

**National League of American Pen Women
Palm Springs Branch
Board Meeting Minutes
Desert Falls Country Club
November 17, 2009**

Present: Marge Dodge, Lynne Spreen, Kathy Bjork, Carol Mann, Joanna Jacobs, Judie Ruzek

Meeting conducted by 1st VP Marge Dodge due to illness of President Joan Petit-Clair.

Meeting called to order at 9:30 a.m.

Call for motion to approve October 20, 2009 minutes

So moved – Kathy Bjork

Second – Judie Ruzek

Recommendations: Minutes contain only names of officers and chairs present.

Board Member Reports

- 1st VP Program – Marge Dodge
 - Thank you to Lynne Spreen for the outstanding Membership Tea.
 - Program for December is Julie Warren on the Altered Books Project.
 - Nominations for Women of Distinction in the Arts 2010 now being accepted.
 - Event is April 11, 2010 – to honor outstanding women of the Coachella Valley – artists, writers, composers, patrons or teachers who have made significant contributions to the arts in the valley.
 - Submit name, contact information, bio, list of accomplishments to Marge Dodge at margedodge1@aol.com
 - Criteria for nominations
 - Not a Pen Woman
 - Lives in the Coachella Valley
 - Outstanding contribution to the Arts
 - Luncheon agenda
 - 11:30-11:50 - social
 - 11:50 – President leads Pledge of Allegiance, announcements
 - 12:00 – Lunch – begin with the speaker table

- 12:30 – 1:00 - current professional accomplishments. Nothing new – Pass
 - 1:00 - Speaker
- 2nd VP Membership – Lynne Spreen
 - Distribution of updated membership list.
 - Prospective member follow-up – current status.
 - Membership Tea
 - Approximately 20 prospective members and 17 current members attended.
 - Membership applications were available at the tea and follow-up emails have been sent to prospectives.
 - Two application forms for new members have been received back to date.
- 3rd VP Newsletter – Marge Dodge for Pat Dugas
 - Ideas/discussion
 - Include profiles of new members, current members with pictures.
 - Use of newsletter name in the newsletter heading.
- Treasurer – Kathy Bjork
 - BOH - \$6,834.67 – Complete report on file with Treasurer and Recording Secretary.
 - Two scholarships in the amount of \$2000 are outstanding awaiting recipient/school action.
 - Recommendation - Include expiration date on scholarship.
- Corresponding Secretary – Carol Mann
 - Thank you to Denise Welch, last month's speaker.
 - Thinking of you cards sent to Iris Anderson, Marge Dodge.
- Hospitality Chair – Joanna Jacobs
 - Friday before the Tuesday luncheon - Notify people with reservations that cancellations must be received 24 hours in advance to avoid payment.
 - Also include cancellation info on the first luncheon announcement.
- Webmaster

- Judie Ruzek
 - Pictures taken at Membership Tea to Historian Anice Schwartz.
 - Keep only the current year on the site.
 - Recommendation – Newsletter Editor make archival binder of hardcopies.
 - Move each successive newsletter to top in website listing.

Old Business

- Board members - send position duties and procedures to Lynne Spreen who will complete job descriptions by April.
- Desert Falls luncheon contract – Kathy Bjork to complete.
- Slate plates – only two left at last luncheon. Assess to continue.

New Business

- CD: A World of Women
 - Being developed by La Jolla Pen Woman Bette Miller.
 - Call for published poets to contribute a 200 word poem about one of the women being profiled on the CD.
 - Announce at luncheon. Contact Marge Dodge if interested.
- Deadline for Newsletter is the 20th of the month
- WOD Update
 - 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.
 - BEG letters – ask for certificates.

Call to Adjourn at 11:00 a.m.
 So moved by Joanna Jacobs
 Second – Lynne Spreen

Respectfully submitted by Carol Mann
 For Recording Secretary Shirley Brenon

