



### DETAILS:

**CALL TO ORDER:** President Shirley Lorraine called the meeting to order at 6:20 pm

**PLACE:** Cypress Place, Ventura, CA

**PRESIDING:** The President

**ATTENDANCE:** Quorum

**PRESENT:** SHIRLEY LORRAINE, ,, SHEILA LOWE,, LAUREEN LAZZARO, LISA ROSS ,ANNA KITTLESON, CAROL POWELL, DENISE LAWRENCE, MARY GABRIEL, MARY SULLIVAN, MARLENE HUNAU-HERMAN

**GUESTS ATTENDING:** CHARLOTTE GESLING & GWENDLYN NORTON

**Minutes Of The Previous Meeting:** approved

#### Summary of Action Items Discussed at This Meeting:

- 25<sup>th</sup> Anniversary celebration to take place at May dinner meeting.
- \$500 approved for mementos for 25<sup>th</sup> anniversary celebration.
- Installation of new board will take place at the June meeting..
- "Girls Just Want to Have Fun II" is scheduled for May 12.

**President's Report** Shirley thanked Lisa & Alison for their work on the nominating committee. Asked if anyone had received additional nominations to the slate of officers. No one had but Denise had researched membership applicants and came up with several members who expressed an interest in being on committees. Regarding 25<sup>th</sup> anniversary, Shirley announced that Charlotte is on board for Navigators involvement in the celebration. "Save the Date" postcard will go out as well as printed invitations. Anna to pick up a sample of stationery from Shirley to get a bid from James F Gray printing. She is looking for older rosters to put together a mailing list and is looking for founding members.. Gwendolyn asked if the invites would go to outsiders such as Santa Barbara

Women in Business and the media. An effort to contact them will be made. Attire will be cocktail party or dressy business. Norm Goldberg will be attending as a speaker. Shirley received a phone call from the first president of VCPWN, and she may attend depending on her schedule.. Efforts are under way to contact previous recipients of Wind Beneath My Wings award. Anna will talk to Barbara Marquis to handle the publicity for this event. Navigators will be ambassadors for the night. Discussion held re the new board installation to be held that evening . It was decided that installation will instead be held in June. There will be no business meeting nor will there be any hosting at the tables. Mary Sullivan is working on a 15-20 min DVD. Discussion was held regarding the sale of DVD's. Deadline for photos for the DVD will be the week after the April dinner meeting. Charlotte is in contact with someone regarding a proclamation. It was decided to bring the VCPWN binders to the celebration. Marlene obtained information on the cake pricing. Denise will follow-up on having key chains as a party favor. She also obtained information regarding name badges that would have the # of years of membership on them. It was suggested that \$500 be the limit for a memento. Lisa made a motion that Denise can spend \$500 for a memento Mary Gabriels seconded it. Motion carried. Programs will be made. Sponsors are going to be sought at the \$100, \$250, \$500 level.

**Special Projects Report** . Marlene handed out flyers for Girls Just Want to Have Fun event. Cost for vendors is \$50, or \$20 for members & 10% of profits. Cost to attend is \$35 per person. It was requested that an e-mail blast go out.

**Executive Secretary's Report:** Denise has a list of Navigators on the mailing list that are not currently members. Charlotte stated that she would like to have the Navigators remain on the list with an asterisk or other designation to acknowledge their status. Discussion held regarding notice to members of expiring memberships. Members are notified at 30 days, 10 days and the day of expiration as well as a phone call. There was discussion of whether this should be changed but was tabled for further discussion.. Denise also received a call from a nonmember to advertise in Focal Points. Denise will be attending a grant meeting sponsored by the Woman's Legacy Fund. Lorraine has also received information regarding another grant writing opportunity. Lorraine acknowledged what a great job Denise is doing.

**Director of Membership Report:** Ingrid being absent. Denise mentioned she had a list of memberships up for

renewal.

**Focal Points** Sheila announced we had additional advertisers bringing us to seven. Carol Leish resigned from FP committee after nine years. Next issue due out immediately.

**Director of Networking** Carol announced that the “Members Using Members” segment will resume at the April meeting. Lisa mentioned she had received positive feedback. Carol suggested that we “suggest” to new members that they become involved on a committee.

**Director of Mentoring:**

**Director of Public Relations:** position currently vacant

**Director of Membership at Large:** Laureen was thanked by President Shirley for the way she has stepped in to help this year.

**Director of Hospitality** – Mary will be attending the Ventura Chamber breakfast next Friday. Discussion held regarding a door prize to be given away. It was decided that a dinner to the meeting following the breakfast would be awarded. It will only be valid for that particular meeting.

**President-Elect:** Lisa handed out the program guide with updates. Carol Powell will sponsor August.

**Past President:** Alison absent

**Director of Finance:** Mary Sullivan handed out the treasurer’s report. The \$1,000 will be transferred shortly. Balance in checking account is \$2547.98 and \$7085.24 savings.

**Tabled items:** Notification regarding membership renewals.

There being no further business, the meeting was adjourned at 7:50 pm.

***NEXT BOARD MEETING:***

**Wednesday, March 28**

**8:13 PM**

**Cypress Place Senior Living**

Minutes submitted by Anna Kittleson, Recording Secretary