

CENTRAL BOARD ADOPTED OPERATING BUDGET
July 1, 2014 to June 30, 2015

	<u>Budget</u>	<u>1st Q</u>	<u>2nd Q</u>	<u>3rd Q</u>	<u>4th Q</u>	<u>YTD (Actual)</u>	<u>Variance</u>
INCOME		(Actual)	(Actual)	(Actual)	(Actual)		
Donations	0.00		150.00	25.00	50.00	225.00	\$225.00
Membership Dues & Fees (1,730)	34,700.00	4,840.00	15,894.00	5,578.00	5,360.00	31,672.00	(\$3,028.00)
Life membership	0.00					0.00	\$0.00
Fundraiser	300.00					0.00	(\$300.00)
Interest	0.00					0.00	\$0.00
Merchandise Donations	100.00					0.00	(\$100.00)
Literary Review (sales & ads)	1,000.00					0.00	(\$1,000.00)
Sales Tax Collected	200.00					0.00	(\$200.00)
Miscellaneous	100.00	235.00	993.00	35.00	250.87	1,513.87	\$1,413.87
Total Income	\$36,400.00	\$5,075.00	\$17,037.00	\$5,638.00	\$5,660.87	\$33,410.87	(\$2,989.13)

EXPENSES							
Administrative							
Bank & Reg Fees	100.00		50.00			50.00	\$50.00
Office Expense	150.00	48.84				48.84	\$101.16
P.O. Box	320.00			128.00		128.00	\$192.00
Postage	100.00	2,200.00			11.22	2,211.22	(\$2,111.22)
Legal Fees	200.00					0.00	\$200.00
Taxes	200.00	511.00	174.00			685.00	(\$485.00)
Misc	100.00					0.00	\$100.00
Accounting	5,280.00	1,320.00	1,320.00	1,320.00	1,320.00	5,280.00	
Insurance	3,600.00	25.00		4,203.00		4,228.00	(\$628.00)
Dues Refund	0.00					0.00	\$0.00
Meetings							\$0.00
Annual Mtg/Awards	500.00				53.83	53.83	\$446.17
Lodging	3,000.00	1,541.18		1,445.52		2,986.70	\$13.30
Facility Rental/Meals	3,000.00	1,154.23		1,778.03		2,932.26	\$67.74
Travel	4,000.00	1,705.40		1,355.04	295.70	3,356.14	\$643.86
Picnic	400.00	96.50				96.50	\$303.50
Membership							
New Branch Devel	300.00		733.82		80.80	814.62	(\$514.62)
MRMS Hosting	200.00					0.00	\$200.00
Publications						0.00	\$0.00
Literary Review	5,600.00	5,505.75				5,505.75	\$94.25
LR Postage	2,000.00				123.40	123.40	\$1,876.60
Bulletins	4,250.00			2,385.39	2,566.36	4,951.75	(\$701.75)
Bulletin Postage	750.00		458.34	40.20	538.29	1,036.83	(\$286.83)
Publicity							
Education/Outreach	1,125.00			1,077.52		1,077.52	\$47.48
Print, mail, advertise	250.00			198.38		198.38	\$51.62
Website	600.00	150.00	315.17	201.00		666.17	(\$66.17)
Signs at Mem. Grove	300.00					0.00	\$300.00
Writers Conferences	1,500.00	175.00	973.74	400.00		1,548.74	(\$48.74)
Discretionary Fund	200.00					0.00	\$200.00
NorCal Group	2,000.00	391.87	677.73	115.15	358.99	1,543.74	\$456.26
CWC South	2,000.00	150.00	\$225.00	\$225.00	\$1,375.00	\$1,975.00	\$25.00
Total Expenses	\$42,025.00	\$14,974.77	\$4,927.80	\$14,872.23	\$6,723.59	\$41,498.39	

Net (Income - Expenses) **-\$5,625.00** **-\$9,899.77** **\$12,109.20** **-\$9,234.23** **-\$1,062.72** **-\$8,087.52**

	as of 6/30/ 2015	Amounts FY Contributed	NorCal
CHECKING xxx6524	52,021.94 (adjusted bank balance)	\$2,466.97 (2008-2009)	Reserve as 6/30/ 2015
CD xxx1140	\$18,137.96	\$5,300.44 (2009-2010)	\$1,854.24
CD xxx0786	\$5,355.70	\$6,520.32 (2010-2011)	
	\$ 75,515.60	\$5.88 (2011-2012)	
	<u>\$18,015.48</u> (scholarship fund)	\$2,061.96 (2012-2013)	
AVAILABLE FUNDS	\$57,500.12	\$1,546.45 (2013-2014)	
		\$113.46 (2014-2015)	
		<u>\$18,015.48</u> (scholarship fund)	

