

## A Message to Our Members

### Our Network Needs You!

This organization has the goal of “Professional Business Women Promoting One Another to Achieve Professional And Personal Goals.” This is best done when each one of you gets involved, no matter how small it may seem. We have several ways for you to get involved.

- The first is to be involved on the board or with one of the events committees. Being on the board does not cause an imposition on your time. Many of those positions take only a few hours each month

outside of the luncheon and board meeting. The board meetings last about an hour or less and this year we are eliminating the Special Events coordinator and implementing committees for each event. We ask that each one of you commit to an event. Your involvement for that event could be as simple as helping to decorate before or clean up afterwards. Please think about something you feel you have a talent for and pick one event over the course of the year that is most

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#### Mission Statement

Professional business women promoting one another to achieve professional and personal goals. SBWN meets each month and offers its members valuable networking time with other businesswomen and informative presentations from a variety of speakers on topics relevant to business and the goals of businesswomen. In addition, we provide financial support and assistance to Women's Shelter Program of San Luis Obispo County and award a Cuesta College Scholarship to female adult re-entry students.

# SBWN 2016-2017 Coming Events

## FEBRUARY

### Mix & Mingle

Friday, 19th @ 5:30-7:30 pm

Bella Vino

DiStasio's Wine Bar

783 Market Ave, Morro Bay

## MARCH

Luncheon

Tuesday, 1st @ noon

La Palapa

1346 2nd Street

Los Osos/Baywood Park

### Member Spotlight

### Board Meeting

Tuesday, 8th @ 5:30pm

LO/BP Chamber

781 Palisades Ave., LO

Saturday, 12th

## WOMAN'S WALL OF FAME

### LUNCHEON

12 noon • Madonna Inn

## APRIL

Luncheon

Tuesday, 5th @ noon

La Palapa

1346 2nd Street

Los Osos/Baywood Park

## BOARD INSTALLATION & SOCIAL TIME

### Board Meeting

Tuesday, 12th @ 5:30pm

LO/BP Chamber

781 Palisades Ave., LO

## MAY

Luncheon

Tuesday, 3rd @ noon

La Palapa

1346 2nd Street

Los Osos/Baywood Park

TBA

### Board Meeting

LO/BP Chamber

781 Palisades Ave., LO



## A Message to Our Members

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convenient for you. Even if you are not able to attend the luncheons due to schedule conflicts, we would LOVE to spend time with you in coordinating an event!

• The second is to attend our monthly luncheons. **We NEED you to be there! La Palapa has been very flexible with us by allowing us to have a buffet. However, there is a minimum the organization is committed to and we have NOT been meeting that number.** This means that the network must make up this difference and it cuts into our operating cash. Our guidelines state that you are responsible for paying for your lunch if you have a standing

**MEMBERS have either a standing or absentee reservation for lunch. Member cancellations or guest reservations are required by 12:00 P.M. the Friday prior to the day of the meeting. Book your reservation online at [www.sbwn.org](http://www.sbwn.org) or email [info@sbwn.org](mailto:info@sbwn.org)**

## How to Join & Member Benefits

Our general membership luncheon meetings are held on the first Tuesday of each month at 12 noon. There is a \$16 meeting fee for members; \$20 for non-members and guests. (Annual membership dues are \$45). Non-members are welcome to attend two luncheon meetings – then we hope you will join us as a member. Online membership applications available at [www.sbwn.org](http://www.sbwn.org) or email [info@sbwn.org](mailto:info@sbwn.org) to request a membership brochure.

- Networking, Business Contacts & Referrals
- Friendship & Mentoring
- Education & Community Outreach
- Increased Visibility for Your Business
- Leadership Opportunities
- Monthly Meetings/Newsletter
- Membership Directory
- Group member of the Los Osos/Baywood Park Chamber of Commerce

RSVP to attend but are not able to be there. You can pay this through the paypal link on our website, [www.sbwn.org](http://www.sbwn.org), or adding it to your payment the next time you are there. We regret that we must return to strict adherence to this term of membership at this time but wish to protect the financial ability of the organization to donate as much as possible to our charitable causes.

- Lois Taylor  
Treasurer

## JOIN US AT OUR Mix & Mingle Membership Mixer

Friday, February 19th

5:30 to 7:30 pm

BELLA VINO

DiStasio's Wine Bar

783 Market Ave, Morro Bay

Come visit with your fellow SBWN members and bring a guest to learn about South Bay Women's Network.

