may arise from agents making a profit on top of commission from the sale of both their client's works and separate paid services rendered to that client.

C) The foregoing provisions shall not apply where a agent provides services with respect to a non-client's work if all of the following conditions apply:

I) any payment therefor is made directly to a charity, as part of a fundraising effort for a third party, or to an established educational institution;

II) the agent shall personally create the evaluation and provide it within a reasonable time;

III) the agent does not in any way benefit financially from the activity; and

IV) the agent conducts the activity in an honorable way fully consistent with the AALA Canon of Ethics.

For purposes of clarification, payments received by agents for teaching classes or from writers' conferences, whether virtual or in-person, which may include payments that specifically apply to such evaluations, shall not be a violation of this paragraph.

The PAC has vetted various publishing standards from other writers organizations along with working with committee member, Jane Porter, as she went through the process of Tule becoming a recognized publisher. The following is our recommendation, largely mirroring the Mystery Writer's of America's publisher recognition standards.

We recommend the following criteria, with a series of questions at the end, that we also recommend be given consideration. Perhaps these questions do not qualify a publisher who meets standards, but could be provided to RWA members as they make their personal career decisions.



Advertising for any affiliated entity's for-pay editorial, publishing or promotional services must include a disclaimer that it is advertising only and that use of those for-pay services will not affect consideration of manuscripts submitted to the publisher.

7. The publisher must publish at least five authors in the romance genre per year other than those with a financial or ownership interest in the company, such as an owner, business partner, employee, or close relative of such person. Those persons should be listed on the application.

8. The publisher works with agents or other authors' representatives.

9. Royalties must be based on either published price (i.e., "list price," "cover price," "manufacturer's suggested retail price," or similar) or on net receipts, where the definition of the latter is functionally identical to RWA's recommended language ("Net receipts means actual cash receipts from all sales of the Work in any media or format less shipping costs, returns, and sales or value-added taxes remitted to Publisher by the purchaser"). If royalties are based on net profit or on a net receipts definition that deducts the cost(s) of editing, copyediting, design, cover art, production, advertising, marketing, distribution, or any other aspects of production, a publisher is required to meet the following additional criteria:

a. The royalty rate should reflect the proportion of costs shared by the author. If costs are equally split, the royalty rate shall be no less than 50%. If only some costs are shared by the author, the committee shall use its discretion to determine whether the royalty rate satisfies RWA guidelines. Under no circumstances, however, shall the royalty rate be less than 25%.

b. All shared costs will be accounted for and regularly reported to the author

c. The author shall have reasonable approval over costs

10. The publisher must not be engaged in the practice of wrongfully withholding or delaying the payment or reporting of royalties to authors.

12. Publishers selling primarily to the library market rather than to retailers must meet ALL of the rules above with the following exceptions/additions:

a. During the preceding year, the publisher must have paid a minimum of \$1,000, in advances and/or royalties, to at least five authors with no financial or ownership interest in the company. Payment must be in monies, not in barter for advertising or copies of books.

b. Works of fiction may be distributed primarily to libraries. However, the books must be readily available for purchase by the public through internet retailers (not just your own website) or by special order from bookstores. A copy of your library/university sales catalog must be included with your submission.

Questions to Applying Publisher:

Do you apply for the copyright on behalf of the author?

Do you retain any intellectual property rights to the work created, i.e. the series name, cover copy, or edits made to the original work?

Upon reversion of rights, do you permit the author to purchase the final formatted version of the work?

