



California Writers Club
Central Board Meeting
July 27, 2025
On Zoom
1:00 pm. to 4:00 pm.

Note: Agenda and reports follow the minutes

CALL TO ORDER:

Meeting called to order at 1:00 p.m. by President Roger Lubeck, who welcomed those attending and issued ground rules for the meeting.

ROLL CALL

President	Roger Lubeck
Berkeley	Karma Bennett
Central Coast	Joyce Krieg
Coastal Dunes	Robert Faust
East Sierra	Donna McCrohan Rosenthal
Fremont	Evelyn LaTorre
High Desert	Mike Apodaca
Inland Empire	Sam Nichols
Marin	Gini Grossenbacher
Mendocino	
Mt Diablo	Barry Hampshire (for Anne Marie)
Napa	Yvonne Baginski
North State	
Orange County	Mary Vensel White
Redwood Writers	Crissi Langwell
Sacramento	Bernard Wozney
San Fernando Valley	Katherine Highcove

San Joaquin Valley	Bill VanPatten
San Francisco Peninsula	Geri Spieler
South Bay Writers	Bill Baldwin
Tri Valley	Jordan Bernal
Writers of Kern	Sandy Moffett

- Guest
 - Scott Davidson from Fremont
 - Sandra Novarro (Sacramento)

We have a quorum.

Minutes

See the Draft Minutes of the Feb. 16, 2025 meeting sent by Crissi Langwell (secretary, Redwood) for approval.

The following corrections were voiced:

Donna McCartney Rosenthal:

- Donna was a proxy not a rep for Writers of Kern
- P&Ps: **Bylaws** must be voted on by mail
- DOJ: Roger received a letter from the California Department of Justice that **our accountant didn't file tax form 990 for 2020, 2021, and 2022.**

The minutes were approved as reported with correction

Reports

Membership – Sandy Moffett

See Membership Report
(Numbers are at time of report)

New Members:

Total: 2200 w/ duals
 2018 w/o duals

Important for branches to submit reports in a timely fashion.

Financial report / 2024-25 – William Baldwin / Roger Lubeck

See Financial Report

Income total: \$49,625.65
Expense total: \$35,523.58
Profit & Loss: \$12,102.07

Total: \$154,478.25

A large portion of the PayPal Account money (\$8,117.84) will be transferred to checking. Currently there's only an option to transfer the entire amount, but Roger & Bill will look into that.

No changes. All approve.

Treasurer's Report approved.

Budget 2025-26 – Roger

See Budget report

Income: \$53,200

Expenses: \$49,340

Net Income: \$3,860

BVP: \$200 for Bulletin is supposed to be \$600 (\$200 per issue)

Geri question on Leadership item: (answer) \$250 for Leadership conference. Any additional expenses will come out of NorCal.

Revised budget will be discussed at October meeting

Budget approved with changes.

Bulletin – Bill VanPatten

See report

Waiting on Roger/Crissi for CWC news (Roger says there is not anything)

Deadline has passed

Publications – Roger Lubeck

Vision & Verse III - Tentative agreement with Les Bernstein to do a version 3 of V&V.

- Books are a loss in revenue, but have received high praise from members.

Would also like to do two contests for the year, one of them a poetry contest, that brings in revenue, and also could become books.

Plus the Lit Review.

Would like to see a new publication, perhaps a branch-coordinated anthology.

BVP: (For August Bulletin): Anticipated publication V&V2 in fall

Karma: Question about royalties, income.

- Everyone retains copyright. We are only getting rights of first publication under our imprint. No royalty to authors with these books.
- Actual question is about authors who have passed and have gifted branches their publications.
 - We will explore authors willing us their publications
 - Note: We cannot become an "Agent" for these publications, which means we cannot market these publications (we are a non-profit)

Mike: The Wordsmith

Bill/Roger: We need to find ways to spend surplus budget on branches

- Support for smaller branches
- Find ways to fund member activities, including publications

Nor Cal / Leadership Conference – Geri Spieler

April 26, 2026

Two rooms and Zio Fraedo's in Pleasant Hill

Open to ideas

CWC South – Donna McCrohan-Rosenthal

Mini Grants using stipend.

