

Minutes of the Hawaii Writers Guild (HWG) monthly Board of Directors (BOD) meeting, held via Zoom due to pandemic protocols. All times noted refer to Hawaii-Aleutian Standard Time. Items in **bold** indicate decisions made or actions required.

Officers and Directors present via Zoom:

Carol McMillan- *President*

Bruce Stern -*Vice President*

Bob Lupo -*Treasurer*

Donna Beumler -*Secretary*

Joy Fisher -*Public Relations Director*

Bryan Furer -*Regional Director, Volcano-area*

Others Members present via Zoom:

Duncan Dempster -*Webmaster*

Diane Revell -*Registered Agent*

Margaret Zacharias -*On-line Writers Group Facilitators Team*

Cecilia Johansen -*Co-editor of Member News*, joins at 1:30 pm

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Without objection, **Webmaster Duncan Dempster activated Zoom's "record" function.**

CALL TO ORDER: President Carol McMillan **called the meeting to order at 1:05 pm.**

The issue of the recent e-mailed resignation of a Guild member was briefly discussed. Diane advised that she responded to this member with an e-mail seeking clarification of the concerns raised. However, to date, no further communication has been forthcoming. Duncan had also corresponded with this member, but has received no response to his latest e-mail. It was the consensus that, while HWG celebrates inclusiveness and strives for diversity in its membership, the Guild will not suit every writer's needs.<sup>1</sup>

MEMBERSHIP UPDATE: Vice President Bruce Stern provided a membership update both orally and in the form of membership documents which he had compiled and previously e-mailed to Board members. There are currently 79 members of HWG, including two student

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<sup>1</sup> Additional concerns were expressed regarding a Board member who may be stepping down in the near future; this issue was addressed more fully later in the meeting (see page 6).

memberships and two members who are delinquent in their membership dues. He is happy to report that Bob has been very active in collecting dues, and the number of delinquent members has been reduced accordingly.

Bruce advised that he is in the process of updating the “opt-in list” for those members who wish to share their e-mail addresses with other members. The opt-in list is not to be used for commercial purposes, but rather for interpersonal communication. 43 members currently have asked to be included on the list. Bruce anticipates having the list updated by this time next month, and expects that some of the newer members may choose to opt-in.

Regarding the determination of delinquency, Bruce clarified that he continues to use members’ original renewal dates (based upon the month they joined) to ascertain delinquency. He further stated that the calendar year 2022 is the year in which the Guild is transitioning, on a pro-rata basis, to a January-to-December dues schedule, and that by January of 2023, all members will be on the calendar year schedule. Bob added that 37 members have paid their dues since January, including dues paid according to the pro-rata schedule.

REVIEW OF SPECIAL PLANNING MEETING: In the absence of President Carol McMillan, Vice President Bruce Stern hosted the annual Special Planning Meeting on March 16, 2022.

Bruce noted it was discussed at the meeting that the pandemic has substantially limited the Guild’s planned activities over the past two years. Pandemic-related restrictions have negatively impacted many of the projects referred to in the Guild’s “mission statement,” and some of the more popular offerings such as public readings did not take place because of pandemic protocols.

Also, the Guild’s direct involvement in selling its members’ books has been eliminated due to the Guild having been granted non-profit status. Bruce indicated that, while this has caused some friction amongst members, it was never a core goal of the Guild to sell books.

Bruce observed that the Special Planning Meeting was conducted within the context of possible but as of yet unknown future pandemic limitations; however, he is optimistic that the coming year will allow for more in-person activities. This led to a discussion regarding the need to encourage more members to take on leadership roles or otherwise actively participate in Guild projects.

Bruce observed that the Guild’s digital presence has grown dramatically, filling in some gaps resulting from pandemic mandates. It was noted that the Guild’s on-line programs reached an extended audience and created interest in HWG from locations outside of Hawaii. It was agreed at the Special Planning Meeting that the Guild should maintain and even expand its digital presence, as this platform is essential to the Guild’s efforts to promote literacy in general

and writing in particular. In this regard, Bryan was recognized not only for the podcast he is working on with the Volcano-area group, but for offering to assist the Guild with its own podcast.

Bruce noted that one of the original goals of HWG is to engage with local high school and college students to support their writing endeavors, but that this project did not move forward due to both pandemic limitations and the lack of someone willing and able to participate in outreach to English teachers at the local schools.

