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# MINUTES

October 16, 1984

FRIENDS OF THE COMMISSION FOR WOMEN

Call to Order: 6:30 p.m.

Members Present: Lee Anderson, Carol Haverty, Diane Koranda, Judy Capko, Bonnie Warrington, Carol Keochekian, Margarita Corral.

Guests Present: Commissioners Dot Engle and Sandy Ryder

Organizational Meeting Agenda to take place later that evening was reviewed: 1) Introductions. 2) Description of committees to entire group. Break into small groups for about 10 minutes then report back to large group. Function of group could be expanded as determined by members of each committee.

Press Information: Judy reported that press releases about the meeting had been released by the Star Free Press and News Chronicle.

Diane Koranda pointed out that an urgent need for the meeting is to track down the woman who had volunteered a computer.

SALUTE TO WOMEN PANQUET: Fifty-three reservations have been received as of today. Checks included 53 reservations at \$20 each and 12 at \$12 for a total of \$1204. Volunteers are needed to make up name tags and to take reservations that evening. There will be no head table. Assigned seating will be only for tables reserved for 10. Place cards and a flag will be placed on each of these tables.

Programs from the past two banquets were distributed for comments and revisions. Suggested changes: P. 1: Strike coordinator and treasurer at bottom; p. 2: Add supervisors names.

<u>Tentative Agenda:</u>	5:30	Cocktails
	6:30	JoAnne LeFils -Moore will introduce Lee as president of Friends. Lee will introduce dignitaries 1) past awardees 2) commissioners 3) Board of Supervisors 4) Elected officials in Attendance 5) Friends Board of Directors

## DINNER

8:00	Lee will introduce Tila, who presents Sup. John Flynn. He will install co-chairs.  Erin and JoAnne will move chairs to symbolize changing of officers.
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New co-chairs will present awards  
Speaker  
Closing: Lee

Discussion: Complimentary tickets are being distributed to the press. Sandy estimates that two would definately attend -- possibly more.

Photographs: Last year's photographs cost \$400. Sandy said that cost could be cut in half by limiting the number of phots to three per awardee. Carol H. suggested that we could pay for these by shifting some money from budget items that have been donated. Awards have been donated, and \$281 has been budeted for photos and programs. Bank of A. Levy needs 8 weeks advance notice to do printing -- we don't have that much time; no commitment thus far on centerpieces and flowers; suggestion was made to try Flowers by Richard in Fillmore.

Conclusions: \$100 has been budgeted for phots. Sandy will take photos. We will pay to have any photos copied to send to media. We will cut down size of photos to reduce costs.

Menu: Cost for teriyaki brochette is \$16 per person including tax and tip. 300 persons can be accommodated. Final number must be given hotel 2 days before banquet. After that we are only allowed to increase reservations by 5%. Expenses have been based on 250 tickets sold.

Speaker: A \$200 honorarium has been set aside for speaker.

Diane will ask hotel to reduce dinner price by \$1. Concensus was that we should stay with present choice even if price cannot be reduced.

FINANCIAL REPORT: Carol H. submitted a financial report showing a balance of \$219.50.

THE NEXT MEETING WILL BE HELD TUESDAY, NOVEMBER 20, 7:30 p.m., at the home of Lee Anderson, 1309 Willsbrook Ct., Westlake Village. To reach her home, take Westlake Blvd. offramp south to Bridgegate. Turn Right. The second block is Willsbrook Ct. Turn right. It's the second house on the left.

Meeting was adjourned at 7:20 p.m.

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