Want to get SoCal reps on Zoom for meeting

Jack London – Joyce Krieg

Sept. 21, 2025, gala luncheon at Holiday Inn & Suites in Oakland.

Jordan & Roger did research on other venues near airports, and nothing was as affordable as Holiday Inn.

Heard from 20 of 21 branches. Two branches chose not to nominate anyone this year. One branch has not been heard from (North State). (Roger will contact new president)

Celebration will be the same as previous years. This year we are doing electronic reservations.

Lunch is free for honoree, and free for Central Board rep. Guests are \$35 each.

Note: Luncheon was moved to Sept. to avoid conflicting with Sacramento's Centennial.

Miller Park – Kristen (Berkeley)

Need report, and will be sent to whole board once it's been sent.

P & P Committee – Jordan Bernal

See report

Roger, Bernard, Donna, and Jordan went over P&Ps.

Formatting cleaned up

Sections updated.

Nothing further done on that. A few proposals under New Business could affect P&Ps.

One update needed: On what happens if a branch disbands.

Proposed amendments should come through Jordan, as our parliamentarian.

Once P&Ps have been approved, it will be posted to the CWC website.

Barry: Changes in Feb Minutes to bylaws. P&Ps need to align with bylaws.

- Delete comma and change "and" to "or" after associate, and associate literary..."
- Tabled item: On if President & VP/Secretary can come from same branch AND vote
- What constitutes mail. (postage or email)
- Changes to the term student

Donna: Mail has historically meant postage mail, but if Robert's Rules has been updated to accept email, we should follow that, and bylaws don't need to be changed, but can reflect that.

BVP: CA legislative has had to change the law to incorporate email into legislation. He recommends committee write an amendment that defines the word mail

Bernard: Honorary members – What is the benefit for honorees?

- Answer: Title.
- Honorary could be lifetime, but the issue is how to know if that person is still alive.
 - Benefit could be spelled out better.

Donna: Change bylaws, not P&Ps to define mail.

- There's some disagreement around this.

MRMS – Roger Lubeck

Had hoped to have a proposal, but not yet.

Karma and committee are currently pulling together wish list for MRMS.

All branches would need a Stripe Account.

Need a survey from branches on how many are using Wordpress.

Every member would sign up using same form, which would manage membership

Karma: Surprised that Wordpress was required, concern that not all branches use it. Suggests Salesforce instead, says it's an easier system. Concern about current complexity of membership accounting.

- Karma: Salesforce offers discounts to nonprofits, but are not free.

Barry: Will the proposal come to board?

- User requirements are being explored by committee. Once committee has a proposal, it will go to the EC first for a vote, and then to the CWC board.

Bernard: New members are having confusion over whether to renew or be a new member

- Up to membership chair to monitor this.

Donna: Why does it matter if branches use Wordpress or not.

- How it's displayed on website

Peer List on Google Docs – Crissi Langwell

- Create a spreadsheet document where all the board members and their roles are on one spreadsheet.
- Reps would have access to this form.
- Allows for an easier process for access to contact information
- Each branch would have to fill it out.

New Business

Proposal: Reimbursement Policy – Jordan

Change from: Sunday night lodging may be pre-approved by the Executive Committee on request by those whose health and well-being are jeopardized or when deemed in the best interest of the Executive Committee. Requests must be made and approved more than one month before a meeting to assure availability of advance fares. The extra night will be paid by the traveler and reimbursed in accordance with the reimbursement procedure item and includes only the basic room rate.

To: Sunday night lodging for those who travel more than 100 miles to reach the meeting site by car may be approved and arranged by the President (same class of accommodation as Saturday). The extra night will be paid by the traveler and reimbursed in accordance with the reimbursement procedure item and includes only the basic room rate.

Jordan made proposal. Donna Seconded.

Discussion:

Donna suggests adding after “and car”: **or any mode of transportation that leaves too late for the representative to arrive home at a safe hour on the meeting night**

To: Sunday night lodging for those who travel more than 100 miles to reach the meeting site by car **or any mode of transportation that leaves too late for the representative to arrive home at a safe hour on the meeting night** may be approved and arranged by the President (same class of accommodation as Saturday). The extra night will be paid by the traveler and reimbursed in accordance with the reimbursement procedure item and includes only the basic room rate.