On a related topic, Duncan referenced a request of the Guild, received via the website, that the Guild involve itself with an English Language Learners class at a middle school on Oahu. **Donna agreed to e-mail a member who is a teacher who lives on Oahu, in order to ascertain her availability to connect with the teacher of the ELL class.** Donna also offered to assist Duncan in responding to various inquiries of this type in the future, and opined that responses should be provided to all queries, after input by the Board.

Margaret then discussed several member suggestions that were explored during the Special Planning Meeting. Margaret noted that the proposal to form a book club could tie-in to a new column in the newsletter, *Member News*, wherein members' books are reviewed. Joy and Carol indicated that they had followed up with a member who may have previously expressed an interest in this regard; however, there was some confusion as to the type of book club proposed, and very little interest in spearheading the project. Carol added that she had concerns that a Guild book review column might end up publishing negative or critical reviews of some members' work.<sup>2</sup>

Margaret reiterated Bruce's earlier point that the possibility of establishing a student writing contest and/or a scholarship program had been raised in the past, and could well correlate to the Guild's desire to seek grant funding for future projects.

Margaret provided an overview of the issue she'd raised at the Special Planning Meeting with respect to the Saturday on-line writers group, *Readings and Responses*. She referenced the "four-month transition plan" which she had previously asked Donna to provide to Board members for their consideration. Margaret noted that she felt there has developed a "conflict of mission" between being a welcoming activity for new members to participate in, while at the same time attempting to nurture and support long-term participants in their ongoing writing projects. While it would be ideal to institute a second on-line writers group where newer members could develop their own style and structure, Margaret acknowledged that there are presently insufficient resources in this regard.

The on-line writers group facilitators team, which created the transition plan, has proposed opening one meeting each month to newer members, while the remaining meetings that month would be open to long-standing members only. The plan also includes a proposal to

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<sup>2</sup> The subject of a book review column was raised again later in the meeting (see pages 6-7).

require RSVPs for some meetings, reserving those meetings for novels and non-fiction books which are read typically in a serialized fashion. Margaret advised that the team would like to move the Saturday meetings from 2 pm Hawaii time, to 9 am Hawaii time in order to better accommodate members outside of the Hawaiian Islands. (She did note however that Big Island facilitator Johnson Kahili would be maintaining a 2 pm schedule.) On this note, Carol asked that Margaret and the team consider adding a weekday evening session, although limited resources may prohibit that at this time. The view was expressed that the Hawaii Writers Guild should endeavor to give priority to the needs of members living in Hawaii. In this regard, Carol inquired of Bruce as to how many members reside out of state. Bruce did not have the specific number available, but did indicate that the majority of members live in Hawaii.

Margaret echoed concerns previously expressed that the Guild will be limited in what it accomplish unless more assistance is provided by members willing to take on responsibility for organizing and facilitating activities. **There were no objections expressed with regard to the proposed transition plan, which is designed to be implemented beginning in May, and to be reassessed in terms of its efficacy in September.**

Bruce noted that the issue of placing paid advertisements in *Member News* had been raised at the Special Planning Meeting. **Joy agreed to follow-up with respect to the proposal to place ads in the newsletter and any implications that might have for a non-profit organization.** Although there was some preliminary discussion regarding a member who may be interested in designing ads, Donna indicated that her cursory research suggests that this may be problematic given the Guild's §501(c)(3) status, **and agreed to forward the information she'd researched to Joy.**

Bruce returned to the topic of the Guild's non-profit structure, and considerable debate ensued. Carol opined that the non-profit status may be too limiting in terms of what HWG can offer to members. Bruce again observed that the pandemic has seriously impacted the Guild's ability to facilitate valuable programs and activities. He also noted that there are many things the Guild, as a non-profit organization, can do to assist members, such as offering mentorship programs and marketing workshops which are designed to assist them with promoting their writing. Bruce observed that one of the important aspects of a non-profit is seeking grant funding. This has not been actively pursued both because of the absence of any member offering grant-writing assistance, and also due to the pandemic-related fact that the Guild has not to date specifically identified any community-based projects which could be developed with and supported by grant funding. Carol made the point that, as a §501(c)(3) organization, the Guild is allowed to hire staff, rather than relying solely on volunteers. Bruce and Carol both emphasized the need to engage more members to take on leadership rolls.

