



## MINUTES

### ANNUAL LEADERSHIP TEAM PLANNING RETREAT

DATE May 29, 2010

**IN ATTENDANCE:** Sheila Lowe, Shirley Lorraine, Rita Frayer, Mary Gabriels, Gale Dyson, Karen McGraa, Jim Nichol, Linda McCarthy. A quorum was present.

**ABSENT:** Darian Taylor, Gloria Miele (report sent), Shirley Snyder (report sent)

President Sheila Lowe called the session to order at 9:10 a.m. at Me 'n Ed's Pizza in Oxnard.

A master calendar for the year was distributed. It was agreed to focus on the Expo as a return event in October.

#### REVIEW OF BYLAWS

Held for future discussion. It was discovered that the version available on the LT area of the website was outdated. Sheila will post a current version prior to discussion so that all LT members have the same version.

#### REVIEW OF STANDING RULES.

Changes to update the rules were suggested including adding information re guest area for materials on the networking table. Some of the changes discussed had been approved during the prior year. Sheila will make the changes "on paper" as discussed, distribute to LT members and post the updated version on the website.

#### REVIEW OF WEBSITE

Sheila led a "tour" of the VCPWN website and answered questions on how to use some of the features. She requested a commitment from each LT member to write a blog monthly for the site so that the Leadership Team will have a continuous presence.

#### REVIEW OF LEADERSHIP TEAM DUTIES

Each member present read through their duties, presented suggestions and requested clarifications. Sheila noted changes as needed and will incorporate those changes into the existing documents.

Some duties were moved to other areas as practical.

#### BUDGET/FINANCIAL

Rita Frayer presented a preliminary budget for the 2010-2011 year based on the past year's activity. Further discussion on the budget will take place at the June LT meeting.

The organization is currently in a healthy budgetary state. General agreement was made to continue the 2-year payment "special".

#### NEW MEMBER/GUEST ORIENTATION

The script for orientation was discussed and updated to reflect current practice. Linda McCarthy (Membership) will conduct orientations with assistance as needed. Sheila agreed to update

Respectfully submitted,  
Shirley Lorraine, Acting Secretary