Jordan moves to add changed wording. Geri seconded.

Discussion:

BVP: Why add “car”? How about just have “any mode of transportation.”

Sunday night lodging for those who travel more than 100 miles to reach the meeting site by **any mode of transportation** may be approved and arranged by the President (same class of accommodation as Saturday). The extra night will be paid by the traveler and reimbursed in accordance with the reimbursement procedure item and includes only the basic room rate.

Jordan moved. BVP seconded.

Bill Baldwin: Is there a definition for what is considered late?

- Roger says no. It just requires President approval.

All approved. Vote passed.

Jack London Award – Joyce Krieg

From

2) Each branch may select one member designee. The means of selecting the recipient is at the branch's discretion

to revise as follows:

2) Each branch may select one member for the honor. Under extraordinary circumstances, a branch may select two members to receive the honor in a single Jack London Award cycle. The means of selecting the recipient(s) is at the branch's discretion.

Joyce proposed, Geri seconded.

Discussion:

Mike: It sounds like this is a shared award, rather than two separate awards.

- Joyce agrees, only added expense is an extra lunch.

Jordan: Considers other instances that may warrant two awards that cannot be a shared award.

Donna: Agrees that having the option of two awards per branch would be a good idea.

Roger: Because it's not every year, this allows for us to have the one event and have two honorees.

Bernard: How will you define extraordinary circumstances? (You can't). Branches may end up nominating two people by default.

BVP: Would this go into effect immediately if passed? (Yes it will)

Roger: Should be a decision by branch. For example, Redwood would consider this if it were a split vote only.

Joyce: Needs honoree information by the end of this week. Reps are at this meeting, and it is their responsibility to bring it to the branch boards.

Barry & Mike abstained.

Rest approved.

Proposal approved.

Ina Coolbrith Award – Crissi Langwell

Crissi moved that Roger receive the Ina Coolbrith Award

Donna seconded

BVP: Moved question, Jordan seconded

All approved.

Roger has been approved to receive the Ina Coolbrith Award

Endorsements – BVP

Concerned that a speaker mentioned they were endorsed by CWC, which is not something CWC or any branch would do without board approval.

Nominating Committee – Mike Apodaca

President: Roger Lubeck
Vice President: Jordan Bernal
Secretary: Crissi Langwell
Treasurer: Bernard Wozny

Statements:

Bernard: Familiar with branch finances, and will get familiar with CWC financials. Has professional experience with finances.

This slate is being presented as a unified vote, since no position is being contested.

All approved.

Final Note

How is your branch?

The branches shared some of the good things happening in their branches.

If your branch is having problems, talk to Roger or Jordan so that CWC can support or find solutions as possible.

Adjourn at 3:45 p.m.

Agenda & Reports

AGENDA

- 12:45 Zoom Opens
- 1:00 Welcome – introductions CWC Reps and Visitors
- 1:15 Opening remarks - meeting process - rules Roger Lubeck
- Minutes from February 2025 meeting Crissi Langwell
- Reports
- Membership Sandy Moffett
 - Financial report 2024-2025 William Baldwin/Roger Lubeck
 - Budget 2025-2026 Roger Lubeck
- Bulletin William VanPatten
- Publications Roger Lubeck
- Nor Cal / Leadership Conference Kim Edwards / Geri Spieler
- CWC South Donna McCrohan-Rosenthal
- Jack London Joyce Krieg
- Miller Park TBD
- P & P Committee Jordan Bernal
- MRMS Roger Lubeck
- Peer List – Google Docs Crissi Langwell
- 3:00 New Business
- Proposals
 - Sunday travel Jordan Bernal
 - Jack London Award Joyce Krieg
- Endorsements
- 3:30 Nominating Committee Mike Apodaca
- 4:00 Adjourn Roger Lubeck