Joy then brought up scheduling and implementing an annual ethics training session for Board members, which she stated is considered best policy for non-profit organizations. Joy and Diane recalled that last year, Joy distributed relevant materials in advance of a Zoom BOD meeting, and that she made herself available to answer any questions and further discuss ethics

issues at the end of the meeting. Diane also remembered that she had collected signed forms from all present during the ethics session, attesting to their attendance and understanding of the ethical concepts. Although Joy did indicate that it would be an option to hire an attorney to conduct ethics training this year, she also offered to conduct the training herself, in a session which would be similar to last year's format. **Bruce requested that Joy proceed with the training, and that Donna add this ethics training session to the agenda for the April BOD meeting.**

Finally, the issue raised at the Special Planning Meeting of creating a new member orientation program was addressed. **Diane volunteered to collate materials designed to better and more fully inform new members as to what benefits the Guild has to offer them.** Diane will need feedback from members with regard to the details of various HWG programs and activities. The Board accepted Diane's gracious offer, with the understanding that she will be unavailable mid-April to May 7th,

**TREASURER'S REPORT:** Treasurer Bob Lupo previously submitted via e-mail a "Final Treasurer's Log as of February 28, 2022," and an "Interim Treasurer's Log as of March 21, 2022." The March log shows an operating balance as of that date of \$7,137.24 (please see Attachments "A" and "B").

As the Guild's bylaws require approval of an annual budget, Bob had also previously prepared and distributed an estimated budget for 2022 (please see Attachment "C"). Bob noted that some anticipated expenses are uncertain, largely due to the pandemic and what activities may or may not be prudent over the upcoming year; however, he did budget in anticipation of restrictions being lifted. In particular, some expenses that may well be pandemic-dependent he has noted in bold numbers. Bruce reminded Bob that, although he had budgeted \$100 for the Guild to set up an informational table at the Cherry Blossom Festival in Waimea, that line-item can be deleted, as the festival is typically held in February and had already been cancelled. The line-item expense for speaker/microphone rental was also addressed. It was agreed that the Guild does have these items and will not need to rent them. **With these two modifications taken into account, the proposed annual budget was approved as amended by unanimous vote of all six voting Board members present.**

In follow-up with respect to the discussion regarding which Guild members are in possession of the speaker and microphone, Carol suggested that the Guild put together a list of all the tangible items belonging to the HWG which are in the physical possession of its members. It was noted that, in addition to the audio equipment, Guild assets include banners, a table, T-shirts, and pens.

Joy then addressed the matter of her previous offer to update the Guild's informational trifold brochure to reflect recent changes. She noted that it appears that Johnson Kahili may unfortunately be stepping down as events director, and that the Guild will have to locate

someone to fill that role. Accordingly, it was agreed that Joy should hold off on updating the brochure at this time.

SECRETARY'S REPORT: Donna requested approval of the previously distributed minutes of the March 16, 2022 Special Planning Meeting. She advised that she had worked with Joy to rewrite a sentence referencing *Member News*, but that no other changes had been suggested. There being no objections, **the minutes of the Special Planning Meeting received unanimous approval from all six voting Board members present, and Donna will forward the finalized minutes to Duncan for posting to the website.**

### COMMITTEE REPORTS/UPDATES

EVENTS DIRECTOR Johnson Kahili was unavailable this date.

The Board is under the impression that Johnson intends to remain as a member of HWG, but may wish to step down as events director. All present expressed their sincere gratitude to Johnson for his generous commitment to the Guild. It was noted that Johnson worked very hard and spent a great deal of time creating and producing the YouTube program *Hawaii Writers Showcase*, which was well-received and well-attended. Discussion ensued with respect to the volunteer nature of Board members' activities; the Guild's bylaws do preclude Board members from being compensated for their work. However, the Guild's non-profit status **does not** prohibit HWG from reimbursing Board members for their out-of-pocket-expenses relating to Guild activities, and **Bryan agreed to make sure that Johnson is aware of this.** Margaret added that Johnson does a great job as one of the facilitators for *Readings and Responses*. While Johnson's status as events director is unclear at this time, it *is* clear to all that his contributions have been invaluable.

PUBLIC RELATIONS DIRECTOR Joy Fisher addressed recent PR activities, advising that she has written a press release announcing the publication via posting on the website of both *Latitudes*, 3rd ed., as well as the second issue of the Guild's newsletter, *Member News*. Joy has forwarded the press release to Kohala Mountain News, and will be sending that off to other local newspapers soon.

