

FRIENDS OF THE VENTURA COUNTY  
COMMISSION FOR WOMEN

Board Meeting Minutes  
August 20, 1987

**Call to Order:** The meeting was called to order at 7:50 p.m. at 3525 Old Conejo Road, Suite 179, in Newbury Park, by President Lee Anderson.

**Present:** Board members present were Lee Anderson, Anne Fischer, Sarah Pierce and Dixie Adeniran. Also present were Commissioner Sue Witting and guest Dana Cordero.

**Minutes:** Minutes of the July 30, 1987 meeting were approved as mailed.

**Treasurer's Report:**

Current bank balance: \$3,378.28

Outstanding bills from Diamond Litho Design for \$503.50 and \$453.63 were approved for payment.

The first banquet patron ticket has been sold to Carol Keochekian.

**Membership and Registration:**

Anne Fischer was authorized to purchase stamps for mailing of banquet invitations.

The mailing list will be divided among volunteers for addressing of envelopes next week. Target date for mailing: immediately after Labor Day. Volunteers were solicited.

**Patron Support:** Lee Anderson reported for Lorraine Pankratz that special letters have been mailed to large companies and elected officials.

**Awardees:** Sarah Pierce will make an effort to compile a list of former awardees so they will be sure to receive invitations and perhaps a special letter.

Commissioner Sue Witting announced the 1987 awardees:

<u>Category</u>	<u>Name of Recipient</u>	<u>City</u>
The Arts	Ingrid Ely	Simi Valley
Business	Ruth Hogan	Simi Valley
Community Service/ Professional	Colleen House	Oxnard

<u>Category</u>	<u>Name of Recipient</u>	<u>City</u>
Community Service/ Volunteer	Sherry Musgrove	Westlake Village
Community Service/ Homemaker	Daryl Reynolds	Thousand Oaks
Education	Madeline Miedema	Oxnard
Law	Judge Melinda Johnson	Ventura
"	Carmen Ramirez	Ventura
Media	Shirley Jewett	Simi Valley
Science/Health	Marion Gordon	Camarillo

**Banquet Arrangements:** It was pointed out that the Commission is responsible for all aspects of communication with awardees and County Supervisors, for taking care of them the night of the banquet, including arranging awardee stations, easels, and signs, and for publicity, including all press releases. Commission Co-Chairs will be at the reservation table to recognize special people and channel them in the correct directions.

Commissioners can call on professional photographer Linda Schepler at the banquet.

Pins will be offered for sale. A cash box, sales force and signs are needed. The hotel must be requested to set up.

<sup>serv</sup>Revised seating will be available only at patron tables or full tables of ten.

Tickets for dinner will be provided.

Sarah Pierce will get estimates for flowers. Flowers will be provided as follows:

Carnation: 10 Awardees  
 15 Commissioners  
 7 Friends Board  
 5 Supervisors  
 1 Commission Administrative Aide  
 1 Mistress of Ceremonies

Corsage: 1 Speaker  
 Table Centerpiece - 1 Podium

Donors are needed for flowers (\$150), and awardee dinners (\$150). Plaques have been donated. All donors will be listed in the program and introduced at the banquet.

Patron brochures and invitation response cards have been delivered. Programs still need work.

**Commission Report:** Commissioner Sue Witting related the following request from the Commission: "That there be preferential seating for awardees, Supervisors and Commissioners."

It was also requested that the Commission Co-Chairs be seated with the speaker.

Commissioners have already sold two patron tables.

Commissioners are formulating a plan to coach Commission members on selling patron tables.

The question of whether there is a limit on patron tables was raised. Concern that there be sufficient room for regular ticket holders was expressed. It was determined that reservations will be issued on a first come, first served basis.

**Next Meeting:** Will be held Tuesday, August 22, 1987 at 7:30 p.m. at Professional Management Concepts, 3525 Old Conejo Rd., Ste. 119, Newbury Park (take Wendy Drive exit off 101).

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

*Lyle D. Adelman*