1. Within the last two years, the publisher must have paid a minimum of \$1,000 to at least five authors in the romance genre with no financial or ownership interest in the company. Payment must be in monies, not in barter for advertising or copies of books.
2. Works of fiction must be widely available in brick-and-mortar stores (not “special order” titles), through standard wholesaling/distribution channels or, available directly through major U.S. internet retailers like Amazon, Barnes & Noble, Apple Book Store, Kobo, etc. and not solely through the publisher’s website. (For e-books, publishers must also meet the separate criteria regarding that format.)
3. The publisher must have been in business for at least two years since publication of the first book by a person with no financial or ownership interest in the company. (Exception: a new imprint by an established, approved publisher.)
4. The contract must be negotiable.
5. The publisher is not a “self-publishing” or “subsidy publishing” firm in which the author has paid all or part of the cost of publication, marketing, distribution of the work, or any other fees pursuant to an agreement between the author and publisher, cooperative publisher or book packager. Among (but not all of) the situations defined as “self-published or cooperatively published” are:
  - a. Those works for which money has flowed from the author to the publisher to cover the cost of publication, marketing, distribution of the work, or any other fees pursuant to an agreement between the author and publisher, cooperative publisher, website owner or book packager;
  - b. Works published by a privately held publisher or in collaboration with a book packager wherein the author has a familial relationship with the publisher, editor, or any managerial employee, officer, director or owner of the publisher or book packager;
  - c. Those works published by companies, websites, or imprints that do not publish other authors;
  - d. Those works published by a publisher or website or in collaboration with a book packager in which the author has a direct or indirect financial interest;
  - e. Those works published in an anthology or magazine in which the author is also an editor, except an anthology or magazine for which the author is a guest editor;
  - f. Those works published in an anthology or magazine wherein the author has a familial relationship with the editor or publisher
6. The publisher, within the past five years, may not have charged a fee to consider, read, submit, or comment on manuscripts; nor may the publisher, or any of the executives or editors under its employ, have offered authors paid publishing services, paid editorial services, paid promotional services or literary representation. If the publisher has a financial interest in any entity that meets the definition of a subsidy publisher or that provides for-pay publishing, editorial, or promotional services, there must exist an ethical wall between the publisher and the entity in question. They must not share employees, manuscripts, or authors or interact in any way. For example, the publisher must not refer authors to any for-pay entities nor give preferential treatment to submitted manuscripts that were edited, published, or promoted by affiliated for-pay entities. Furthermore, to avoid misleading authors, the for-pay entities shall not be mentioned or advertised alongside information on manuscript submission to the publishing company.

## **PRO ADVISORY COMMITTEE**

### **BOARD LIAISON – R. HILLYER-MILES**

**Committee Charge:** The PRO Advisory Committee shall make recommendations and provide information to the Board regarding ways to support and promote unpublished writers in the areas between manuscript completion and publication, enhance the channels of communication between those romance writers and publishing industry professionals, and coordinate activities by and for PRO members.

**Committee Report:** RWA PRO members will meet on Tuesday, August 20 for a training session with Shirley Jump.

Anyone interested in helping with the PRO retreat at the conference, please contact Robin Hillyer-Miles.

## **ROMANCE AUTHOR MENTORSHIP PROGRAM (RAMP) COMMITTEE**

**BOARD LIAISON – C. BRETT**

**BOARD LIAISON – J. RENÉE**

**Committee Charge:** The Romance Author Mentorship Program (RAMP) Committee shall coordinate, plan, and along with the Executive Director and Staff, oversee the annual program. The Romance Author Mentorship (RAMP) Committee shall ensure that the program reflects RWA's commitment to diversity, equity, inclusion, and access.

**Committee Report:** The RAMP Schedule has been updated and posted on the website along with the updates to the operations of the program. On August 5, Mentor applications opened for submission. Communications are going out to PAN members, encouraging them to become RAMP mentors.

**Successes/Action items Completed:** The RAMP committee updated and completed the information for the website and the mentor application.

**Summary of Action Items In-Progress/Pending:** The RAMP committee is reviewing and updating the mentee application.

**Current Challenges:** Need more committee members

**Recognition:** I want to thank Samantha Netzband and Laura Zielinski for serving on the RAMP committee. I also want to thank Clair Brett for stepping in as co-liaison to the RAMP Committee.