With respect to *Member News*, discussion focused on the proposal to add a "book review" column. The conversation circled back to whether that type of column could conceivably result in negative reviews of members' books. Carol expressed the opinion that the purpose of a book review is typically to critique—good, bad, or both—the author's work. And, she noted, it would be highly inappropriate to include "bad reviews" or negative critiques in the newsletter. Cece clarified that the point of a "book review" column would be not to judge nor denigrate members' books. Rather, the column as envisioned would be a summary of the book, as well as a link to where the book could be purchased. Although Joy pointed out that the

newsletter does highlight *new* publications by members, Cece noted that many members have published books in the *past*, and a forum is needed to bring attention to and support their work. **With the clarification that the new column in the newsletter would be a synopsis of a member's book and not a critique, it was agreed that a "members books" type column should be included in the third issue of the newsletter on a trial basis. Cece indicated a willingness to approach members who may have previously expressed an interest in reading and summarizing members' books for this purpose.**

The issue of the Guild's affiliation with the Berkeley Branch of the California Writers Club (CWC) was discussed. Joy advised that, with Cece's assistance, Guild members are now able to enjoy the speakers' series, Zoom format, at the same rate as CWC members (\$5.00 member rate, as opposed to a \$10.00 non-member fee). **Each month, Joy will forward the link to all HWG members which will allow them to purchase a ticket to the event. When filling out the fields on the form, Guild members should check the box for CWC members, then, in the "promotional" field, type in "HAWAII."** Donna advised that she and two other HWG members attended the most recent presentation.

On the issue of the Guild's current on-line programs, Diane advised that she'd spoken with Diann Wilson, and Diann is willing to continue to produce *Write On*, on behalf of HWG.

WEBMASTER Duncan Dempster suggested that it might be of value to members to record on-line writers group gatherings, for posting to YouTube. Margaret responded via "Chat" that recording of the *Readings and Responses* group is not permitted. Bruce also noted that many of the works being read for feedback in his writers group reflect as of yet unpublished works in progress, and recording is not generally allowed. Diane remarked that any recording would have to be planned ahead of time and with the agreement of all.

Duncan also advised that he will be adding a question to the on-line membership application. This question, suggested by Diane with the agreement of the Board, will be along the lines of the query "What prompted you to apply for membership in Hawaii Writers Guild." In light of the increase in the number of out-of-state applicants, Margaret and Carol proposed that new members have some link to or connection with the state of Hawaii. Bruce did feel that adding this question would open up this area of inquiry.

LATITUDES, 4th edition: Bob Lupo, as managing editor of *Latitudes*, discussed next years' edition in light of some changes to the process which had been instituted this year. Next year, he would like to see a more collaborative effort between writers and editors, especially in light of the disparity of opinion evidenced this past year. He would also like to see a longer submission time frame. Bob believes that the current process of maintaining author anonymity should remain intact. Carol noted that the managing editor will be responsible for assembling the right team, and Bob replied that he should have a tentative structure and schedule for compiling

next years' edition by the time of the April BOD meeting. Finally, Bob observed that, ideally, next years' team will include someone with screenwriting experience; in response, **Bryan agreed that screenwriting and scripts bring with them some unique characteristics, and he offered his expertise in this regard.** Joy noted that Frank Reilly also has screenwriting experience.

#### REGIONAL DIRECTOR REPORTS:

Bryan, on behalf of the Volcano-area writers, updated the Board as follows: the group has resumed in-person, outdoor meetings every Monday at Volcano Garden Arts. They would also like to schedule a public reading—the first in two years due to the pandemic—sometime this spring. Also, the group's second anthology is in the process of being edited, prior to be forwarded to the publisher.

Bryan then discussed the group's plans to produce a podcast in the fashion of traditional radio theatre, and emphasized the importance of maintaining a strong presence in the digital world. Bryan hopes that Johnson may be available to offer his considerable expertise in order to assist with the digital media platform in this regard.

With respect to Bryan's offer to assist the *Latitudes* team in reviewing screenwriting submissions, he emphasized that the expense of filming a screenplay requires economy of language in the script. Joy noted that it would be helpful if Bryan could write up submission guidelines, similar to those in place for other genres. **Joy agreed to send Bryan existing guidelines to further Bryan's efforts in this regard.** Carol suggested that Bryan coordinate with Diann Wilson, and develop a screenwriting workshop for the Guild's YouTube program which she produces, *Write On*.

Diane on behalf of Eila and the Kohala-area group reported that she has not yet received input from Eila regarding any update she wished to provide. Diane did reiterate that Elia, who produces a show for the Hawi radio station KNKR, would be a good resource for Bryan when his group is ready to move forward with plans for a radio theatre podcast.