CWC Membership

As of 7 20 2025

BRANCH	COUNT	STATUS	COUNT
Berkeley Branch	84	Active	2018
Sacramento Branch	189	Associate	17
SF-Peninsula Branch	195	Dual	83
Redwood Branch	255	Supporting	5
Mt. Diablo Branch	155	Courtesy	8
South Bay Writers	117	Honorary	2
Marin Branch	92	Emeritus	13
Central Coast Branch	182	Student	30
Tri-Valley Branch	83	Life	24
Fremont Branch	52	Total	2200
Mendocino Branch	87		
Napa Valley Writers	75		
North State Writers	26		
San Joaquin Valley Writers	41		
San Fernando Valley Branch	68		
High Desert Branch	108		
Writers Of Kern	63		
East Sierra Branch	37		
Inland Empire Branch	40		
Orange County Branch	203		
Coastal Dunes	48		
Total	2200		

CWC Central Financial Report

Beginning Balance on	7 1 2024	\$107,258.34
Ending Balance on	6/30/2025	\$121,360.41
Profit /Loss		\$14,102.07

Income (Deposits)		\$49,625.65
Expenses		\$35,523.58
Profit /Loss		14,102.07

Time Account	7/1/2024-6/30/2025	\$25,000.00
Interest		\$668.69

Pay Pal	7/1/2024	4,395.21
	6/30/2025	8,117.84
Profit /Loss		3,722.63

P/L with PP		17,824.70
-------------	--	-----------

Total Assets		\$154,478.25
--------------	--	--------------

The CWC Branch summaries are waiting on several Branch reports.

Proposed Budget for 2025/2026

The 2024/2025 actuals will have to be adjusted once the Accounting and Tax report is complete.

The Income and Expense on this report include allocating Pay Pal income and expenses.

There are @ 800+ dollars of expense that are unallocated at this point.

2024-2025 Budget Draft		2024 2025	202 202	23- 24	22 23	21 22	20 21	19 20
		Actual	Budget	Actual	Actual	Actual	Actual	Actual
INCOME								
Bulletin Ads		800.	200	38	38	85	85	82
Donations		800.	100		0	0	81	75
Branch Tri-Valley		2,500	0.00					
Dues			800	49	49	86	49	46
Jack London Meal paid by guests			0	30	0	81	0	43
Literary Review Submissions			500	83	0	48	14	82
Literary Review Book Income		789.	300					
Ekohrastic Art Submissions		7,34	0	83				
Ekohrastic Book Submissions		3,24	200					
Ekohrastic Book Income		390.	400					
Smalls Book Amazon		881.						
Big Contest		2,04						
Contest			150					
Workshops			600					
Sales Tax Collected			100		39	70	0	76
Interest and Dividends		888.	400	47	39	21	31	30
Nor Cal Leadership Conference				23	0	0	0	0
Miscellaneous			0		29	38	0	0
Balance Other								
Refunds Fraud		0.88	0		0	25	0	0
Total Income		34,288.2	4,700	874	499	427	87	41,880
		2024 2025	202 202	23- 24	22 23	21 22	20 21	19 20
		Actual	Budget	Actual	Actual	Actual	Actual	Actual
EXPENSES								
Administrative								
Accounting & Taxes		9,88	800	73	35	88	83	28
Admin. Fees			0		25	0	0	0
Discretionary Fund			500		0	0	0	0
Dues Refund			0		0	0	0	0

Insurance			2.82	700		89	48	70	49	71
Scholarships			60.	500		60	60	60	60	60
Taxes (Sales)				800		30	69	80	83	40
Office								0		
Books & Merchandise				0		0	0	0	0	0
Office Expense				0		0	48	0	0	86
Office Supplies			-	250		51	0	47	87	0
PO Box				200		21	20	26	65	04
Postage			-	100		33	0	0	0	0
Constant Contact				720						
Website & Software			7.35	750		22	38	44	45	43
Publications								0		
Ads				0		0	0	0	0	0
Bulletin			80.	500		80	80	89	74	89
Lit Review										
Lit Review Judging				150						
Lit Review Editing			80.							
Lit Review Interior				100						
Lit Review Cover				200						
Lit Review Printing			486.	400		54	19	10	83	0
Lit Review Postage			379.	150			46	62	0	0
Lit Review Tax			39.1							
V & V II Art Winners			80.	375						
Extracurricular Judging			80.	200						
Extracurricular Editing										
Extracurricular Interior			80.	500						
Extracurricular Cover			80.	200						
Extracurricular Printing			488.	300						
Extracurricular Postage			88.6	75						
Extracurricular Tax			50.6							
Smalls			862.							
Amazon			881.							
FWC Press			-	300			61	84	0	33
Contests										
Contests Prizes			80.	225						
Contests Judging			80.	200						
Leadership Conference				0						
Branch Conference			80.	100		80				
Meetings								0		
Board Lodging			433.	100		63	0	29		0
FWC Facilities				500			18	0	85	83
FWC Meals				900			0	0	0	0
Leadership & Travel										
Speakers				100			0	0	0	0

