

MINUTES

October 22, 1986

FRIENDS OF THE COMMISSION FOR WOMEN

Call to order: 7.40 p.m.

MEMBERS PRESENT: Lee Anderson, Paula Osterbrink, Sarah Pierce,
Priscilla Pike, Isabel Wright

GUESTS PRESENT: Jeanine Faria, Sandy Ryder.

MINUTES: Minutes of the meeting of September 16 were approved as written.

TREASURER'S REPORT: In Ann Fischer's absence, Lee Anderson reported that registrations for the banquet were as follows:

| | |
|-------------------------------------|-----------------|
| 4 corporate sponsor tables at \$600 | \$2,400 |
| 4 individual patron tables " " | 2,400 |
| 345 regular tickets at \$25 | 8,625 |
| | <u>\$13,425</u> |

Total number of tickets sold 425

With two days to go until the deadline for registrations (Oct. 24th), members agreed that the possibility of a sell-out was very good.

THE BANQUET: The remainder of the meeting was spent discussing the logistics of the banquet and the duties of each board member.

- a) Corsages, flower arrangements for the speaker's and patron tables, and labels for dining tables and ticket sales were to be organized by Priscilla. It was agreed that members would endeavor to arrive at the hotel as early in the afternoon as possible to help Priscilla. Corsages would be kept at the registration table for Awardees and Commissioners, who would be responsible for giving them to the Awardees. Flower arrangements would be made up for the patron tables and the speakers' table. Labels would be made identifying patron, reserved, corporation and press tables. A label would also be made for the sale of Friends' pins.
- b) Press members would be hosted by Paula, to whom they would be directed when they checked in at the registration table.
- c) Registration would be organized by Sarah with the assistance of Isabel, Jeanine,

Sarah described the procedure she had set up whereby each guest would be identified on a card according to which category they belonged and which group they were registered with. Any problems with registration would be dealt with by Sarah and Ann, who would be on hand to check out cheques, etc. Each guest would be directed to a nearby table to make out their own name-tag. Anyone without a name-tag would be immediately identifiable as someone who had not registered.

- d) Friends' pins would be sold at the name-tag table for \$3 and literature would also be displayed on this table, as well as in the Board Room with the Commission's literature. A volunteer would be found to man this table.
- e) The names of volunteers were requested by Sarah for the registration and name-tag tables.

- f) Lee reported on the role Commissioners would play, and which Awardee each Commissioner was responsible for. Each Commissioner had contacted their Awardee and would greet them at the Banquet with their corsage. They would then escort them to their station in the lobby where they would remain to be interviewed by the press and the public until the commencement of the banquet itself. The Commissioner would escort them to their table and, when the time for their award came, would escort them to the platform, wait for them, and escort them back to their table. They would also be responsible for timing their Awardee during the acceptance speech. Ginnie Connel was chair of the Commission's Banquet committee.

NEXT MEETING: The next meeting will be held on Tuesday, November 18th, at 7.30 p.m. at 2220 Ventura Boulevard, Camarillo.

ADJOURNMENT: The meeting was adjourned at 9.15 p.m.