CENTRAL BOARD PROPOSED OPERATING BUDGET
July 1, 2015 to June 30, 2016

	<u>Budget</u>	<u>1st Q</u>	<u>2nd Q</u>	<u>3rd Q</u>	<u>4th Q</u>	<u>YTD (Actual)</u>
<u>INCOME</u>		<u>(Actual)</u>	<u>(Actual)</u>	<u>(Actual)</u>	<u>(Actual)</u>	
Donations	200.00					
Membership Dues & Fees (1,730)	32,000.00					
Life membership	0.00					
Fundraiser	0.00					
Interest	0.00					
Merchandise Donations	0.00					
Literary Review (sales & ads)	0.00					
Sales Tax Collected	200.00					
Miscellaneous	0.00					
Total Income	\$32,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

EXPENSES

Administrative						
Bank & Reg Fees	50.00					0.00
Office Expense	100.00					0.00
P.O. Box	150.00					0.00
Postage	100.00					0.00
Legal Fees	200.00					0.00
Taxes	500.00					0.00
Misc	100.00					0.00
Accounting	5,280.00					0.00
Insurance	4,300.00					0.00
Dues Refund	0.00					0.00
Meetings						
Annual Mtg/Awards	500.00					0.00
Lodging	3,000.00					0.00
Facility Rental/Meals	3,000.00					0.00
Travel	4,000.00					0.00
Picnic	400.00					
Membership						
New Branch Devel	300.00					0.00
MRMS Hosting	200.00					0.00
Publications						
Literary Review	5,600.00					0.00
LR Postage	2,000.00					0.00
Bulletins	4,250.00					
Bulletin Postage	750.00					
Publicity						
Education/Outreach	1,125.00					0.00
Print, mail, advertise	200.00					0.00
Website	600.00					0.00
Signs at Mem. Grove	300.00					0.00
Writers Conferences	1,500.00					0.00
Discretionary Fund	200.00					0.00
NorCal Group	2,000.00					0.00
CWC South	2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$42,705.00					\$0.00

Net (Income - Expenses) -\$10,305.00

	as of 6/30/15	Amounts FY Contributed	NorCal	SoCal
CHECKING xxx6524	\$ 52,021.94 (adjusted bank balance)	\$2,466.97 (2008-2009)	Reserve as of 6/30/15	
CD xxx1140	\$18,137.96	\$5,300.44 (2009-2010)	1854.24	128.26
CD xxx0786	\$5,355.70	\$6,520.32 (2010-2011)		

AVAILABLE FUNDS

\$ 75,515.60
\$18,015.48 (scholarship fund)
\$57,500.12

\$5.88 (2011-2012)
\$2,061.96 (2012-2013)
\$1,546.45 (2013-2014)
\$113.46 2014-2015

Cross-Tab

|

\$33,410.87

SoCal

128.26



California Writers Club

MRMS STATE SYSTEM ADMINISTRATOR REPORT (07/02/2015)

During the year, four enhancements (three major, and one minor) to the system were developed, along with several minor 'tweaks'. The major enhancements were the completion and release of 'Document Vault' along with the moving of all MRMS documentation into the Vault, the completion of the 'Vendor/Member Verify' facility, and the expansion of State Executive Committee access to member records. The minor enhancement was the addition of 'Mail Merge' format to the Report Generator.

All of these enhancements proved effective and had no negative impact.

I continue to be frustrated by a lack education among the members of CWC concerning MRMS's capabilities, and in many cases, its existence. In spite of recurring conversations within the Central Board about 'modernizing' and "attracting a younger membership," the potential of MRMS — our primary technological tool — is being overlooked.

It is my observation that, given education and information, our members embrace MRMS's capabilities. (The facilities are already in MRMS for more conservative members to 'opt out'.) This discussion should be taken to the members.

I have written (literally) thousands of words in this pursuit, and personally made several attempts at disseminating information, but am constrained in the audience I can reach. (Our President has now agreed to letting me publish an article in the Bulletin.)