#### OTHER/NEW BUSINESS:

None.

#### ANNOUNCEMENTS:

The next **Board of Directors meeting will be held on April 27, 2022 at 1:00 pm.**



Due to pandemic restrictions, all meetings for the foreseeable future will be **held via Zoom ONLY and will be hosted by Duncan.**

**Requests for items to be added to the agenda for the next regular Board meeting should be sent via email to President Carol McMillan ([sylvanease@gmail.com](mailto:sylvanease@gmail.com)) and Secretary Donna Beumler ([dmbaumler@gmail.com](mailto:dmbaumler@gmail.com)) at least 10 days prior to the next meeting (no later than April 17, 2022). The final agenda will be emailed to the full membership five days prior to the meeting.**

**The meeting adjourned at 3:00 pm.**

Respectfully submitted this 10th day of April, 2022

By: \_\_\_\_\_*Donna Beumler*\_\_\_\_\_

Donna Beumler

Secretary

Hawaii Writers Guild

ATTACHMENTS:

ATTACHMENT “A”: Final Treasurer’s Log, February 28, 2022

ATTACHMENT “B”: Interim Treasure’s Log, March 21, 2022

ATTACHMENT “C”: Proposed Estimated Annual Budget, 2022

PARKING LOT:

\* Soliciting input re: changing the date and/or time of the monthly BOD meetings in an effort to achieve greater participation.

## ATTACHMENT "A"

	<b>ASB Operating Balance as of January 31, 2022</b>				<b>\$6,208.73</b>
	<b>Final February Inflows</b>				
Anne Teague, Membership Initiation, PayPal					39.56
Michael Foley, Membership Renewal, PayPal					20.00
Michael Foley, Donation					19.56
Greer Woodward, Membership Renewal, PayPal					39.56
Linda Petrucelli, Membership Renewal, PayPal					39.56
Margaret Zacharias, Membership Renewal, PayPal					9.22
Dale Belvin, Membership Renewal, PayPal					39.56
Susan Cyewski, Membership Renewal, PayPal					30.00
Susan Cyewski, Donation					9.56
Johnson Kahili, Membership Renewal, PayPal					20.00
Johnson Kahili, Donation					19.56
Kendra Bruno, Membership Renewal, PayPal					39.56
Melina Patrick, Membership Initiation, PayPal					39.56
Zach Royer, Membership Initiation, PayPal					39.56
Catherine Becker, Membership Renewal, PayPal					39.56
Laura Burkhart, Membership Renewal					30.00
Laura Burkhart, Donation					100.00
Janet Carpenter, Membership Renewal					30.00
Joy Fisher, Membership Renewal					30.00
Virginia Fortnor, Membership Renewal					40.00
Cece Johansen, Membership Renewal					40.00
Mark Kelly, Membership Renewal					40.00
Nancy Baenziger, Membership Renewal					40.00
Diane Revell, Membership Renewal					20.00
YouFengShen, Membership Renewal					20.00
Donna Beumler, Membership Renewal					20.00
Carol Prescott, Membership Renewal					20.00
Linda Heath, Membership Renewal					20.00
Bob Lupo, Membership Renewal					10.00
Rick Frazier, Membership Renewal, PayPal					39.56
	<b>Total February Inflows</b>				<b>943.94</b>
ASB Monthly Operating fee					<b>-5.00</b>
	<b>Total February Outflows</b>				<b>-5.00</b>
	<b>Final ASB Operating Balance as of February 28, 2022</b>				<b>\$7,147.67</b>
	<b>HWG Non-Bank Wash Transaction, February 2022</b>				

# ATTACHMENT “B”

<b>INTERIM HWG Treasurer's Log as of March 21, 2022</b>						
	<b>ASB Operating Balance as of February 28, 2022</b>					<b>\$7,147.67</b>
	<b>Interim March Inflows</b>					
Rebekah Moan, Membership Initiation, PayPal						39.56
Zack Ehrmann, Membership Reneal						20.00
Wendy Noritake, Membership Renewal						20.00
Circe Woessner, Membership Renewal						10.00
Shanon Sidell, Membership Renewal						10.00
Tamara Hynd, Membership Renewal						40.00
Steve Foster, Membership Renewal						40.00
Sara-Lynne Simpson, Membership Renewal						30.00
Patty Bigelow, Membership Renewal						30.00
AMZN 501-c-3 Rebate						14.18
	<b>Total Interim March Inflows</b>					<b>253.74</b>
	<b>Interim March Outflows</b>					
Duncan Dempster, Website / Net Setup / Email maintenance, check 127						-264.17
	<b>Total Interim March Outflows</b>					<b>-264.17</b>
	<b>Interim ASB Operating Balance as of March 21, 2022</b>					<b>\$7,137.24</b>

