

FRIENDS OF THE VENTURA COUNTY  
COMMISSION FOR WOMEN

MINUTES

September 22, 1987

CALL TO ORDER: The regular meeting of the Friend's board was called to order at 7:40 p.m. at 3525 Old Conejo Road, Suite 119 in Newbury Park by President Lee Anderson.

PRESENT: Board members present were Lee Anderson, Leslie Kerr, Ginny Connell, Sarah Pierce, Lorraine Pankratz, Anne Fischer and Dixie Adeniran.

MINUTES: Minutes ~~to~~<sup>of</sup> the regular meeting of August 20, 1987 and the special meeting of September 1, 1987 were approved as mailed.

TREASURER'S REPORT: Current bank balance is \$2,330 with deposit made for only one patron banquet ticket. The board approved payment of a bill for \$228.96 from Black and White Laboratory for press packet photos of awardees.

SPECIAL SEATING AT BANQUET: For clarification it was emphasized that special seating will be provided only for those purchasing patron reservations or full tables of ten of regular reservations.

INVITATIONS: Sarah Pierce reported that all 1200 invitations have been dispersed to volunteers for envelope addressing.

HOTEL ARRANGEMENTS: Ginny Connell will call the hotel to arrange for easels, table chart, etc.

PIN SALES: Dixie Adeniran and Leslie Kerr will see to this. Lorraine Pankratz will provide a cash box.

BOARD ROOM DISPLAYS: It was noted that the Commission is responsible.

FLOWERS: A donor is needed.

CERTIFICATES OF APPRECIATION: The board approved issuing certificates of appreciation to special donors.

NAME TAGS: Blank name tags with table number will be provided at registration. Leslie Kerr will research getting name tags with our logo. Name tag will serve as meal ticket.

TICKET SALES: Anne Fischer reported 33 paid patron reservations, 43 paid regular reservations so far.

MAILING TO BUSINESS AND PROFESSIONAL WOMEN: The Board authorized \$300 for this purpose. This is to be the beginning of yearly outreach to the women in Ventura County. The results of this effort will be closely monitored. Items in this mailing include invitation letter, patron brochure and Commission/Friends brochure.

PUBLIC RELATIONS: Leslie Kerr will distribute information to the media repeating information about the speaker, reservation procedures and highlighting identity of donors and patrons.

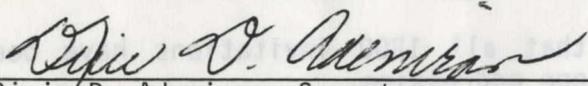
NEXT YEAR ORDERS: It was suggested that in 1988 about 1200 patron brochures and 1500 regular invitations be ordered.

PROGRAMS: Leslie Kerr reported these should be ready about October 15.

PATRON TICKET: The board authorized Ginny Connell to offer a patron ticket to DeDe Jacobson who will do calligraphied signs for the banquet.

NEXT MEETING: The next meeting will be held Friday, October 16, 1987 at Ottavio's Restaurant in Camarillo at 7:00 p.m. Lee Anderson will make the reservation. (The Board will not meet on October 13 as previously scheduled.)

ADJOURNMENT: The meeting was adjourned at 9:35 p.m.

  
Dixie D. Adeniran, Secretary

FRIENDS OF THE VENTURA COUNTY  
COMMISSION FOR WOMEN

NEXT MEETING

Date: Friday, October 16, 1987

Time: 7:00 p.m.

Place: For dinner at  
Ottavio's Restaurant  
1620 East Ventura Boulevard  
Camarillo