

MINUTES

November 18, 1986

FRIENDS OF THE COMMISSION FOR WOMEN

Call to order: 7.40 p.m.

MEMBERS PRESENT: Lee Anderson, Anne Fischer, Paula Osterbrink,
Sarah Pierce, Priscilla Pike, Isabel Wright.

MINUTES: Minutes of the meeting of October 22 were approved as written.

CORRESPONDENCE: Letters of thanks regarding the Friends' work on the Banquet were received from the Commission for Women, and from Awardees Joyce Yoshioka and Bee Ellisman. A letter was also received from the Westlake Plaza Hotel thanking the Friends for their patronage, to which the Members asked Isabel to respond, expressing our appreciation for the special efforts they made on our behalf. A letter of thanks will also be sent to Carolyn Leavens for her role in making the banquet a success.

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TREASURER'S REPORT: Anne reported that the gross revenue from the Banquet was \$13,622. Expenses amounting to \$10,650 were accrued (a list of which will be attached to minutes of the next meeting), leaving a net income of \$2,971.74 from the Banquet.

MOVED by Priscilla, seconded by Sarah, that these bills be paid.

An honorarium of \$150 to Carolyn Leavens was added to the list. A double billing from Genie Printers was discussed by the members, and it was agreed that, since this billing was due to an error on the part of the printer, Anne would write to them regarding the matter. If a compromise was necessary, it was suggested that Anne negotiate with them and offer to pay half the bill in the interest of good public relations.

A request for reimbursement of a cheque received after the deadline was discussed and it was agreed that Anne would calculate the amount of profit made on each ticket, return this amount to the applicant, and explain that the balance had been retained by the Friends to cover the expenses incurred because the request was received after the deadline (the cost of the meal, etc.).

Anne reported that \$65 had been made on the sale of pins and that three new memberships had been taken out. The total balance in hand, before the payment of bills, was \$15,076.23.

Members discussed expenses incurred from two sources: the issuance of complimentary tickets to the press and non-payment for reservations. Lee and Anne reported that several people made reservations, promised to mail their cheques, then did not follow through. It was agreed that Sarah would provide a list of these individuals at the next meeting.

BANQUET REPORTS: There was general agreement among members that the Banquet had been a resounding success.

Sarah reported that the registration procedure had gone well. There had been a minimum of unpleasantness at the Banquet over reservations, largely due to Sarah's card system and the availability of Anne's payment records for confirmation of payment. After

some discussion regarding the problem of last-minute phone calls fielded by Lee and Anne over reserved seating, it was agreed that, where applicable, Sarah's registration confirmation card would include information on reservations and their location by table number.

Lee reported that 461 dinners were served at 50 tables, 35 of which were reserved. 75 patron tickets were sold. It was agreed that it was important to have someone to escort patrons to their tables.

Priscilla reported that she had donated the flowers for the table arrangements and had billed the Friends for the cost of the corsages. Since there had been a problem in getting the corsages to the Awardees, it was suggested that, before the Banquet, Commissioners be informed where the corsages will be available for them to pick up for their Awardees.

Paula reported that the publicity had gone well and that Sandy Ryder had done a good job liaising with the Press. The Banquet had received excellent coverage through several write-ups with photos of the awardees. Lee suggested that copies of photographs taken at the Banquet be included in letters thanking the patrons for their support.

REVIEW OF BY-LAWS: Anne summarized the areas that she believed needed to be revised: membership, terms of office, and others. Because of the lateness of the hour, it was agreed that the by-laws would be reviewed at the next meeting.

NEW BUSINESS: Paula and Isabel stated that they were unable to continue on the Board for another term and Priscilla confirmed that she was willing to serve until June, when she would be moving to Colorado. Members discussed suggestions for nominations for Directors for the upcoming year. Isabel nominated Leslie Kerr and it was agreed that Lee would invite her to the next meeting.

BANQUET EVALUATION MEETING: This will be held on Monday, 8th December, in conjunction with members of the Commission at the PSSA building in Camarillo at 7.30 p.m.

ANNUAL MEETING: This will be held on Tuesday, December 2nd, at 7.30 p.m. at the PSSA building, 2220 Ventura Boulevard, Camarillo.

ADJOURNMENT: The meeting was adjourned at 9.30 p.m.

* **CORRESPONDENCE (continued):** The Berkeley Commission on the Status of Women wrote requesting information on the establishment of a Friends group. It was agreed that Isabel should mail them a set of By-laws, our brochures, and information on the Banquet.