Jack Tracing			336.	300		26	89	76	0	88
Jack Award				350		77	0	68	80	76
Jack Room						61				
Jack Meals										
Jack Decorations										
Jack Refund						70				
Region			5.88	200		22	36	38	24	69
Region			6.88	200		38	68	86	55	67
Branch Support			6.88							
Miscellaneous			-	300		71	58	38	0	0
Legal Fees			448.	0			0	0		0
New Branch Development				0			0	0		0
Education & Outreach				0			10	0		0
Training Advertising				0			13	0		61
PayPal fees			489.	0			0			
Payment to Beach			896.							
Other - fraud check			0.88							
Unallocated Expense			887.							
Total Expenses			3335	720		309	309	309	309	309
Net Unseque Expense			24.9	75 00		309	309	309	309	309
Profit/Loss Margin			33.41	84		11	14	26	25	28

Bulletin Report

July 2025

Bill VanPatten, Editor-in-chief

1. The April *Bulletin* was delivered prior to the scheduled April 15 self-imposed target date.
2. The Editor received a handful of email messages of thanks and compliments for the April *Bulletin*.
3. A record 30 items for Members' Highlights were published.
4. Only one ad was included in the April *Bulletin*.
5. The next *Bulletin* is scheduled for August 15. The Editor is waiting for the President's message, items for the section "From the CWC," and is still searching for a Featured Essay.
NOTE: it would be a good idea to send the Editor something to announce the pending publication of *Vision and Verse II* as well as plans for the *Literary Review 2026*.
6. Currently, there are 20 items scheduled for Members' Highlights.
7. There is one paid ad for the August *Bulletin*.
8. The August *Bulletin* will consist of ten to twelve pages when published.
9. The third *Bulletin* for 2025 is scheduled for December 15.

Proposed P&P change for CWC CB Meeting Reimbursement Policy

Proposed by Jordan Bernal

Under XVI. B. 1. b) (1):

Change from: Sunday night lodging may be pre-approved by the Executive Committee on request by those whose health and well-being are jeopardized or when deemed in the best interest of the Executive Committee. Requests must be made and approved more than one month before a meeting to assure availability of advance fares. The extra night will be paid by the traveler and reimbursed in accordance with the reimbursement procedure item and includes only the basic room rate.

To: Sunday night lodging for those who travel more than 100 miles to reach the meeting site by car may be approved and arranged by the President (same class of accommodation as Saturday). The extra night will be paid by the traveler and reimbursed in accordance with the reimbursement procedure item and includes only the basic room rate.

Proposed Jack London Award P& P Change

Amend the Policies and Procedures, Article XXI-Special Awards, Section A) The Jack London Award, Subsection 2)

Proposed by Joyce Krieg

From

2) Each branch may select one member designee. The means of selecting the recipient is at the branch's discretion

to revise as follows:

2) Each branch may select one member for the honor. Under extraordinary circumstances, a branch may select two members to receive the honor in a single Jack London Award cycle. The means of selecting the recipient(s) is at the branch's discretion.

Rationale

"Occasionally branches have circumstances under which there is no reasonable solution except to honor two members in the same year. These circumstances may include a job sharing arrangement, or two members of the same household who are giving in equal measure to the branch, or life circumstances (relocation, health issues) that would make it impossible to delay the award for two years. While the intent is still to honor just one member per branch, and recognizing the danger of diluting the prestige of the award by giving it out too freely, I would ask that the Central Board exercise flexibility and compassion in allowing two persons to share the honor under extraordinary circumstances."