

Ventura County  
Commission for Women Committee Meeting 1/22/01

Agenda

Announcements:

Time 10:30 am to 12:30 pm on Saturday Jan 27,2001 Our Ugandan and CAWA Guests plan to spend about 2 hours at Brunch before leaving for LA. CAWA is sent us \$200 for expenses

Arrangements have been made for travelers to stay at the Holiday Express and Reservations for dinner at Cisco at 7pm on Friday Jan.26.

1. How many people do we invite?-50-75-have been invited  
See mailing list.....

A. How do we notify and who will be responsible?\_Mailing done People are still RSVPing Total to date\_\_\_\_\_

B. Publicity: How much and where and who will be responsible?  
Lori volunteered to communicate with Star to send a reporter-

3. Brunch-----

A. Food:Menu and Procurement and Who will be responsible\_\_\_\_\_ Quiche, Muffins, Bagels, Fruit plates, Cheese, Beverages Juice, Coffee, Tea Cindi, Diana, Cecilia, Beverly, Cynthia, RuthAnn. Sharon. Sue

4. Set Up and Table arrangements Who will be responsible? 9: 00am setup  
A.Decorations-Ina will bring a centerpiece----Beverly etc-

B. Flowers for visitors and Pins, a Rose, and a name tag.

C. Cleanup Who will be responsible\_Diana,etc

5. Greeters? or introductions?-Beverly and other Commissioners-----

6. Deadline for RSVPsJanuary 22,?-----

7. Agenda for Brunch.Plan

Next committee meeting? Report and evaluate at Feb 3 Commission meeting