

MINUTES

May 3, 1984

Friends of the Commission for Women Call to Order: 8:05 p.m.

MEMBERS PRESENT: Lee Anderson, Judy Capko, Margarita Corral, Carol Haverty, and Diane Koranda

MINUTES: Minutes of the April 23rd meeting were read.

Margarita moved to ammend the minutes regarding Friends involvement in the banquet to read: The responsibility of the Friends for the Salute to Women Banquet is open and will be further discussed and coordinated with the Commission. The motion was seconded by Judy Capko and passed. Margarita then moved to accept the ammended minutes, Diane Koranda Seconded the motion and the motion passed.

TREASURERS REPORT: Carol Haverty reported confirmation of \$132.26 in the treasury. She has reviewed the previous books and reports that she can refine the books for clarification or we can accept records as they are and go forward with a new set of books at this point. Judy Capko moved we accept the previous books in their current state and begin a new set of books at this time. The motion was seconded by Bonnie Warrington and was passed.

PRESIDENT'S REPORT: Lee provided information packets for all directors, which includes the Article of incorporation, a roster of the Friends Directors, a roster of the Commissioners, and our list of attendees from the Friends luncheon, as well as the Friends schematic for structure of our organization.

ORGANIZATIONAL STRUCTURE: With review and further discussion the final determination was agreed upon, as follows.

<u>Standing Committees</u>	<u>Chair</u>
1) Membership	Diane Koranda
2) Coordinate Speakers Bureau and County Involvement	Margarita Corral
3) Public Relations	Judy Capko
4) Womens Concerns/Resource Development	Bonnie Warrington
5) Commission Activities and Support	Lee Anderson
6) Budget	Carol Haverty
7) Financial Support	Pending approval of Carol Keochekian

COMMITTEE DEVELOPMENT:

Membership: Discussion regarding definition, requirements for membership, concern over ability to control and monitor members committment took place with clarification as to interpretation and reasons original membership requirements were established in the by-laws. It was decided that Diane would use our luncheon participant list as a beginning roster and develop a membership contract. She will report to us at our next regular meeting.

Lee reported on her attendance at the Commission meeting and their continued support. At the commission meeting Lee brought up the current Commission mailing list, the need for refinement and the possibilities of the listing being a resource list for Friends and Commission activities, etc. Commission, Maggie Rieles, who is affiliated with Sawyer College volunteered to assist in developing a computerized mailing list. Lee request Diane contact Maggie in conjunction with this activity.

Coordinate Speakers Bureau and County Involvement: Margarita recommended we consider developing our own speakers bureau, utilizing our own resources to reach out into the community to create and awareness and education of the Commission and Friends, as well as providing support to women in our own areas of expertise. A way of expanding our community involvement and involving the community in our efforts.

Public Relations: Lee suggested we contribute news releases on our activities for publication in county women's organizations news letters. Margarita mentioned developing separate releases on the appointment of directors to the media in the community where specific directors reside and work. Following discussion over a possible name change for our organization, it was determined that such releases will be postponed until we are clear on whether or not we will continue with the name "Friends". Judy requested each director provide her with a set of black and white glossy prints to have on file for furture release. Carol Haverty mentioned an upcoming issue in the Camarillo Daily News on Women in Business. Judy will contact paper and see if we can receive some publicity in that issue.

Womens Concerns/Resource Development: Bonnie's current activities with the Commission for Human Concerns will be of great value to this committee. The current needs assessment they are working on will provide us with additional insight in this area.

Commission Activities and Support: Lee reported to the Commission our request for a 6 month in advance list from the Commission. This list will outline the requests of the Commission for support and assistance of specific projects for Friends.

Budget: Carol Haverty will provide us with a working budget for the Banquet at our next regular meeting. An annual budget for Friends must still be developed.

Financial Support: Carol Haverty suggested the possibility of researching and applying for grant money as a non-profit organization. Contributions from community members as their participation in Friends will also be encouraged, Lee stated.

ARTICLES OF INCORPORATION/BY-LAWS: Lee provided the Articles of Incorporation. Changes are still pending on the final draft of the By-Laws. Members will receive as soon as they are finalized.

Carol Haverty mentioned the costs of incorporation - have fees been paid and by whom? Lee will check with Ray Clayton and report to us.

MONTHLY MEETINGS: The Directors will hold a monthly meeting on the second Thursday of each month at 7 p.m. The next business meeting will be Thursday June 14th, 7 p.m. at Carol Haverty's office in Camarillo.

SPECIAL MEETING: A special meeting to discuss and further plan our evening event will be a breakfast meeting at Bob's in Camarillo at 8 a.m. on Friday, May 18th.

EVENING EVENT: Scheduled for Thursday, June 28th. Diane will check into facilities and report to us at our breakfast meeting on May 18th.

SALUTE TO WOMEN BANQUET: Lee opened discussion in the area of defining how much of this undertaking we want to commit to and which areas would be most appropriate. The following designation of responsibility was determined:

Friends

Date
Facility
Publicity (on event)
Program
Speaker

Commission

Invitations
Nominations
Awards

Friends will request a time-line from the Commission on the activities they will handle so that coordination of this event can be effective.

Date: Thursday, November 1st

Facility: Diane Koranda will research. Carol Haverty will assist by checking into the new accommodations available in Camarillo

Speaker: Margarita opened discussion in this area. It was determined that a speaker should be chosen that is well known and will stimulate interest in attending the Banquet. The theme and type of speaker, e.g. motivational, inspirational, still remains open. At our next regular meeting Margarita will bring forth some suggestions and all directors are encouraged to give further thought to this.

Nominations: Bonnie suggested that we request the Commission to include on the nomination form that a black and white photo of nominee is required along with the nomination. This will remove the responsibility and expense from Friends to obtain photos for publicity.

Publicity: Judy suggested we consider Friends give a special award to a member of the press for their media support of women during the year. Nominations could come from the press and be selected by the Directors. This will be further considered. This would, hopefully, stimulate press interest in Commission and Friends activities.

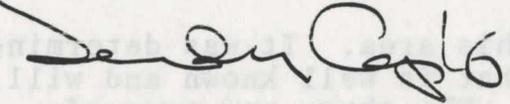
Invitations: Judy brought to our attention the fact that last year's invitations were written "The Friends of the Ventura County

Commission for Women cordially invite you to attend their 'Salute to Women' Installation & Awards Banquet. It is agreed that it would be more appropriate that the Invitation be directly from the Commission and invitations should be changed this year. Reservations and payment would still be directed to Friends.

OTHER BUSINESS:

- 1) Lee asked that each of keep track of our expenses; postage, photocopies, etc. and submit them to the treasurer. She expressed the importance of this, even if we wish to make it a donation, so that our budget can always reflect the actual expenses involved in operations.
- 2) Lee provided original Articles of Incorporation to be held by our Secretary. Judy Capko, acting secretary, to forward.
- 3) Bonnie Warrington mentioned it is important for us to keep a record of our volunteer time and travel expense involved with Friends.
- 4) Lee provided a letter from Erin to be forwarded to our secretary Carol Keochechian by Judy Capko, acting secretary at this meeting.
- 5) The name "Friends"! Margarita suggested we consider using a different name. It was felt that 'friends' does not seem professional and suggests a more personal familiarity. Lee agreed that the connotation of Friends is a concern. Suggestions were made, but no decision was made. Lee will discuss this with Ray Clayton and report back to the Board.

No further business was conducted and the meeting was adjourned at 11:05 p.m.


Judy Capko
Acting Secretary for Carol Keochechian