- Members who bring a female guest will receive a free drink.
- If the members female guest joins SBWN the member will receive a free lunch or a SBWN Membership Gift Basket.
- Spouses welcome.

Light Appetizers •  
No Host Bar



## Member Spotlight – Meet Our SBWN Members

On Tuesday, March 1, 2016, South Bay Women’s Network (SBWN) will meet at La Palapa Mexican Cuisine & Seafood, located at 1346 2nd Street in Baywood Park at noon. Join us at this month’s luncheon meeting for our Member Spotlight and get to know some of our members, Rita Flores, Peggy Zatt and Shaunna Sullivan.

SBWN is a non-profit organization open to all women on all job levels and in every occupation that wishes to share ideas, build friendships, and exchange support needed for personal and professional growth. The meeting fee, which includes informative speakers, beautiful venue, networking and lunch, is \$16 for members and \$20 for guests. For guests reservations and member cancellations please visit our website at [www.sbwn.org](http://www.sbwn.org) or email us at [info@sbwn.org](mailto:info@sbwn.org) no later than 12 noon the Friday prior to the meeting. Bring a friend to lunch!



## Birthday Girls

Rosa Metzler.....March 29  
Christine Marshall.....March 31  
Maria O’Reilly.....March 31

**We had 14 Members & Guests at our February Luncheon**  
**We are 37 Members Strong**

## SLO COUNTY WOMEN’S WALL OF FAME LUNCHEON - MARCH 12, 2016

Luncheon tickets are now available at <http://www.eventbrite.com/e/2016-slo-county-womens-wall-of-fame-luncheon-tickets-21268859732>. For more information or to be an event sponsor or program advertiser visit <http://slowomen.org> or contact CSW via phone 805-788-3406 or email [COSOWO@gmail.com](mailto:COSOWO@gmail.com)



## ANNOUNCEMENTS!!!!!!

• **SBWN Election time - 2016/17 Board of Directors. NOMINATIONS STILL NEEDED FOR THE FOLLOWING POSITIONS: Vice President, Membership Director and Historian.** Email [info@sbwn.org](mailto:info@sbwn.org) if you are interested in any for these open board position.

**Still accepting nominations until Feb 26.**

Ballots will be available at the March luncheon meeting and on online. Watch for your eblast with a link to the ballot.

• **ATTENTION MEMBERS: We have upgraded the function of our online Membership Directory.** So we encourage our members to log-in and update their profile and add a color photo. As a logged in member can view members personal info (ie, home address, email), post a news item or make lunch reservations. You can contact Dawn at [info@sbwn.org](mailto:info@sbwn.org) if you need to receive a temporary password to log in with. You can then reset it if you wish.

• Remember the newsletter is your voice. The Networker newsletter invites SBWN members to provide women in business, women in life articles and photos of important events. A newsletter is one of the best ways for network members to stay in touch with what other members are doing. Keep them posted in Network in the News and Personal Notes columns. Information can be emailed to [info@sbwn.org](mailto:info@sbwn.org)

## 2015-2016 SBWN Board of Directors

### President

Paulla Ufferheide  
Wines for Humanity  
(805) 900-5152  
[paulla@winesforhumanity.com](mailto:paulla@winesforhumanity.com)

### Vice-President

Maria O’Reilly  
Keller Williams Realty  
(805) 441-1542  
[re.maria31@yahoo.com](mailto:re.maria31@yahoo.com)

### Treasurer/Secretary

Lois Taylor  
Xyngular  
(805) 528-7378  
[loistaylor4u@gmail.com](mailto:loistaylor4u@gmail.com)

### Membership Director

Christine Womack  
Raymond James Financial  
(805) 654-7777  
[cwomack1968@gmail.com](mailto:cwomack1968@gmail.com)

### Marketing Director

Dawn Rodden  
Creative Design Graphics  
(805) 528-8263  
[studio@creativedesigngraphics.com](mailto:studio@creativedesigngraphics.com)

### Event Co-Directors

Debra Garcia  
Golden Anchor Financial  
(805) 473-7733  
[debra@goldafcs.com](mailto:debra@goldafcs.com)

Sana Begovic  
ecclectiQ  
225-1070  
[info@ecclectiQ.com](mailto:info@ecclectiQ.com)

### Historian Director

Alyce Thorp  
528-7660  
[alyce@surfari.net](mailto:alyce@surfari.net)

### Immediate Past President

Gila Zak  
Quantum Waves Biofeedback  
(805) 704-3599  
[quantumg@sbcglobal.net](mailto:quantumg@sbcglobal.net)

### LUNCH RESERVATIONS

[info@sbwn.org](mailto:info@sbwn.org)

# Featured Speaker Ginger DiNunzio of Sandprints at February Luncheon Meeting



Ginger DiNunzio shared her experiences as a photographer and tips for taking better photos.

