

MEETING MINUTES, AUGUST 20, 2009



Ventura County Professional Women's Network

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

**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, Tom Swan, Phyllis Brown, Mary Gabriels, Jeanne Haines, Tony Mitchell, Linda McCarthy

**ABSENT:** Carol Powell, Laureen Lazzaro

**OTHERS ATTENDING:** none

**Minutes of the Previous Meeting:**

Approved as corrected.

**President: Sheila Lowe**

Sheila presented a notice requesting a donation to Boys & Girls Club's summer program. VCPWN will send a donation of \$50.

**Director of Finance Report: Rita Frayer**

Rita provided financial update and audit results.

**Director of Membership Report: Jim Nicoll**

In order to send out renewal letters, we need to develop a database of members' addresses (not to be published on the website.) A form will be put in Hostess Packages for members to fill out. LT members to call non-renewing members.

**Member at Large Report: Laureen Lazzaro** – Not in attendance.

**Immediate Past President: Carol Powell**– Not in attendance.

**Public Relations Committee Report:**

**Phyllis Brown/Tom Swan**

Phyllis will invite her contact at the Ventura County Star to our September meeting.

**Special Events Committee Report:**

**Mary Gabriels /Jeanne Haines**

September dinner meeting: Food Share  
Members asked to bring food donations.

**Hostess Committee Report: Linda**

**McCarthy** – No report

**Networking/Mentoring Committee**

**Report: Tony Mitchell**

RE: Business Expo

Tony provided press release for publications and emails.

Advertising postcards distributed to LT members for distribution.

Tony distributed marketing list.

**Unfinished Business:**

Motion postponed from last meeting: "To approve D & O Insurance quote from Coast General Insurance."

Motion amended to include: "for \$2500 deductible."

Motion adopted with amendment.

Sheila presented new VCPWN Brochure.

**New business:** None

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

Minutes submitted Recording Secretary:

Lynn Ryder