

Ventura County Commission for Women
DRAFT Minutes Special Meeting
December 14, 2011, 6:30 p.m.
1200 Paseo Camarillo Ste 100/130, Camarillo, CA

1. Call to Order/Mission Statement

Chair Lee Riggan called the meeting to order at 6:49 pm and read the VCCW Mission Statement. Recognizing the absence of the secretary, the Chair asked Nancy Lee Phillips to take minutes.

2. Roll Call

Present - Lee Riggan, Diana Goodrow, Nancy Lee Phillips, Ina Howard, Ruth Funk, Elvia Guizar, Carmen Hurd

Absent - Suzi Caron Amy Walker-Davis, Shante Morgan-Durrisseau, Debra Bagley, Jan Lawrence

Others Present - Judith Hopkins

3. Adoption of Agenda

On a motion by Nancy Phillips, seconded by Ruth Funk the agenda was adopted with the following corrections: Deletion of the second and fourth sentences in the first paragraph referencing public comments; deletion of items 4 and 6. The motion passed unanimously.

4. Public Comments

This item was deleted.

5. Action Items

a. Approve the VCCF Fiscal Sponsorship Alternative Option A for the Status of Women & Girls in Ventura County Research Project

After discussion of Option #1 and Option A, a motion was made by Diana Goodrow, seconded by Ruth Funk, to approve Option A contingent upon approval by the Ventura County CEO's Office. If not approved, Option #1 is adopted as fiscal model for the Status of Women & Girls in Ventura County Research Project. The motion passed 6 -1, with Phillips voting No.

b. Approve VCCW Retreat Grant Report

On a motion by Nancy Lee Phillips, seconded by Ruth Funk, with a unanimous vote, the VCCW Grant Report was approved as presented.

c. Approve the Status of Women & Girls in Ventura County Research Project Budget, Timeline, and Scope of Work/Research for Submittal to VCCF by December 20, 2011

After discussion and suggested amendments were agreed to, a motion was made by Nancy Lee Phillips, seconded by Diana Goodrow, to approve the Status of Women & Girls in Ventura County Research Project budget, timeline, and scope of work/research for submittal to VCCF by December 20, 2011 as amended including a notation in Section 7 on page 4 of the Proposal Narrative at the end of the second sentence "...*pending finalization of fiscal sponsorship Option #1 or Option A." The motion passed unanimously. Other amendments deletion of data on Financial Summary, an * in the fiscal sponsor budget, and clearer delineation of revenue vs. costs in the project budget. There was consensus that the Co-Chair, Shante Morgan-Durrisseau, and Mia DePaul should make the presentation at the Women's Legacy Fund meeting in January.

d. Approve in concept the Management Design, Scope of Work, and Consultant Work Agreement.

There was discussion of the documents presented (Management Design was not presented) and agreement that the Consultant agreement needed to be reviewed by/provided by whoever the fiscal sponsor is. On a motion by Nancy Lee Phillips, seconded by Ina Howard, and passed unanimously, there was acceptance of the Scope of Work as presented.

6. Discussion

This item was deleted.

7. Commissioners' Discussion.

Several Commissioners expressed concern with the repeated absence of two fellow commissioners and the detrimental effect on a quorum and ability to recruit new members. Chair Riggan indicated she had spoken with Linda Park's office

8. Upcoming Events

VCCW Regular Meeting on Monday, January 23, 2012 at the VCCW Office in Ventura.

8. Adjournment

The meeting was adjourned at 8:13 pm.

Approved and entered into the record, January 23, 2012

Nancy Lee Phillips, Acting Secretary