

# MEETING MINUTES, NOVEMBER 19, 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 6:00 p.m.

**PLACE:** 170 Dahlia Way, Ventura

**PRESIDING:** Sheila Lowe

**ATTENDANCE:** Quorum

**PRESENT:** Sheila Lowe, Rita Frayer, Lynn Ryder, Jim Nicoll, Lauren Lazzaro, Mary Gabriels, Jeanne Haines, Linda McCarthy

**ABSENT:** Phyllis Brown, Tom Swan, Carol Powell, Tony Mitchell

### **Minutes of the Previous Meeting:**

Approved.

### **Director of Finance Report: Rita Frayer**

Rita provided financial update.

### **Member at Large Report: Lauren Lazzaro**

Lauren will send "thank you" note to Dr. Bunny.

### **Public Relations Committee Report:**

**Phyllis Brown/Tom Swan**

Not Present. No Report.

### **Hospitality Committee Report: Linda McCarthy**

Linda ordered more name tags.

Linda creates table questions – she will confer with speaker/sponsor to solicit suggestions for relevant discussion questions.

**Motion:** To discontinue use of the pink dinner tickets. Seconded and passed.

### **Special Events Committee Report: Mary Gabriels/Jeanne Haines**

A new member, Claire Staffa will be joining committee.

Discussion about having a silent auction around Mothers' Day or a Mothers' Day brunch.

### **Director of Membership Report: Jim Nicoll**

Jim's committee will start sending renewal letters and invoices as of Jan 1, 2010.

Membership committee will meet on Dec. 10 at Gale Dyson's house.

Membership committee and Mentoring committee will re-instate new member and guest orientations at the dinner meetings.

**Motion:** To allow guests to place materials on networking table. Seconded and passed.

### **Networking/Mentoring Committee Report: Tony Mitchell**

Not present. No report.

### **President's Report:**

We need speakers and sponsors for 2010. Decision made to allow dual sponsors so that members can share a sponsorship.

### **Old Business:**

Mentoring: "Buddy" system to start in January. Tony will assign volunteers to "buddy" new members. Linda McCarthy will work with Tony to establish a list of "registered buddies".

### **New Business:**

Visitor Orientation Packets: the PR Committee will put together a list of benefits enjoyed by members of VCPWN. Also, PR committee will collect coupons from members to put in the packet.

### **There being no further business, the meeting was adjourned at: 8:20pm**

**Minutes submitted Recording Secretary: Lynn Ryder**