

## MINUTES

February 19, 1985

FRIENDS OF THE COMMISSION FOR WOMEN

Call to Order: 7:35 p.m.

Members Present: Lee Anderson, Carol Haverty, Diane Koranda  
Carol Keochekian, Bonnie Warrington

Guests Present: Julie Elliott, Ruth Pettigrew, Pat McAdam,  
Maria Cruz, Lee Rigger.

Minutes: The minutes were approved with the spelling correction of Marie Older's name. Motion made by D. Koranda and seconded by C. Haverty.

Treasurer's Report: C. Haverty reported no transactions during the past month. Balance as of January 31, 1985 is \$1347.67. She reminded board members that transactions over \$50 must be approved by the board. The Treasurer's Report was approved as presented.

President's Report: L. Anderson reported that the commission understands and approves of March 12 dinner plans. She explained the the commission that the purpose of the dinner is to provide a vehicle for the commissioners to explain the needs assessment and to solicit volunteers. Commissioners were asked to bring people to the dinner.

### Committee Reports

March 12 Dinner - B. Warrington outlined the program for the evening as follows: Alicia Brewer will give an overview of the Needs Assessment and why it is necessary; Dot Engel will review the history of the Child Care Study; B. Warrington will explain the how, what and why of the Needs Assessment and how people can help; Joanne Oliveras, coordinator of the study, will field question and answer period. The speaker presentations are scheduled from 7:30 to 8. D. Koranda suggested that the presentations be limited to 5 to 7 minutes to leave more time for audience participation. She said she saw the function of the evening as two-fold: 1) to sign up members as Friends, and 2) to sign up volunteers for Needs Assessment. B. Warrington will design sign up sheets for each table. She will contact and confirm speakers. D. Koranda will provide Friends membership forms.

It was suggested that the speakers be seated in a panel format and that Lee Anderson make all introductions during the opening remarks. Lee stressed that people must be signed up before they become too tired or disinterested.

D. Koranda reported that Martha Baskerville offered as a Friend to mail the March 12 dinner announcements. However, addressing and zip code sorting must be done in advance. Members agreed to remain after the meeting to address and sort. A deposit of \$40 is required to cover cost of bulk mailing. The flyer announcement was distributed. Cost was:

\$30.00	Typesetting
<u>27.45</u>	Printing & Folding
TOTAL	\$57.45

The \$40 cost for mailing is within the \$100 budgeted for the dinner, D. Koranda reported. C. Haverty and C. Keochekian volunteered to work at the door the night of the event.

Financial Committee: C. Haverty reported that the committee had met and filled out the IRS application. After committee members review the final copy, it will be forwarded to the IRS.

Old Business: C. Keochekian and M. Cruz distributed copies of suggested by-law changes. It was decided that members should review their by-laws in preparation of discussing proposed changes at the next meeting. All members should bring copies of their by-laws to the March meeting.

Special Request: L. Rikken and Ruth Pettigrew, representing a joint steering committee for Needs Assessment fund raising informed that they must raise \$6000 by June. They asked if Friends would volunteer to solicit funds from businesses and individuals. L. Anderson explained that the members present were sponsoring the dinner as a contribution toward the Needs Assessment. Volunteers could be solicited at the dinner to do fund raising.

The Next Meeting will be held Tuesday, March 19, 7:30 p.m. at 2220 Ventura Blvd., Camarillo.

The meeting was adjourned at 9:10 p.m.