Moreover, wider adoption would justify several beneficial enhancements:

- eCheck Request (on-line Check Request submission and tracking.)
- Central Speaker Register (with reviews and pertinent facts on each Speaker)
- Central Bulletin Board (Posting of events.)
- Cross-branch directory inquiries
- Standardized Genres (to allow for cross-branch matching of interests.)
- Market Place (Listing of Discounts and Vendors.)
- BBS

All these could be accomplished outside MRMS, but would then not be exclusively *member* benefits. MRMS is the only environment that can discriminate between members and non-members.

Finally, I am retiring as Rep. shortly after this meeting. I am concerned that, at that point, MRMS will have no advocate on the Board. Although there is acceptance and (often) appreciation among the Reps, there needs to be a 'voice' to represent and promote the system.

Respectfully submitted,
Ray Malus, State MRMS Administrator
July 4, 2015



Tables and Statistics

Membership Summary (July 1, 2015 -- 8:15 am)
(05/01/2014 - 09/30/2015)

#	Branch	Members	Active	Associate	Ratio
1	Berkeley Branch	96	47	42	52.81%
2	Sacramento Branch	152	86	50	63.24%
3	SF-Peninsula Branch	103	79	18	81.44%
4	Redwood Branch	284	157	97	61.81%
5	Mt. Diablo Branch	137	86	45	65.65%
6	South Bay Branch	188	96	71	57.49%
7	Marin Branch	66	50	15	76.92%
8	Central Coast Branch	132	65	62	51.18%
9	Tri-Valley Branch	97	54	36	60.00%
10	Fremont Branch	58	25	24	51.02%
11	Mendocino Branch	71	37	17	68.52%
12	Napa Valley Writers	59	25	29	46.30%
13	San Fernando Valley Branch	63	36	23	61.02%
14	High Desert Branch	103	53	44	54.64%
15	Writers Of Kern	87	50	33	60.24%
16	East Sierra Branch	27	13	14	48.15%
17	Inland Empire Branch	41	18	21	46.15%
18	Orange County Branch	49	29	17	63.04%
19	Coastal Dunes	38	25	13	65.79%
20	Long Beach Branch	56	27	29	48.21%
Total Membership		1907 (sum)	1849 (Actual State)		

Membership Totals.

The table on the left represents our membership as of July 1, 2015. Please note that four Branches show financial errors* (not indicated), but membership figures should be accurate.

Four Branches seem to be slightly below the required Active/Associate ratio.

The State total membership is shown as 1849. However, seventy-two of these members are new as of July 1, 2015 (Thirty-eight for Coastal Dunes, plus thirty-four early payment entry.)

The correct total for FYE June 30, 2015 is 1777.

The total shown for 2014 was 1786.

The total shown for 2013 was 1758.

* 'Financial errors' are member payments which cannot be assigned to a category (often stemming from typos or 'Awards' that are not preceded by a minus sign.) They affect the remittance amount, but do not affect the membership total. However, the report cannot be archived until they are corrected.

Usage.

Here are the login Stats for the year, by branch.

#	Branch	Members	Users	Pct.	Total Logs
1	San Fernando Valley Branch	63	24	38.10	637
2	High Desert Branch	103	32	31.07	666
3	East Sierra Branch	27	8	29.63	33
4	Redwood Branch	284	61	21.48	527
5	Writers Of Kern	87	18	20.69	281
6	Inland Empire Branch	41	8	19.51	47
7	Napa Valley Writers	59	8	13.56	245
8	Marin Branch	66	8	12.12	76
9	Fremont Branch	58	6	10.34	33
10	Berkeley Branch	96	9	9.38	105
11	Mt. Diablo Branch	137	12	8.76	243
12	Orange County Branch	49	3	6.12	14
13	Central Coast Branch	132	8	6.06	186
14	SF-Peninsula Branch	103	6	5.83	103
15	Long Beach Branch	56	3	5.36	68
16	Coastal Dunes	38	2	5.26	14
17	Tri-Valley Branch	97	5	5.15	398
18	Sacramento Branch	152	6	3.95	233
19	Mendocino Branch	71	2	2.82	89
20	South Bay Branch	188	5	2.66	52
	TOTAL	1849	233	12.60	4049

Legend:

- # = (just a counter)
- Branch
- Members = Total current branch enrollment.
- Users = Individuals who have logged on
- Pct. = Percent of total members who have logged on.
- Total Logs = Total number of sessions by all users.