President Paulla Ufferheide announced the upcoming Mix & Mingle and Board nominations.

Member Sandra Brazil waits for the luncheon program to begin.

*Photos by Dawn Rodden*



Wonderful buffet provided by La Palapa Mexican Cuisine.



Our members enjoyed catching up with each other and hearing the latest news.

### A thought for the month...

*"You find yourself refreshed by the presence of cheerful people. Why not make an honest effort to confer that pleasure on others? Half the battle is gained if you never allow yourself to say anything gloomy."*

– Julia Child

**ADVERTISING OPPORTUNITY - SBWN**  
 Members may submit flyers for our monthly on-line newsletter for \$25. Please contact Dawn Rodden, for format information or if you need to submit a hardcopy for scanning. E-mail all digital files to [info@sbwn.org](mailto:info@sbwn.org).

**ONE MONTH FREE  
 BUSINESS CARD SIZE AD  
 FOR ALL MEMBERS  
 YOUR AD HERE!**

**NEXT NEWSLETTER DEADLINE: March 15th**

**SOUTH BAY WOMEN'S NETWORK  
NOMINATIONS FOR 2016/2017 BOARD MEMBERS**

If you would like to run for any office of the **South Bay Women's Network**  
Please put your name on this list and *mark (self)* next to it.

If you are **nominating** someone for a position, please ASK THEM if they would like to  
run and place their name on this list *marked (will run)*.

**Board elections will be held at the MARCH 1st LUNCHEON.**

PRESIDENT \_\_\_\_\_

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VICE PRESIDENT \_\_\_\_\_

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TREASURER \_\_\_\_\_

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SECRETARY \_\_\_\_\_

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MEMBERSHIP \_\_\_\_\_

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MARKETING \_\_\_\_\_

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SPECIAL EVENTS \_\_\_\_\_

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HISTORIAN \_\_\_\_\_

**BRING THIS FORM TO THE FEBRUARY 2<sup>nd</sup> LUNCHEON  
OR EMAIL to [info@sbwn.org](mailto:info@sbwn.org)**

# South Bay Women's Network

## Board Positions, Procedures and Key Operating Information

### ***Mission Statement***

*Professional business women promoting one another to achieve professional and personal goals.*

### **Board Positions**

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Membership
6. Marketing
7. Historian
8. Special Events
9. Past President

### **Chairpersons/Standing Events**

- Holiday Dinner & Benefit
- Closet Swap
- Summer Evening Scholarship Benefit
- Adopt-A-Poll
- Scholarship

### **President**

- Serves as the Chief Executive Officer of the organization
- Supervises the affairs of the organization
- Serves as the spokesperson for the organization
- Presides over and facilitates meetings
- Sets the Board meetings agendas with Board and member input
- Creates luncheon meeting agendas with Board input
- Recruits members to fill the positions of Adopt-A-Poll Chairperson, Scholarship Committee Chairperson and Luncheon Coordinator
- Writes the President's monthly newsletter message
- Lends full support to all Board members and committee chairpersons in the execution of their Duties
- Arranges ceremonial program for new Board installation

### **Vice President**

- In the absence of the President, the Vice President performs the duties of the President
- Acts as official greeter at luncheon meetings
- Keeps, restocks and brings to each luncheon the following supplies: brochures, business cards, luncheon meeting literature & announcement policy cards, guest book, name tags, and pens
- Determines guest speakers for SBWN events, with Board approval
- Coordinates with guest speakers
- Introduces speakers and follows up with thank you via email
- Maintains history of speakers
- Arranges presentation to out-going President

## **Secretary**

- Takes minutes of monthly Board meetings and special Board meetings; records votes and types final draft of minutes
- Provides copies of minutes to Board members prior to Board meetings, with a goal of providing the minutes no later than the Friday preceding the Board meeting
- Maintains notebook of all minutes and agendas
- Acts as Custodian of Records. Maintains copies of Bylaws, Articles of Association, etc.
- Sends thank you notes and correspondence as requested
- Sends thank you emails and/or letters (from the Board) to all donors and speakers for the annual Holiday Dinner & Benefit. Raffle Donations Chair supplies names, addresses and email addresses of all donors. Holiday Chair supplies speakers' names, addresses and email addresses
- Writes get well and sympathy cards to network members

