



## Ventura County Professional Women's Network

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### Minutes

VENTURA COUNTY PROFESSIONAL  
WOMEN'S NETWORK  
LEADERSHIP TEAM MEETING, AUGUST  
19, 2010

**IN ATTENDANCE:** Sheila Lowe, Linda McCarthy, Gale Dyson, Rita Frayer, , Shirley Lorraine, Jim Nicoll, Karen McGraa, Mary Gabriels and Darian Taylor

**ABSENT:** Shirley Jones-Snyder and Gloria Miele

President Sheila Lowe called the meeting to order at 5:15 at her home. The first order of business was the Expo. Karen McGraa led this portion of the meeting since it had been decided that instead of having a separate meeting for the Expo committee to just come early to the regular LT meeting to handle items that needed to be decided and discussed. Karen showed the bags that will be at the Expo, they will be blue with white letters at a cost of \$2.36 each for 100 and a screen charge of \$37.50 for the second side for a total of \$273.50. There will be 13 ads on side with logo and 20 on side without logo. Each "advertiser" will be allowed 53 characters. Names will be listed in alpha order on the bags. The ads will be sold for \$25 each. Everyone, vendors and members, can buy ads on the bag. Ad deadline is September 15<sup>th</sup>. Next postcards were discussed. It was suggested that the 42" flat screen TV opportunity drawing be listed on the postcard. Also the (2) free tickets for early registrants would say they were for door prizes. The postcard was revised and everyone approved the final version. Shirley Lorraine will donate purple raffle tickets for the TV drawing and we will use the orange tickets for the door prizes. Pre-sale will receive two tickets and those buying at the door will receive one ticket for the

door prize drawings. Vendors – there will be a maximum of 35 vendor tables sold. Eight foot tables will be split and six foot tables will be for those purchasing full tables. The committee reviewed the applications for vendors and vendor requirements. Changes were suggested and corrections made to each of these. The price for full tables to members will be \$45 which includes their hors d'oeuvres and \$75 for non-members. Split tables will be \$25 each for members and \$40 each for non-members. Each vendor will be required to donate a \$25 door prize, no coupons or discounts as the prize. Karen will do a floor plan of the vendor tables. Mary Gabriels will send out applications to previous vendors from last year.

Next the LT went into the regular LT meeting. Shirley L motioned that the minutes of the July meeting be approved and Gale Dyson seconded. All voted approval.

### **REPORTS**

#### **President – Sheila Lowe**

Sheila wanted to know how we could increase our membership and asked about the Ladies Luncheon and others that meet. It was suggested that the American Business Women's Association in Moorpark that meets at the Los Robles Golf Course be invited to come to our Expo and purchase a table. And we could reciprocate by attending their luncheon meeting which is the first Monday of the month from 11:30 a.m.-1:00 p.m., cost \$25. Sheila wanted to know who was blogging for August and Gale said she was.

#### **President-Elect – Shirley Lorraine**

Reported that she needs a sponsor for September meeting. She mentioned that she made the announcement about the Wind Beneath My Wings award at the meeting last week and the deadline for submission was the end of August. Shirley said she was looking for a female

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

military person for the November meeting since it falls on November 11<sup>th</sup>, Veterans Day. October will be the Expo and November will be the Silent Auction with a speaker. Shirley wants to mix speakers up, have some that are more inter-active and not so much motivational ones.

#### **Finance – Rita Frayer**

The Cash Flow Statement as of July 31, 2010 was passed out as well as the Profit & Loss Statement for June-July, 2010. The checking balance was \$2,281.64 and the savings balance was \$6,821. Net profit ending July was \$283.03. Rita reported that the books were audited and reviewed the report received. She also said that the bill for the million dollar general liability insurance policy was received for \$1,138. Shirley L. moved and Linda McCarthy seconded the bill be paid. It was approved to pay the bill.

#### **Membership – Linda McCarthy**

Linda will make an announcement at the meeting for coupons from members to be put into new members packets. Linda put together the packet which included a certificate, VCPWN brochure, card holder and that name badge would be ordered for each new member. List of member benefits will be added to the packet along with How to Network Do's and Don'ts and Standing Rules. She will play it by ear as to how many guests are there to do guest orientation. Gale is sending out invoices for member renewals. Rita reviewed the membership list and who was coming up for renewal was highlighted in yellow. Martha Jaffee will follow up with members who have missed the meeting.

#### **Publicity – Shirley Jones-Snyder**

No report – absent. It was pointed out that Shirley needs to send out reminders for the general meetings.

#### **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. She will also bring flowers to the next meeting for the business card drawing.

#### **Hospitality – Gale Dyson**

Reported that she put the questions on whether members liked the networking meetings for table discussion and one entire table said they would rather have speakers. And another table said the same. Gale said when she gets the business cards from the flower drawing, she separates out the guests from members and puts the members in a book.

#### **Mentoring – Gloria Miele**

No report – absent. Did send via e-mail that she would be getting started with this program in September.

#### **Networking – Karen McGraa**

Info on Expo handled prior to regular business meeting.

#### **Member at Large – Jim Nicoll**

No report.

#### **New Business**

Darian told the LT that Lindsay Hanson approached her about two groups that wanted VCPWN women to come to their businesses for a breakfast and a lunch. Rita had also been approached for the same thing. After discussion, it was determined that there wasn't that much that we could do but to invite them to our meetings and even as vendors in our Expo.

The meeting adjourned at 8:10 p.m. The next meeting will be held on Thursday, September 16<sup>th</sup> at 6:00 p.m. at Sheila's.

Respectfully submitted,  
Darian Taylor, Recording Secretary