California Writers Club

Report

Document Storage and Distribution Committee – for July 26, 2015

Ray Malus
(July 4, 2015)

(Document Vault keyword references are of the form: [dv: *keyword list*])

At the January 25, 2015 Central Board Meeting, we presented a Power-point presentation outlining our approach to Document Storage and Distribution. [dv: retention].

In it we defined two separate topics:

1. Electronic Retention and Distribution.

2. Physical Retention and Distribution.

These two are totally independent. Either solution can change and have no effect on the other.

A strategy was presented for each these topics. (These are discussed, below.)

There was also a demonstration of one solution for Electronic Storage, ‘Document Vault’, which is a feature of MRMS.

At the end of the presentation, our responsibility was expanded to include supplying a [3.] **Document Retention Policy** (a document outlining what we will retain and for how long), as is required by the IRS.

This, again, is an independent topic as it does not, and should not, specify its own implementation. (The ‘where’ and ‘how’ are not germane, only the ‘what’ and ‘how long’ are.)

Progress and outcomes are described below, by topic.

1. Electronic Retention and Distribution.

Since many possible solutions to this exist, to avoid a ‘popularity contest’ and identify the most ideal solution, the general approach was to first identify a set of requirements (capabilities we’d like to have in the solution), and then compare proposed solutions to this list.

On August 20, 2014, a discussion topic was inaugurated on the Forum, with the aim of identifying requirements. To avoid prejudicing the dialog, the committee did not immediately post.

As there was minimal activity, the committee posted a tentative set of requirements on September 12, 2014:

1. Access should be possible from any internet-connected device.
2. Any member of the EC should be able to store a document.
3. Within the limits of the security policy (see #7, below), any CWC member should be able to retrieve a document.
4. The facility should be able to store multiple file formats: PDF, Images, and zip archives.
5. There should be some sort of ‘search’ capability.
6. There should be minimal maintenance and administration -- in particular when Board and EC members change.
7. Security. There should be multiple access levels, general and privileged, so that most documents are generally accessible, but others may be restricted.

These were reported as part of the January 25th presentation.

There was no further activity on this discussion.

On March 27, 2015, we submitted a motion to adopt these requirements, which was seconded.



On April 29, 2015, a vote was called on this motion. The requirements were adopted unanimously.

On May 14, 2015, a topic was opened on the Forum for the purpose of proposing and comparing solutions. A 'bidding' procedure was outlined and one 'bid' (for Document Vault) was submitted which meets, or exceeds all requirements and is already operational.

As of June 30, 2015, no further activity has occurred no other solutions have been suggested.

We consider that a suitable solution has been identified and recommend its adoption.

2. Physical Retention and Distribution.

A topic was opened on the Forum dealing with this on August 20, 2014. An excerpt is below. It specifies the following steps:

1. Identifying and cataloging what we have.
2. Culling and discarding what is not really important.
3. Deciding what should be digitized and included in the other half of this project. (I would imagine this will be almost everything not culled.)
4. Formulating and executing plans for digitizing. (There are scanning services — but things like bound volumes will be a problem.)
5. Deciding what 'originals' need to be preserved.
6. Formulating and executing a plan for preserving these.
(Feel free to suggest revisions to this plan.)

I am fine with serving as a 'collection point' for step 1.

Almost all of the rest this will need to be done in Northern California, I suggest we eventually establish the position of State Historian to oversee it.

In addition, I think a small number of trusted Senior members (not necessarily Reps) needs to be identified to make the decisions necessary in steps 2 and 5.

There has been very little activity on this topic.

The recent vote on a revised Document Retention Policy (see below) vastly complicates and expands this question.

We had assumed that future documents would primarily be digital, and there would be no significant increase in the requirement for hard-copy storage. This implied this was primarily a 'legacy' problem.

With the new requirement that all *electronic documents be printed and retained as hard-copy*, this is not the case. This requirement can now grow enormously.

We recommend a separate committee (preferably with a preponderance of NorCal members) be appointed to identify the scope of this, and facilities offering secure, climate controlled storage space, cataloging, and access. (It is doubtful the Bancroft will accept this material.)

We also recommend that this requirement be re-examined. In an era when, universally, documents are being digitized, the requirement seems archaic and wasteful, and impresses an on-going burden on the club.

