

Sept. 13

Call to Order: 6:25 p.m.

MEMBERS PRESENT: Lee Anderson, Judy Capko, Margarita Corral,  
Diane Koranda, Carol Keochekian, Bonnie Warrington

P.O. BOX - Carol Haverty reported via Lee that there is a four month waiting list for boxes at Post Office. World Mail Center in Camarillo provides boxes at \$54 for six months. There is a \$30 per key charge as well. Bonnie moved and it was unanimously passed that we would put our name on the Post Office waiting list.

ORGANIZATIONAL MEETING - Bonnie will secure place for Tuesday, Oct. 16. The meeting will begin at 7:30 p.m. Board members should arrive by 6:30. A pre-meeting at 6 p.m. will take place for board members who wish to review printed program for Salute to Women Banquet.

Bonnie will inform Carol K. of location, and Carol will prepare announcement to be distributed by Diane. Diane will also prepare a call list of members for each board member to call personally.

Each board member must supply Carol K. with a job description for their committee function. These descriptions are attached to the minutes.

Agenda for the organizational meeting will include  
1) What the Friends Are - Lee Anderson  
2) Breaking up into Committees to plan tasks.

SALUTE TO WOMEN BANQUET - Speaker is Hannah Beth Jackson. Martha Baskerville will be mailing invitations. Cost of invitations is \$95. Return envelopes have Diane's name and address. Oct. 15 is the deadline for \$20 reservations; after that date it will be \$25. Banquet program must be ready for printer by Oct. 16. Board will review program prior to Organizational meeting.

Schedule for banquet is:	Social Hour	5:30 - 6:30
	Dinner	6:30 - 8:00
	Program	8:00

The Board recommends to Commission that only the following introductions be made at the Banquet: Commissioners, Supervisors, elected officials and Friends President. Agenda for the Banquet is recommended as follows:

Welcome and Introductions  
Installation of New Co-Chairs  
Dinner  
Awards  
Keynote Speaker

The Meeting was adjourned at 8 p.m.

TO: LEE ANDERSON  
FROM: MARGARITA CORRAL  
RE: JOB DISCRPTION OF COMMITTEE/ SPEAKERS BUREAU AND COMMUNITY OUT REACH.

OBJECTIVE: TO DEVELOP AND DESIGN A PAMPHLET, HIGHLIGHTING, COMMISSIONERS & FRIENDS EXPERTISE FOR COMMUNITY OUTREACH.

1. COMMITTEE WILL DEVELOP A QUESTIONNAIRE.
2. COMMITTEE WILL DISTRIBUTE QUESTIONNAIRES TO FRIENDS AND COMMISSIONERS.
3. INFORMATION WILL BE COMPILED AND PAMPHLET WILL BE DEVELOPED.
4. COMMITTEE WILL WORK IN COLLABORATION WITH PUBLICITY COMMITTEES (FRIENDS/COMMISSION) ON 1-3; AS WELL AS, DESTRI-BUTION.
5. COMMITTEE WILL CONTACT A SELECT GROUP OF ORGANIZATIONS SO AS TO ACQUAINT THE COUNTY WITH THE WORK OF THE COMMISSION.
6. COMMITTEE WILL DEVELOP A SYSTEM FOR SPEAKER CONTACT AND REFFERAL.

\* ALLOCATION OF FUNDS FROM FRIENDS