**Name and Title of Committee Member Completing the Report:** Jacki Renée, co-liaison

**What Quarter Does This Report Cover?:** Q4 (June-August)

**Does This Report Require Board Action?:** No

*The Board agrees that now that the organization is on a new member management system, recruitment of volunteers to serve on committees at the national level can resume.*

## **RWA UNIVERSITY COMMITTEE**

### **BOARD LIAISON – A.M. ROARK**

**Committee Charge:** The RWA University Committee provides classes and other online educational resources to members and help to ensure that the RWA University reflects RWA's commitment to diversity, equity, inclusion, and access—including, but not limited to, the speakers whose work is featured and the topics covered in the educational resources.

#### **Committee Report:**

*[No report was submitted, and the Board Liaison was not in attendance at the meeting]*

## **RWR CONTENT COMMITTEE**

### **BOARD LIAISON – A. LEARNED**

**Committee Charge:** The *RWR* Content Committee will work with RWA staff to develop content for the *RWR*, solicit authors for article, review articles upon submission and prior to publication, and help to ensure the *RWR* reflects RWA’s commitment to diversity, equity, inclusion, and access—including, but not limited to, the authors whose work is featured and the sources who are quoted within the articles.

**Committee Report:** The RWR Content Committee continues to meet on a monthly basis to discuss the acquisition of articles for the magazine.

The committee has identified monthly themes and are having some success with this.

The committee remains open to feedback from its membership, as well as the members of RWA and the board, for directions on the future of the magazine. We are still pursuing the ability to create a steady influx of articles to support the monthly publication as we feel this provides the greatest support to RWA members. And we are looking at returning to selling ad space.

**Successes/Action items Completed:** We have updated the Pitchbox to include months, themes and a deadline for submissions, which has given the committee more time to review the articles. We'll be adding future themes soon.

**Summary of Action Items In-Progress/Pending:** We are working on how we can encourage our members to submit more articles.

**Current Challenges:** Figuring out the best way to line/copy edit articles submitted.

**Name and Title of Committee Member Completing the Report:** Anita Learned, Director-At-Large, RWR Committee Board Liaison

**What Quarter Does This Report Cover?:** Q4 (June-August)

**Does This Report Require Board Action?:** No

*There was a brief discussion on trading editing services for advertisement space in the RWR as a solution to the committee’s current challenges.*

## MOTION #1: TO APPROVE UPDATES TO THE POLICY MANUAL

Brett moved to approval the following updates to the RWA Policy Manual:

1.5. “AMC: Association Management Company” a company contracted in place of a full-time staff to oversee at the direction of the board of directors of RWA the day-to-day operations of the organization.

1.35. “Office” means the executive offices or headquarters of RWA, currently located at ~~5315 B Cypress Creek Parkway, #111, Houston, TX 77069.~~ 2455 E. Sunrise Boulevard, Suite 816 Fort Lauderdale, FL 33304

1.47. “Romance Fiction” or “Romance” means the work contains a central love story and the resolution of the romance is emotionally satisfying and optimistic. In the event the classification of the novel as Romance Fiction is challenged or contested, it will be subject to a peer review panel. For purposes other than the ~~Vivian contest~~ Diamond Heart or Golden Heart, a five-member peer review panel will be randomly chosen by the Staff among members of PRO and PAN. The peer review panel will read the novel and make the final decision via majority vote as to whether it qualifies as Romance Fiction.

2.2.1 The Board shall govern with an emphasis on (1) outward vision rather than internal preoccupation, (2) encouragement of diversity in viewpoints, (3) strategic leadership more than administrative detail, (4) clear distinction of Board and staff roles, (5) collective rather than individual decisions, (6) future focus rather than past or present, and (7) proactivity rather than reactivity. (8) with a goal of inclusion toward all romance authors.

2.3.3.1 Be faithful to RWA’s mission and RWA’s core values.

3.13.4 The Board shall approve the minutes (including Executive Session minutes) in a meeting or by ~~electronic vote.~~ AWM

3.14. Board Meeting Dates, Locations, and Itinerary.

3.14.1.1. Appropriate board meeting locations will be the following: in-person, designated conferencing platform, ex. Zoom, via phone conference.