3. Document Retention Policy

This topic was added at the January meeting. It was assigned to a committee member, but no progress was reported.

Because I felt an urgency, on February 26, 2015, I searched the Internet for a suitable sample policy. I found several and posted the one I felt was closest to our needs the following day.

Reaction was mixed (you can read the topic on the forum), with our Treasurer (who has had recent interactions with the IRS on our behalf, and is knowledgeable) endorsing the policy.



An overwhelming problem seemed to be confusion due to the Reps' not separating this from the other topics.

On March 27th, I posted a motion to adopt the policy document.

Several critiques were posted, which had, in part, to do with hard-copy retention methodology, with one branch referencing the Bancroft Library. Reps were informed there was a separate topic dealing with hard copy retention, and indeed, posted comments in that section on April 20th.

On April 20th I stated that the committee would consider suggested amendments to the attached policy document.

On April 29th East Sierra posted a motion to amend the *original motion in addition to the specified document*. This motion passed, but leaves the whole general subject of Documentation and Distribution in disarray. It impinges upon these other questions but does not solve them, and leaves many details not specified.

However, since the Central Board has adopted this topic as its own, we consider the work of the committee completed.

Respectfully submitted,
Ray Malus, Chair, CWC Committee on Document Storage and Distribution
July 4, 2015

CALIFORNIA WRITERS CLUB

Public Relations/Publicity Report for CWC Central Board

25 January 2015, Holiday Inn Express, Oakland

1. Webmaster. The CWC has a new webmaster, John Byrne Barry. He will work with the MRMS Director on technical issues such as updating Simple Machines, and with the Public Relations/Publicity Director who will provide the content. The motion has been made and carried to increase the CWC webmaster's monthly stipend from \$50 to \$100.

2. Website Goals and Content
 - a) Goals include telling the public who we are and what we can do for them, informing members of upcoming statewide activities such as the annual picnic, maintaining key CWC documents, linking up prospective members with nearby branches, helping branches in general to sound more appealing to join, and serving on some level as a community and state resource (for instance, with material about the legacy left us by the California Writers who preceded us).
 - b) We post branch links on the CWC website. Branches are encouraged to keep their links and websites current, inasmuch as our activities are almost entirely conducted at branch level.
 - c) Note that the websites of parent writers organizations and large writers organizations such as Western Writers of America and Outdoor Writers of America promote organization-wide programs and initiatives, and not the activities of their sub-groups.

3. Keeping PR/P in the loop. If a CWC branch will represent the CWC at a major writers conference or book fair, or if a member of the branch will speak there or sit on a panel, please advise the PR/P Director, and please include the PR/P Director in email CCs about these events.

4. Update on Public Relations/Publicity matters raised in last (1/25/15) MRMS report
 - a) The Policies & Procedures (XI/F/2) state the duties of the Public Relations and Publicity Director as "The Director shall act as gatekeeper for all public notices describing, defining, or referring to, in an expository manner, the CWC as a state organization. This responsibility excludes Branch and Regional specific broadcasts."
 - b) The CWC president has suggested a Special Presidential Program to promote the benefits of MRMS to the membership. We will renew efforts in this regard for the 2015-16 year.
 - c) As a general observation, note that official reports belong to the permanent record posted on the CWC website available to the general public. Any negativity expressed in a report remains in the permanent record, and could reflect negatively on the organization.

Scholarship

1. The Policies & Procedures have retained the current scholarship policy (with one modification in March 2015 concerning the time required to revise or replace the policy) for approximately seven years. We could not find volunteers to serve on the committee, so were unable to seek applicants or present scholarships.

2. Approximately a year and a half ago (February 1, 2014), the PR/P Director saw an opportunity to advance the CWC mission and gain widespread visibility in California, statewide and at the branch level, by aligning with a prestigious university that would offer the scholarship, publicize it

as the CWC Scholarship in its catalogue, and put out and review applications. CWC would set the criteria. This did not get sufficient support to become policy.

3. Several subsequent discussions continued at face-to-face CB meetings and the forum.
4. The motion currently on the floor, moved on March 31, 2015, was frozen in accordance with forum vote and tabled until the July 26, 2015 face-to-face CB meeting.

