

MEETING MINUTES, JUNE 25, 2009



Ventura County Professional Women's Network

Post Office Box 6329 . Oxnard, California 93031
(866) 275-4134

DETAILS:

CALL TO ORDER: President, Sheila Lowe called meeting to order at 6:15 p.m.

PLACE: 170 Dahlia Way, Ventura

PRESIDING: Sheila Lowe

ATTENDANCE: Quorum

PRESENT: Sheila Lowe, Rita Frayer, Lynn Ryder, Jim Nicoll, Laureen Lazzaro, Tom Swan, Mary Gabriels, Linda McCarthy, Tony Mitchell

ABSENT: Carol Powell, Phyllis Brown, and Jeanne Haines

OTHERS ATTENDING: none

Minutes of the Previous Meeting:

Approved as corrected.

Director of Finance Report: Rita Frayer

Rita provided financial update and reported that the last fiscal year ended in a profit for the organization.

MOTION: To commission Miles Bookkeeping to perform audit on last year's financial records; and to extend audit deadline from June 30 to July 31, 2009; seconded and passed.

Director of Membership Report: Jim

Nicoll - Jim thanked Tony for resurrecting the "hot sheet" as it will make it much easier for him to track and follow-up on guests.

At the next general meeting, Jim will remind the membership of the "new member" policy: When an existing member recruits a new [and signed] member, the recruiter's meeting/dinner registration fee will be waived for the next

month's meeting.

Decision made not to change restriction of no more than (2) visits without submitting an application for membership. A discussion regarding the raising of meeting/dinner registration fees for guests was tabled.

Public Relations Committee Report:

Tom Swan - Tom reported that he is up to speed on email blasts, so he's ready to share the duties. Advertisers must prepay with Pay Pal before the ad goes out.

Member at Large Report: Laureen

Lazzaro - Laureen provided samples of possible speaker gifts. Decision made to provide speaker with VCPWN cardholder with \$20 Starbucks gift card.

MOTION: To purchase 150 VCPWN card holders with the purpose to give one to each existing and new member and all speakers. Members will be allowed to purchase extra holders for \$10 each; seconded and passed.

Laureen will have copies of the Standing Rules available at the sign-in table for members to take. She will maintain a checklist of members who have received a copy. Each table host will review the Standing Rules with his/her table as well.

President Elect – Programs Report:

TBD – (Sheila Lowe temporarily filling in) - Connie Gregory, scheduled to speak in October has been requested to speak at the September meeting instead. No confirmation yet. Sheila reported that we are still looking for a speaker for the November Silent Auction night. Tony had

a great suggestion for a speaker and he will contact her for availability.

Special Events Committee Report:

Mary Gabriels - Tabletop Business Expo: Mary, Laureen, Jeanne, Tom and Tony held a planning meeting for the VCPWN Tabletop Business Expo.

Originally planned for September, due to the time needed to organize, the Expo was pushed back to October (Hence the need to change the speaker from October to September).

Mary reported the following progress made on the plans: for an entrance fee of \$25 there will be appetizers (instead of a sit-down dinner); a no-host bar; decoration with balloons; musical entertainment; a 50/50 raffle; and business card drawings for door prizes. Members may purchase 6' tables for \$25; Non-members for \$40; Two members may share a 6' table for \$20 each. Those who purchase a table must provide a door prize with a \$25 value (no coupons) for business card drawings.

Sheila will produce a program with member advertising sized and priced as follows: business card \$20, ½ page \$35, full page \$50.

Linda McCarthy will be added to the Expo committee.

Jumble Sale: At July 9 meeting. There will be items for \$1, \$3, and \$5. PR Committee will be requested to send out an email to remind members to bring items to sell.

Networking/Mentoring Committee Report: Tony Mitchell

Tony suggested the addition of members' email addresses to the Hot Sheet. Each attendee at the July 9 meeting will have an opportunity to give a 30 second commercial. There will be a secret judging committee and prizes (free dinner at next meeting) will be awarded for the two best commercials. PR Committee will be requested to send out an email ASAP

to remind everyone to prepare for his/her commercial.

Tony will meet with WEV representative to see if there is a possibility for future collaboration between WEV and VCPWN.

Hostess Committee Report: Linda McCarthy - No new items for discussion.

Old Business: Storage locker: Sheila determined that the current storage locker is sufficient so there will be no need to upgrade.

D & O Insurance: We need it. Rita and Linda will ask for quotes from insurance company representatives.

President Elect: Still need to fill position.

New business: Sheila suggested we create a new position of Web Manager. Until then, she will continue to manage the VCPWN website.

There being no further business, the meeting was adjourned at: 8:30pm

Minutes submitted by Lynn Ryder

<p><u>NEXT BOARD MEETING:</u> <u>Thursday July 16, 2009</u> <u>At 170 Dahlia Way, Ventura</u></p>
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