



Ventura County Professional Women's Network

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Minutes

VENTURA COUNTY PROFESSIONAL
WOMEN'S NETWORK
LEADERSHIP TEAM MEETING, JULY 15,
2010

IN ATTENDANCE: Sheila Lowe, Linda McCarthy, Gale Dyson, Rita Frayer, Shirley Jones-Snyder, Gloria Miele, Karen McGraa, Mary Gabriels and Darian Taylor

ABSENT: Shirley Lorraine and Jim Nicoll

President Sheila Lowe called the meeting to order at 6:30 at her home. The minutes of the June meeting were approved.

REPORTS

President – Sheila Lowe

Sheila announced that at September's meeting the Wind Beneath My Wings will be awarded and needs to be announced at the August meeting for people to submit applications.

Also, we will not dress as favorite fictional characters as previously suggested. The August meeting will be networking with people giving their 30 second commercials for prizes. It was not determined what the prizes will be.

President-Elect – Shirley Lorraine

Absent – no report.

Finance – Rita Frayer

The Cash Flow Statement as of June 30, 2010 was passed out as well as the Profit & Loss Statement for 2010-2011. Rita transferred \$1,500 to the savings as directed from last meeting. It was discussed that we take some money from the savings and buy a "good" raffle prize such as a TV or Kendall for the Expo in October. Further discussion needed.

Membership – Linda McCarthy

Linda reported that we need to have more security regarding applications that have credit card numbers on them. Currently the apps are kept in a notebook that anyone has access to. She is going to cut off the bottom of the applications that has that information now and will have it shredded by Shirley S. She recommended re-doing the applications and not have a place for credit card information and have a separate form that has the credit card information on that which could be kept in a more secure place. Rita will also check to see if we have authorize.net so credit card payments can be made through them. Next, Linda asked about who does invoices and Rita said that Lynn Ryder will be doing invoices to members for their renewals. It was suggested that the invoices be sent out two months prior to expiration, then one month prior. Invoices are hard copies sent to the members. Linda will do follow up after that. Rita will take all original applications if done at the meeting and give Linda a copy. Karen does the Hot Sheet with the people who had reservations for the meeting. Guests need to be followed up on that make reservations and do not join. There was a discussion as to whether or not to have guests listed on the Hot Sheet and it was decided to have members on the front and guests on the back listed as "Prospective Members". It was also recommended not to ask for corrections on the Hot Sheet at the meeting. In order to appear on the Hot Sheet, members and guests will need to have their reservations in no later than Sunday evening prior to the Thursday meeting. Rita will continue to send updates of the reservations to the LT. Linda will introduce new members at the meetings. Also, new members and the new LT will need new name badges. Linda will take care of that.

Publicity – Shirley Jones-Snyder

Promoting the professional and personal growth of Ventura County women through education, mutual support, and sharing of resources.

Shirley reported that she was having a hard time getting information to the right person for the local Camarillo TV station. Also, we will look at other chambers to see how much they charge non-profits to attend. Ventura Chamber raised their prices and we no longer go to their meetings. Gloria reported that Vertical Response is free to non-profits and Shirley will look into that. Rita will provide Shirley with VCPWN's tax ID# for all the publications that require it.

Special Events – Mary Gabriels

Mary stated that Karen will be in charge of the Expo with the help of Linda and Shirley L. She will act as co-chair with Karen.

Hospitality – Gale Dyson

Gale had nothing to report, however, Rita suggested that we have more than two greeters since when it gets busy, the greeters may be taking the guests to membership, or whatever, and that leaves no one to greet additional people.

Mentoring – Gloria Miele

Gloria reported that she has six people who signed up and were interested in the mentoring program. She wants to do an e-mail blast to the membership about this.

Networking – Karen McGraa

Sheila gave Karen an estimate for bags like we had last year for the Expo. They are \$2.60 each with \$37.50 screen charge and a total of \$388.59 with tax and everything for the 100 bags. They can have 16 sponsor names (8 on each side). It was discussed to possibly upgrade the bags by using funds from savings. We will get another estimate from Sue Gary to see what other type of bag we can get and for how much. There is space for 32 tables at the Expo and pricing will be determined at the next Expo committee meeting which will be Thursday, July 29th at 6:00 p.m. at Karen's. It was decided that we would use the same postcards as last year just updated and order 1,000 of them since we went through the 750 we had last year pretty fast. Karen talked about having suits and other business attire in a "corner" of the Expo as a draw and donate what's left over to a charity

organization like Rain or Lighthouse. It was decided to do this as a separate event at one of the meetings and Mary will coordinate this at a later date.

Member at Large – Jim Nicoll

Absent – no report.

New Business

There was no new business.

The meeting adjourned at 8:25 p.m. The next meeting will be held on Thursday, August 19th at 6:00 p.m. I will be here that week, just not at the regular August meeting.

Respectfully submitted,
Darian Taylor, Recording Secretary