3.14.1.2 Based on the agenda items, board meetings may carry over more than one session if required.

3.14.2 The First Quarter (September 1 – November 30) ~~meeting shall be on three consecutive days. The preferred location is the Greater Houston area.~~

3.12.2.2. The itinerary shall include but not be limited to: Strategic Planning, approval of dues and conference fees, presentation of financial statements, budget approval for the upcoming fiscal year, adoption of a resolution regarding bank signatories, assignment of Board Liaisons, selection of conference speakers for all scheduled conferences, ~~and~~ acceptance of the Election results, and approval of the upcoming election schedule (18.3.1) for upcoming elections.

3.14.3 The Second Quarter (December 1 - February 28) ~~Board meeting shall be conducted by telephone call.~~

3.14.4 The Third Quarter (March 1 - May 30) ~~Board meeting shall take place on two consecutive days. The preferred location is the Greater Houston area.~~

3.14.5. The Fourth Quarter (June 1 - August 31) ~~Board meeting shall take place on two consecutive days prior to the first day of the National Conference at the Conference location. Nothing in this section shall require or prohibit including an overflow day.~~

3.14.5.1 The itinerary shall include but not be limited to: Strategic Planning, yearly review of all committee charges and policy by the Executive Committee, with suggested updates, terminations, changes to said committees, approval of committee chairs, approval of assistant committee chairs (for committees with assistant chairs), approval of the committee rosters, and discussion of ~~Executive Director Review.~~ AMC contract review/Evaluation.

4.1.1.1. Conference Attendance. All Directors are ~~required~~ encouraged to attend the in-person Conference, ~~unless permission is otherwise granted.~~

4.1.1.2. Board Meeting Attendance. Directors are expected to attend and participate in all meetings of the Board and members. With approval of the President, a director may miss, for legitimate reasons. ~~the Board meeting prior to the Conference and attend only the Conference.~~

4.1.1.9. Must successfully complete the organization's current DEIA training and have the results on file with the national office.

4.1.2.6. Must be an active participant in board group forum or email discussions.

4.2.1. With the approval of the Board, offer employment to, supervise, or terminate the employment of the Executive Director or AMC company contract.

4.2.2. Serve on the Search Committee when a new Executive Director or AMC is being sought.

4.5.5. Visit the RWA Office once during each term of office, preferably during the first year of such term. As budget permits.

4.7.4. Act as co-chair of the Leadership Development Committee in their charge to create trainings for chapter leaders and to designate potential leaders for national service.

4.7.5. Inform the Board of any chapters that ~~have~~ have begun the process of voluntarily disaffiliating or are not in compliance with RWA Bylaws, purposes, policies, or procedures. And assist staff annually in verifying that all chapters are in compliance with the organization.

4.7.12. In July-Quarter four board report, notify the Board of any chapters that have not paid their financial obligations to RWA.

4.7.14. Assist PRO and PAN Advisors on PRO/PAN-related issues as required.

4.8.8. PAN advisor should work with the PRO Advisor on topics or programs that help transition PRO members to PAN members.

4.9.7. PRO Advisor should work with the PAN Advisor on topics or programs that help transition PRO members to PAN members.

5.1.1. All standing committees, except Ethics, Academic Grant, Audit & Finance, shall have as a liaison a member of the Board appointed by the President and in conjunction with ED, who shall work with the committee as an information conduit between the Board, staff and the committee. All communications between the Board



or any Director (including the President) and a committee shall include the applicable Board and Staff liaison.

### **Chapter Policy:**

~~3.12.9. Use myRWA for all chapter business including, but not limited to, website, file library, forums, membership renewals, and qualified events.~~

3.12.10. Ensure all current officers of the chapter are members of the Chapter Leadership Resources Community ~~in myRWA~~ set up by RWA.

3.14.8. Maintain the Chapter's membership roster ~~in myRWA~~ with national office.

3.14.9. Ensure all current officers of the chapter are members of the Chapter Leadership Resources Community ~~in myRWA.~~ set up by RWA.