Sponsorships/Endorsements/Member Benefits

1. The PR/P Director sees these as strong opportunities to make membership more attractive and, through various forms of co-promotion, to increase penetration of the CWC message and mission into the writers community overall.
2. Different members perceived the potential offerings differently – some feel that a nonprofit cannot endorse, some feel that all offerings should be paid ads, and so on.
3. In the experience of the PR/P Director, many of the best potential partners are start-ups who will gladly offer CWC discounts and co-promote the CWC, but they will not pay for ads, and they expect that we will say something substantive about them on our website and in informing our membership.
4. A committee was appointed to pursue this. One committee member became unavailable almost immediately after the last CB meeting, and the other has had to withdraw for health reasons.
5. A chart will be distributed at the CB meeting, setting forth the different variables and how the CWC might handle them. It is a draft, not for discussion at the meeting, and is not part of this report. Feel free to bring it to your boards and membership for discussion but, again, it has no formal status. Depending on your informal feedback, it or some form of it may go on the forum after the CB meeting. We do not at this point request or expect a vote..

Respectfully submitted,
Donna McCrohan Rosenthal,
Public Relations/Publicity Director
4 July 2015

7/20/15

RE: the California Writers Literary Review - 2015

To the Central Board.

You will want to know the status of the Literary Review. It follows below

I've had some personal setbacks – nothing I care to elaborate and prefer there be no questions, but production has been delayed.

It is my intention, and plan, to have the Review in the hands of members before the next submittal window opens, September one.

I will not be taking branch orders or mailing same out. If this is to be done, someone else will need to organize, execute, and provide a bottom line number and shipping address.

Unless otherwise deemed appropriate, I will continue as Managing Editor through another issue. I may seek help with organizing and sending the follow-up editing comments to authors.

Status

- One hundred thirty-four submissions have been graded and ranked. (The previous submission invitation yielded 207.)
- Composition through 18 pages is complete. A cover has been selected
- Comp completion, overall editing and proofing, printing, and distribution are ahead.
- Other than Robertson Publishing (expected), no ads or institutional support are included.
- The Review will consist of 44 pages (as in the last two issues). Assume the costs will be similar to the last. The Treasurer will have those numbers.

Note:

Occasionally a writer will express concern that a submission to the Review is “locked” from other submittals. This idea may adversely affect submissions to the Review. Our Review is a private publication with limited distribution (less than 2000); rights conveyed for a single use. The odds in favor of Review use for any given submission are about 10% - thus little reason to perceive that any submission here prevents a piece from being otherwise used. Point being, an informal word around may loosen some work and increase Review submissions.

Respectfully Submitted,

Dave LaRoche, Mg Editor
California Writers Club Literary Review

Report of the Ad Hoc Committee on Possible Modernization of the CWC Logo

For Presentation at the July 26, 2015, CWC Central Board Meeting

Review:

At the July 2014 Central Board meeting, the idea was first floated of modernizing the CWC logo, particularly for digital presentations. The idea was not to “retire” the current logo, but to maintain it for legal and ceremonial purposes, and to create a second logo that the state organization and individual branches could use when a streamlined, full-color image is needed. At the January 2015 Central Board meeting, the Central Board appointed an ad hoc committee to further investigate the issue.

No new logo will be adopted without the approval of the Central Board. The proposal to follow is merely intended to seek design options for presentation to the Central Board at a future date.

Recommendation:

That the Central Board choose one of two options (or, possibly, both) to solicit new designs for an updated logo.



Option One: Spend \$299 with 99 Designs. (99designs.com) The way this works, you upload your design criteria. Designers from around the world “bid” on your project by submitting a design based on your criteria. You then choose the design you like the best and release the money to the winning designer.



Option Two: Spend \$50 with Fiverr. (www.fiverr.com) This involves browsing the portfolios of logo designers from around the world, picking those you like, giving them your design criteria, and then paying them \$5 for their work. An investment of \$50 would give us 10 designs to choose from. Note that revisions and other “add-ons” will cost more than five dollars.

Design criteria for either option:

- The words “California Writers Club” must be included.
- Needs to appeal to both men and women and to all adult age groups.
- A timeless feel, nothing faddish, nothing that will go out of style in a few years.
- Should be in color, but also translate well to black-and-white formats.
- Must reproduce well in traditional print formats as well as digitally.
- Should visually convey the concept of literary creativity.
- If a California image is used, it must apply to the entire state, not a single region. No Golden Gate Bridge or Hollywood sign, please.
- Avoid the cliché of a quill pen, unless it is used in an unusual, unexpected way.