## **Treasurer**

- Responsible for managing and maintaining the organization's financial receipts, expenditures and contracts
- Picks up mail at the post office and distributes to Board members as appropriate
- Collects fees from members and guests at lunches and special events
- Provides monthly financial reports for Board approval at each Board meeting
- Provides special event financial reports when necessary
- Files Form 990N e-postcard with the IRS by August 15 of each year
- Files Form 199N e-postcard with the Franchise Tax Board by August 15
- Files Raffle applications and reports by October 1 of each year
- Files ABC License application for special events
- Arranges for an annual audit review of financial statements
- Arranges for insurance for special events if the Board determines the necessity
- Prepares and certifies the financial statements included in the annual report to members

## **Membership Director**

- Creates and manages membership campaigns with Board participation and approval
- Sends a follow up letter to guests attending monthly luncheons
- Provides guests names and addresses to Special Events Director
- Serves as the Administrator of the SBWN Facebook page
- Receives new member applications and provides a copy to Board members
- Provides new members with a letter of welcome, five business cards, a newsletter and a Brochure
- Informs new members of the luncheon reservation policy and secures their signature confirming their choice of a standing or absentee reservation
- Introduces new members at their first luncheon
- Coordinates securing a photo of the new member for their online directory page
- Sets up new member online directory page
- Edits member online directory pages as requested
- Maintains a list of members with their joining month and year
- Advises President regarding members celebrating one year and five year incremental anniversaries for inclusion on monthly general meeting (luncheon) agenda
- Provides current membership lists to the Board at the monthly meetings

## **Marketing Director**

### **Newsletter Duties**

- Creates monthly newsletter
- Emails online version to the membership
- Takes photos for the newsletter at events and luncheons, forwards to Historian
- Newsletter deadline of 15<sup>th</sup> of the month is recommended, with editors discretion

### **Marketing Duties**

- Develops and pursues marketing opportunities
- Writes and submits press releases to media
- Maintains up-to-date media contact list
- Creates and distributes monthly eblasts
- Creates marketing materials for events
- Develops advertisements as required
- Coordinates consistency of content of SBWN materials and media

### **Webmaster Duties**

- Serves as the Webmaster for SBWN.org.
- Ensures quality and consistency of entries on website
- Monitors [info@sbwn.org](mailto:info@sbwn.org) and forwards as appropriate

## **Historian Director**

- Receives and collects pertinent information on members to add to the scrapbook
- Maintains and creates pages for current scrapbook
- Maintains scrapbook archive and scrapbook supplies
- Stores archived scrapbooks & supplies in SBWN storage space
- Provides report at each Board and general meeting, when applicable
- Brings scrapbooks and sets up a display for each meeting and special event
- Takes photos at luncheons and events for the scrapbook

## **Special Events Director**

- Recruits and supports Chairpersons and volunteers for the Summer Evening Scholarship Benefit, Holiday Dinner & Benefit, Closet Swap, Mix and Mingles and any other fundraising, educational or social events
- Identifies and proposes to the Board other fundraising, educational and social events
- Keeps and maintains a guest mailing list
- Keeps SBWN.org updated with information on upcoming events

## **Past President**

- Serves as an advisor to the Board



## **Chairpersons**

### **Holiday Dinner & Benefit Chairperson**

- Works with the Director of Events to determine the theme and budget
- Serves as a liaison between event venue & SBWN
- Recruits and oversees committee chairs: decoration, invitations, raffle donations and raffle set up
- Provides committee reports to the Board

### **Closet Swap Chairperson**

- Works with Board to determine date
- Coordinates the collection of clothing items
- Delivers clothing to Women's Shelter of SLO

### **Summer Evening Scholarship Benefit Chairperson**

- Works with Board and Director of Events to determine location and theme of event
- Develops a budget to be approved by the Board
- Recruits and oversees committee chairs: decorations, food, invitations and raffle
- Provides committee reports to the Board

### **Adopt-A-Poll Chairperson**

- Attends a training class to be qualified as a Poll Lead
- Schedules and coordinates SBWN members in 3 hour shifts from 6 am to 8 pm

### **Scholarship Chairperson**

- Forms a committee of three to four members
- Updates the Scholarship Application/Nomination forms
- Provides copies of forms and selection criteria to the membership, the Webmaster for posting online, and to the Cuesta College Financial Aid Office
- Sends out a Public Service Announcement announcing Scholarship availability
- Committee meets to review applicants and form recommendations for Board
- Committee presents recommendations to the Board for approval
- Scholarship recipient is invited to the November luncheon