### **Chapter Incorporation:**

3.16.2. Online Chapters. All online chapters applying for full affiliation shall incorporate in the state of Texas. Using the registered agent RWA suggests

### **Golden Heart and Diamond Heart:**

#### 7.4 ~~THE VIVIAN~~ THE GOLDEN HEART AND DIAMOND HEART

7.4.1. RWA may dedicate staff time, outreach and funding to increase awareness of ~~THE VIVIAN~~ these Awards throughout the year:

7.4.2. Create awareness through a website exclusively dedicated to ~~THE VIVIAN~~ GOLDEN HEART and DIAMOND HEART.

### **RWA Lifetime Achievement Award (LTA)**

8.7.11. The recipient's picture and bio will be displayed alongside the ~~Vivian~~ Diamond Heart finalists.

### **Website, Internet...**

11.4.4.1. RWA's designated "Agent for Notice" of claims of copyright infringement can be reached as follows: [copyright@rwa.org](mailto:copyright@rwa.org), 832.717.5200 832-717-5200, 14615 ~~Benfer Rd., Houston, TX 77069.~~ 2455 E. Sunrise Boulevard, Suite 816 Fort Lauderdale, FL 33304

11.8.8. Chapter-Related Forums. Forums for chapter-related activities ~~shall~~ May be open to chapter members when the current platform can accommodate.

### **Conference Policy:**

12.8. Any person participating in or attending any RWA conference event must be registered for the conference. Individuals who violate this provision shall be billed for the full late conference fee, plus a 50% penalty. Exceptions to this policy are: (1) RWA members may attend the literacy autographing as members of the general public, (2) The AGM shall be open to all members and (3) RWA members not otherwise attending the conference may purchase a ticket to the Awards Ceremony if they are current-year ~~Vivian~~ Diamond Heart or Golden Heart finalists. (4) If space permits, current-year ~~Vivian~~ Golden Heart and Diamond Heart finalists may purchase one guest ticket to the Awards Ceremony for use by anyone, including an RWA member who is not registered for the conference.

~~12.10.3. The logo shall not use the RITA or Vivian statue.~~ The logo shall not use the Diamond Heart or Golden Heart Statue.

### **Goody Rooms**

12.13.4.1. Goody Rooms are the only venues available for individual author promotions at no additional cost.

12.13.4.2. Delivery and other related costs for promotional items are the responsibility of the author

### **Candidates filing for Elective Office:**

14.2.1.10. Candidates prove publication by submitting a copy of the cover and the copyright page of one Eligible Novel or proof of entry in the Vivian, ~~or~~ RITA, or Diamond Heart contest and a list of all other Eligible Novels with ISBNs.

*The motion was adopted by general consent.*

**MOTION #2: TO APPROVE CONFERENCE COMMITTEE MEMBERS**

Renée moves to approve the following members to serve on the Conference Committee:

Dawn Reed-Slaten, Committee Chair

Teresa Cage, Committee Member

Gail Chianese, Committee Member

Toni Jackson, Committee Member

Samantha Netzband, Committee Member

*The motion was adopted by general consent.*

**MOTION #3: TO APPROVE POLICY ADVISORY COMMITTEE MEMBERS**

Karlik moves to approve the following members to serve on the Policy Advisory Committee

Tara Taylor Quinn, Committee Chair

William Cowie, Committee Member

Michelle Douglas, Committee Member

Michelle Grajkowski, Committee Member

A.M. Grimm, Committee Member

Caridad Pineiro, Committee Member

Jane Porter, Committee Member

*The motion was adopted by general consent.*

## **NEW BUSINESS**

*Motion to Approve RWR Content Committee Members*

*Learned moved to approve the following members to serve on the RWR Content Committee:*

Christine Ashworth  
Pat Garcia  
David-Matthew Barnes  
Jayshree Gopal  
Louise Chen  
Victoria Pinder  
Michael LaChance

*The motion was adopted by general consent.*

**ADJOURN:** President Brett adjourned the meeting at 8:00 p.m. central time