# ATTACHMENT "C"

<b>Hawaii Writers Guild Budget, 2018 to 2021 Actual; 4th Draft, 2022 Estimated:</b>					
<b>Revenues - Expenses = Retained Earnings Surplus / (DEFICIT)</b>					
					<i>Draft</i>
	2018 A	2019 A	2020 A	2021 A	2022E
<b>Retained Earnings Balance as of January 1</b>	<b>\$958.43</b>	<b>\$2,737.35</b>	<b>\$2,392.63</b>	<b>\$3,479.18</b>	<b>\$ 6,134.17</b>
<b>Revenues (Gross Receipts):</b>					
Dues--Existing Members (43 , '17; 51 , '18, 60 , '19, 55 '20, 78, '21, 88, '22E )	\$2,040.00	\$2,414.76	\$2,199.37	\$3,061.71	\$2,155.55
Cash Donations + Year Ahead Dues (paid 2020 for '21 Dues)	\$2,320.00	\$709.98	380.00	234.55	300.00
T-Shirt Revenues + C Card Exp. Donations + Refunds + Rebates + Grants		\$470.80	789.59	1,062.13	1000.00
<b>Total Operating Revenues</b>	<b>\$4,360.00</b>	<b>\$3,595.54</b>	<b>\$3,368.96</b>	<b>\$4,358.39</b>	<b>\$3,455.55</b>
<b>Less Operating Expenses:</b>					
ASB Setup Deposit + Monthly Account Fee		157.85	60.00	60.00	60.00
501-c-3 Legal Expenses/Misc. Legal / Tax, Hano Membership	\$ 600.00	1,300.00	372.25	665.44	<b>800.00</b>
Anna Ranch-- Dinner Rental	\$208.33	\$250.66	0.00	0.00	275.00
Dinner Supplies / Program Expenses	\$560.00	\$774.87	886.08	0.00	1200.00
Pop-Up Events	\$0.00	\$511.81	275.36	0.00	0.00
Thelma Parker Library Rental	\$275.00	\$0.00	0.00	0.00	<b>0.00</b>
Room Workshop Rentals/BOD Meetings/Tutu's @ various locations	\$50.00	\$100.00	25.00	0.00	<b>250.00</b>
Speaker/Microphone Rental/TV Setup	\$0.00	\$100.00	0.00	0.00	<b>100.00</b>
Kamehameha Christmas / July Festival	\$0.00	\$110.00	0.00	110.00	110.00
Kamehameha Christmas / November Festival(JoAnn Williams)	\$225.00	\$200.00	0.00	215.00	215.00
Cherry Blossom Festival	\$0.00	\$90.00	100.00	0.00	<b>100.00</b>
Vinyl Banner/T-Shirts/Trifold	\$490.80	\$49.22	0.00	100.00	150.00
Zoom Link, YouTube Events	\$0.00	\$0.00	180.00	156.96	<b>250.00</b>
Website Hosting/Net Setup Fees	\$0.00	\$0.00	149.22	187.00	<b>195.81</b>
Domain Email Accounts Maintenance (2 in '18, 4 in '19)	\$0.00	\$0.00	100.00	75.00	75.36
Posters (6 in '18, 8 in '19))	\$89.95	\$65.00	0.00	0.00	75.00
New Business Cards/Expense Reimbursements/Supplies/P.O.Box	\$82.00	\$230.85	134.50	134.00	150.00
<b>Total Operating Expenses</b>	<b>\$2,581.08</b>	<b>\$3,940.26</b>	<b>\$2,282.41</b>	<b>\$ 1,703.40</b>	<b>\$ 4,006.17</b>
<b>Total Operating Income</b>	<b>\$1,778.92</b>	<b>(\$344.72)</b>	<b>\$1,086.55</b>	<b>\$ 2,654.99</b>	<b>(\$550.62)</b>
<b>Estimated Retained Earnings</b>	<b>\$2,737.35</b>	<b>\$2,392.63</b>	<b>\$3,479.18</b>	<b>\$ 6,134.17</b>	<b>\$ 5,583.55</b>