

National League of American Pen Women
Palm Springs Branch
Board Meeting Minutes
Desert Falls Country Club
December 15, 2009

Present: Joan Petit-Clair, Marge Dodge, Lynne Spreen, Tammy Coia, Joanna Jacobs, Judie Ruzek, Susan Heligman, Anice Schwartz

Meeting called to order at 9:30 a.m. by President Joan Petit-Clair.

November minutes were approved as written.

Board Member Reports

- 1st VP Program – Marge Dodge
 - Program for today is Julie Warren on the Altered Books Project. Next meeting, January, is Maureen Gilmer who is a gardener, author, host on DIY network, has a syndicated gardening column. She will also talk about growing your business.
 - Discussion of whether to pay for meal of speaker's spouse or other guest (Julie Warren brought her mother, for example). It was agreed that guest's meal will be paid for by PSPW.
 - Women of Distinction in the Arts 2010
 - Nominations for three honorees have been received.
 - Marge asked Joan to remind members at luncheon of the process.
 - She also asked that Carol Mann send a reminder via email blast of the January 1, 2010 deadline for nominations.
 - Marge provided a handout to be placed on the tables at lunch calling for volunteers to help plan the WOD event, and stating that the planning meetings will be held on January 5, February 2, March 2 and April 6 at the Berger Foundation from 10:00-12:00
 - Marge thanked Judie Ruzek and Lynne Spreen for taking responsibility for the Pick a Flower for a Scholar (silent auction) portion of the WOD event.
 - World of Women CD Poetry Project
 - Kathy Bjork and Carol Mann will be writing a poem for this effort.
- 2nd VP Membership – Lynne Spreen
 - Reported that we have accepted five new provisional members as of December 14: Lori Miller, Dianne Benanti, Bonnie Cloer, Joné Dupré, and Lynn Centeno.
 - Contact information for the new members was distributed. (At the November meeting it was agreed that rather than distributing entire email list at each meeting, Lynne would provide a list that includes changes only.)
 - Job description project: Webmaster is now completed. Still needed: Historian, Publicity Chair, President, 3rd VP – Newsletter, and Scholarship Chair.
- 3rd VP Newsletter – Pat Dugas was absent so no report was filed.

- Treasurer – Kathy Bjork
 - Although Kathy was absent, she provided a report for the current month.
- Corresponding Secretary – Carol Mann was absent but her report was included in the body of the agenda.
- Historian – Anice Schwartz reported that she is working on gathering pictures from the November Membership Tea for the scrapbook.
- Hospitality Chair – Joanna Jacobs
 - Estimated today's luncheon attendance at 35. She reported that, while she is getting a lot of last-minute changes, people are cancelling in time to avoid unpaid meals.
 - After a brief discussion of having Joanna assume that officers will attend unless they RSVP in the negative, it was agreed that officers should RSVP either way in the same manner as the rest of the membership, in order to avoid mistakes.
- Scholarship Chair – Tammy Coia
 - She is gearing up for January and sending out emails to school counseling departments. Joan offered to send Tammy her list of those email contacts.
 - Marge will give Tammy the application for the city of La Quinta grant and will help Tammy go through city websites in January to look for potential grants for which to apply.
 - Joan suggested approaching casinos as well, but Marge suggested that they try the cities first as the casinos receive hundreds of applications each month and the process is extremely meticulous, detailed and time-consuming.
- Publicity Chair – Susan Heiligman
 - Susan reported that she has been submitting press releases every month to the Desert Sun. She is also submitting regularly to Palm Springs Life.
 - Marge suggested she do a press release when Women of Distinction honorees are selected.
 - Susan will ask Joanne Hardy if she can report on the WOD event prior to April. Suggested strategy is to lead with the scholarship information.
 - Marge also suggested Susan look for the section of the Sun called "Tell Us About Your Charity."
- Webmaster – Judie Ruzek
 - Asked for clarification on what newsletters to post and in what order. Joan and Marge clarified that Judie should use a rolling year format with most current issue at top of list of links.

Old Business

- Joan reminded us that due to an increase in costs by Desert Falls management, luncheon fees will increase in January to \$22 for members and \$27 for non-

members. It was agreed that a reminder of this change should go out in the next newsletter in the President's message. Also, this fact should be publicized in Joanna's future emails regarding the luncheon notice.

- Judie will ask Pat Dugas for the pictures she took of officers to replace the pictures currently on the website. Judie will work with Pat to obtain the pictures in PDF format, and then Judie will post them on the website.
- Job Descriptions: Board members who have not yet done so should send free-form list of position duties and procedures to Lynne Spreen who will complete job descriptions by April.
- WOD update – Marge reminded us of the following:
 - Jan. deadline to submit names.
 - Mid-January select nominees.
 - Mid January WOD committee begins regular meetings.
 - Consider emailing invitations as cost saving measure.
 - Silent Auction – Judie Ruzek and Lynne Spreen.

New Business

1. Officer Elections
 - Although all present board members indicated they would be willing to remain in their positions for another term, it was pointed out that they still need to be voted back in during April elections.
 - Ballots should be available for members to fill out at March luncheon meeting.
 - Carol Mann will prepare the ballots. Marge has a copy of the ballot used in previous elections.
 - Those members not attending March meeting will receive ballots by US mail.
2. Renewal of Membership Dues
 - Kathy Bjork, Lynne Spreen and Joan Petit-Clair will work together on this.
 - The reminder to renew membership must be announced at February and March meetings, also included in newsletters in the President's message in all upcoming issues.
 - Marge specified that the letter reminding members to renew dues should be signed by the President. They should include a tear-off section to be returned with payment to the Treasurer. The tear-off should list all types and categories of memberships along with the fee (provisional or national). Marge has a copy of the renewal letter.
 - Treasurer should know by April 1 who has or hasn't renewed.
 - This matter is time-sensitive as dues must be sent to National offices by May 15 or a penalty is assessed.
 - Marge pointed out that it isn't possible for the Treasurer to be responsible for taking RSVPs for WOD at the same time as receiving dues renewals. Joan volunteered to handle the latter.
3. Discussion of combining above two distributions

- It was suggested that one envelope could be distributed to membership containing two self-addressed (not stamped) envelopes: one for dues renewal and one containing officer ballots.
4. New Directories must be printed and available for distribution at May meeting to members who have renewed their membership. The remainder is mailed.
 5. Treasurer must submit IRS form by April 15th.
 6. Lynne Spreen offered to start an annual calendar including all the monthly deadlines for all officers of the branch.

Respectfully submitted by Lynne Spreen
For Recording Secretary Shirley Brenon