



Ventura County Professional Women's Network

Post Office Box 6329 • Oxnard, California 93031  
(805) 656-6011

**CALL TO ORDER:** President Carol Powell called the meeting to order at 7:00 PM

**PLACE:** 170 Dahlia Way, Ventura, CA.

**PRESIDING:** Carol Powell

**ATTENDANCE:** Quorum

**PRESENT:** Carol Powell, Sheila Lowe, Lisa Ross, Laura Parson, Barbara Marquis, Tea Silvestre, Jim Nicoll, Phyllis Brown, Laureen Lazzaro, Rita Frayer,

**GUESTS ATTENDING:** none

**Minutes of the Previous Meeting:** Approved as submitted.

**President's Report:** Carol Powell reported the final profit of \$400 on the sale of the Entertainment Coupon Books. The plan would be to continue this as a fundraiser next year.

Our web site building is completed and the Membership Directory is in process with Alison Balter.

**President Elect:** Sheila Lowe reported that our February dinner meeting speaker will not be available and our previously scheduled March speakers will be graciously filling the February spot. The February speaker has rescheduled for the March dinner meeting.

Sheila reported that our dinner speakers are booked through June 09 however we do need meeting sponsors for May and June. Our web site is working well with 228 visitors this month.

**Immediate Past President:** Lisa Ross suggested that the Executive Board begin to address selections for board positions opening in June.

**Director Special Events:** Laura Parson reported that Lisa Collier is negotiating pricing with Island Packers for our Whale Watching fundraiser event. Basket preparation for the February 12<sup>th</sup> Valentines silent auction will be January 25<sup>th</sup>, 10am at her home.

RSVP's for the "Designers Delight" fundraiser, February 1, at Sue Gary's' home are coming in.

**Director Networking:** Alison Balter  
Absent.

**Director Hospitality:** Laura Parson Reported that members Linda McCarthy and Jeanne Haines have volunteered to help with hostess or hospitality positions.

**Public relations:** Barbara Marquis reported that the fund raising event of February 1, "Designers Delight" home showing at Sue Gary's' house needed an email blast to help with RSVP's. The suggestion was made that board members email dinner guests, from their table, a few days after the dinner meeting they attended. Thank them for coming and inviting them to become members.

**Focal Points Editor:** Tea Silvestre will be sending out the proof on our VCPWN advertisement that will be in the "Women's Expo" program book. Tea also has created a VCPWN Facebook and LinkedIn profile.

Tea has offered to donate 25% of her profit on the sales of her PR Tool Kit, which she will be selling in Focalpoints, in exchange for the advertisement cost.

Jim moved that it be approved and Sheila seconded the motion. Other members wishing to make the same submission will be approved at the boards' discretion.

**Director of Membership:** Jim Nicoll reported that he has the answering machine updated and working well.

Rita Frayer will give Jim a list of the persons needing to renew membership on a monthly basis. Jim will then be placing renewal phone calls to them.

**Director of Finance:** Rita Frayer passed out to board members the following reports: Profit & Loss statement June-December, 2008 showing a final year end profit of \$1,056.98.

Cash flow statement as of December 31, 2008: Checking ending balance \$2310.74. Savings ending balance \$3,310.19.

Laura Parson will continue to make the bank deposits.

**Member-at-Large:** Laureen Lazzaro  
Nothing to report at this meeting.

**Director of Mentoring:** Alison Balter.  
Absent.

**Old Business:** none

**Tabled Items:** replacement suggestions of non-returning board members.

**There being no further business, the meeting was adjourned at: 8:45 PM**

Minutes submitted Recording Secretary: Phyllis

Brown

**NEXT BOARD MEETING:**  
**Thursday February 19, 2009**  
7pm at the home of Sheila  
Lowe, 170 Dahlia Way, Ventura