

February 17, 2009
NATIONAL LEAGUE OF AMERICAN PEN WOMEN
PALM SPRINGS BRANCH
BOARD MEETING
DESERT FALLS COUNTRY CLUB
9:30 A.M. – 11:30 A.M.

Officers/Chairs present: Audrey Moe, Shirley Coombs, Kathy Bjork, Carol Mann, Judy Fabris, Anice Schwartz, Shirley Brenon, Kathryn Jordan, Rachel Druten

Handouts distributed:

Audrey Moe – Guidelines for March 17th membership event

Shirley Coombs – Idea for a future Pen Women event

President's call for motion to approve minutes of January 20, 2009. So moved by Shirley Coombs, seconded by Shirley Brenon. Approved.

Board Reports

- 1st VP Program – (via Audrey Moe for Marge Dodge)
 - WOD nominees: Betty Francis, Valerie Mahabir, Kim Waltrip. Confirmed.
 - Planning meeting – Fri., Feb. 20, 10-12, Berger Center.
- 2nd VP Membership – Shirley Coombs
 - New members – Dolores Carruthers, Elizabeth Boyd, Marjorie Aiello, Cheryl McFadden, Fritzie von Jessen, Dotti Reiss, Lina Simoni, Ruth Nolan.
 - Cynthia Slater now Arts and Letters.
 - Emails, letters, phone calls in process/ongoing to 18 referrals.
- 3rd VP Newsletter – Pat Dugas
 - Board expressed appreciation for the quality newsletter.

- Treasurer – Kathy Bjork
 - BOH - \$5875.92
 - Complete report on file with Treasurer and Recording Secretary.
- Historian – Anice Schwartz
 - Working on Woman of Distinction and membership event items.
 - Ongoing work on historical record book.
- Reservations – Joan Petit-Clair
 - 36 reservations for today’s luncheon.
- Publicity – (via Audrey Moe for Christine Hall)
 - Releases go to Media Mavens, *The Desert Sun* – likes 6 week lead time, local news@thedesertsun.com, Palm Springs Life website under Events, Mydesert.com
 - For this luncheon meeting, releases also went to the Coachella Valley Watercolor Society and Trilogy at La Quinta Photo Club.
- Corresponding Secretary – Judy Fabris
 - Requested small amount for cards and stamps.
 - Members may donate cards to build a supply.
 - Appropriate cards sent to members as needed.
- Scholarship – Kathryn Jordan
 - Applications ready to be sent.
 - One previous scholarship awarded has not yet been used.
 - Recommendations discussed for inclusion on our application:
 - Time limit for use, enrolled full time, social security number, citizenship (latter two also on institution’s form).
 - Referred to next meeting for further discussion.
- Hostess – Rachel Druten
 - March 17th membership event – Audrey Moe and Rachel Druten
 - Shirley Brenon will distribute handouts to membership at today’s luncheon announcing particulars of event.

- An email announcement will go to all re: event and guidelines with reminder: no regular luncheon meeting on the 17th.
- Submission guidelines to exhibit art work, books, sculpture on handout, email. Those wishing to display work indicate to Rachel Druten by March 5th. Display only; this is not a sale.
- Display items to be delivered to Rachel Druten's home two days prior to the event.
- Event is at 5:00 p.m.
- Food – coordinated by Anice Schwartz
 - Italian, Greek, American, Russian and Chinese hors d'oeuvres; plus various dishes by member sign-up per coordinator.
 - Food should arrive no later than four o'clock day of event.
- Membership table set-up.
- Reservations to Joan Petit-Clair by March 12th. lunch123@aol.com
- Fifteen dollar cost per person paid at door. Prospective members free.
- Name tags – Kathy Bjork
- One page bios of all who are displaying work for an exhibit notebook.
- Event will open with brief address by Audrey Moe about Pen Women.
- Webmaster – Shirley Brenon
 - Any items appropriate for website – just send to webmaster

Old Business

- Reminder for upcoming dues to be sent via general email – Kathy Bjork
- Continue Board hostesses at each table for luncheons. No longer use number/color coding for seating.

New Business

- Membership Directory
 - Needs to be updated, readied, distributed. Coordinator needed.
- Shirley Coombs presented an idea for fundraising: Women's Speech Writing Competition. Something to consider for next year. Coordinator would be needed.

- Raffle to be tried at May meeting. Donated items displayed. Kathryn Jordan will coordinate.

**REMINDER: NEXT BOARD MEETING IS MARCH 17 AT 9:30 A.M. AT BERGER
FOUNDATION CENTER ON MERLE ST. OFF OF COOK IN PALM
DESERT.**

Meeting adjourned at 11:05 a.m.

Respectfully Submitted,

Carol Mann

Recording secretary