The committee asks the Central Board to approve funding for one or both of the options described above, and to approve or revise the design criteria.

Joyce Krieg, Committee Chair

Sandy Baker and Linda Brown, Committee Members

**California Writers Club
Professional Conduct
and
Consequences of Failure to Adhere**
by Margie Yee Webb

Background

The California Writers Club is an educational nonprofit 501(c)(3) corporation.

Our California Writers Club Policies and Procedures include language relating to professional conduct, but do not address consequences of failure to adhere to that professional conduct and how to handle disruptive behavior. Only that branches may involve the Central Board regarding a member's application for renewal of membership due to detrimental, libelous, or slanderous behavior. See portions copied below.

Under Section VIII Officers of the Central Board: "All officers are responsible for setting a tone of engagement and for encouraging a harmonious and collaborative operation, both in meetings and associated communication."

Under Section XI Committees and Specialty Directorates: "Officers, directors, and event chairs must show personal integrity, must be free of conflicts of interests, and carry out their duties in a professional manner."

Under Section VII Dues and Fees: With a 2/3 vote of the Central Board Representatives, "Branches will deny a member's application for renewal if that member has exhibited behavior that the central board deems to be detrimental, libelous, or slanderous to CWC's good name or its members."

Incident

The California Writers Club, Sacramento Branch had an incident at our Luncheon Meeting on June 20, 2015. The incident involved Person A with a loud raised voice, shouting at Person B. Additionally, Person A grabbed arm, would not let go and blocked the way of Person B. Person B attempted to walk away and stated "stop" multiple times. Two witnesses intervened before Person A finally stopped shouting and following Person B. In light of the incident, Person B is fearful of Person A and that a similar incident may happen again.

Consequences and Discipline

What is “bad behavior”?

“Bad behavior” should have consequences. Some “bad behavior” must have consequences and require discipline.

What are the consequences of “bad behavior”? What should the consequences be for incidents that may include violence?

Responsibility

Where does responsibility belong in handling the incident? Does it matter if persons involved in incident are or a combination of: “guests” or “regular members” or “other members” that include volunteers, board members and officers?

Where does responsibility belong in handling incident when it is brought to the attention of the “other members”? At branch board level? At Central Board level?

Where does responsibility belong if incident involved “other members”? At branch board level? At Central Board level?

Does the incident or would similar incidents cause a liability for CWC?

What responsibility and obligation does the Central Board have in handling the incident?

Training

Should there be training provided on professional conduct, what is unacceptable and unprofessional conduct, and what is workplace violence?

Should there be workplace violence prevention training?

Should the Central Board have oversight for any training?

Request

As a corporation, we should have a policy on workplace violence prevention, be aware of the different types of workplace violence and what can be done to prevent or minimize incidents of violence, threats, harassment, intimidation, and other disruptive behavior. We are all volunteers and should have a safe and secure environment.

I request for a committee to review, discuss and make recommendations regarding policies for handling unacceptable and unprofessional conduct and workplace violence situations, and for consequences, discipline and training.

Current Language Relating to Professional Conduct in CWC P&Ps

CWC P&Ps

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VIII OFFICERS OF THE CENTRAL BOARD

B) Duties of officers: All officers are responsible for setting a tone of engagement and for encouraging a harmonious and collaborative operation, both in meetings and associated communication.

CWC P&Ps

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XI COMMITTEES AND SPECIALTY DIRECTORATES

c The Ethics and Standards Section.

(i) The committee will recommend standards on a case-by-case basis as issues arise with the aim of developing an evolving code of standards.

(ii) Officers, directors, and event chairs must show personal integrity, must be free of conflicts of interests, and carry out their duties in a professional manner.

Consequences of Failure to Adhere To Professional Conduct

CWC P&Ps

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VII DUES AND FEES

B) Members in good standing have until September 30 to renew their membership at the local branch. On October 1, CWC shall drop all delinquent members from the rolls. If dropped, a member must re-qualify his or her status and pay the new member enrollment fees.

1) Non-renewal of membership.

Branches will deny a member's application for renewal if that member has exhibited behavior that the central board deems to be detrimental, libelous, or slanderous to CWC's good name or its members. Documentation of accusations followed by a 2/3 vote from the current central board will be required to deny renewal of membership. The central board reserves the right to define the parameters of detrimental, libelous, or slanderous behavior.