



# VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency

505 Poli Street

Ventura, CA 93001

(805) 652-7611

[www.vchsa.org/cfw/](http://www.vchsa.org/cfw/)

## COMMISSION MEMBERS:

### DISTRICT I

Cecilia Fargo  
Diana Goodrow  
Debbi Steele

### DISTRICT II

Janis Gardner  
Lee Riggan  
Mary Pallant

### DISTRICT III

Rosalinda Figueroa  
Sharon Hillbrant  
Nancy Lee Phillips

### DISTRICT IV

Jan Lawrence  
Bonnie Warrington  
Cynthia Hollister

### DISTRICT V

Vacancy  
Ina Howard  
Ruth Ann McAllister

## MINUTES Yearly Retreat

September 10, 2005  
Senior Nutrition Center  
2220 Ventura Blvd., Camarillo, CA

### 1. Call to Order by Chairperson Goodrow at 9:20 a.m.

### 2. Roll Call:

P Cecilia Fargo	P Mary Pallant	P Bonnie Warrington
P Diana Goodrow	P Rosalinda Figueroa	P Cynthia Hollister
P Debbi Steele	P Sharon Hillbrant	P Ina Howard
P Janis Gardner	P Nancy Lee Phillips	A Ruth Ann McAllister
A Lee Riggan	P Jan Lawrence	

### 3. Opening exercise led by Rosalinda Figueroa

### 4. Maricela Morales – Retreat Facilitator:

### 5. Working Agreement of guidelines to be observed during retreat

- Stick to framework
- Do not interrupt
- Active listening
- Take a breath before speaking
- Respectful of ideas shared
- Constructive feedback
- Visionary but practical
- Flexibility

### 6. What went well and what didn't – Reviewed each of last year's projects to determine whether to continue with them and reviewed our 2004-2005 Plan of Action accomplishments and carry over items:

- The goal/activity
- Did it happen?
- How well?
- Continue?
- What would we do differently?

### 7. Hopes and expectations for 2005-2006

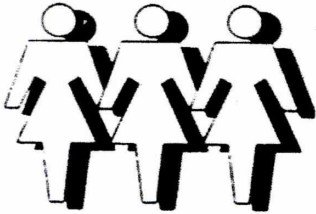
#### Criteria for Selected Projects:

- Mission Statement
- Is it practical?
- Added \$ value
- Publicity (visibility)

#### PROJECTS:

##### Ongoing:

- Newsletter – 3 times per year – members to submit articles or links - October, February and June-Cindy/Nancy/Debbi
- Website – monthly and as content is presented-outreach plan, link to County front page, link to State Commission - Cindy
- Board of Supervisor's Annual Report – set date, draft to Commission, Nancy-PowerPoint, Presentation – Diana, Nancy



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- Board of Supervisor's Annual CalWorks Presentation-Nancy/Janis – bags, Jan-certificates - June
- Legislation/ Advocacy (CAWAWIN) and State commission – Cecilia/Diana
- Publicity/Community Relations – Janis, Lee and Nancy

## **This Year's Projects:**

- **Ventura County Women's Summit:** Diana, Mary, Bonnie, Debbi
- **Collaboration:**
  - ACCW-quarterly and one annual meeting-Diana, Janis,Nancy
  - RRN-monthly meetings- Diana/Debbi
  - WEJP (3/11/06)-Rosa, Diana, Sharon – monthly planning
- **Women's History Month** (keep it simple: website, newsletter, BOS proclamation, distribute to schools, libraries; tie to publicity)- create packets, contact schools, BOS proclamation, include website & newsletter – Mary, Ina, Cecilia, Cindy
- **Community Partners-** (Jan-lead) Review Jan's draft-Cindy & Lee; Write up Community Involvement section-Lee; Letters of Recommendation-Debbi (Judy Bish); Advisory Group-Cindy, Ruth Ann, Lee, Debbi and Diana
- **Bylaws** (Name Change, Absenteeism, State/National Membership)-Diana, Nancy, Cindy, Ruth Ann, Debbie – draft revision by January
- **BOS Action:** budget, status (H.S. Department); CEDAW-Nancy, Diana, Lee, Jan, Ina – immediate

## **Individual/Collective Hopes and Expectations:**

- Concentrate on Community Partners
- True to schedule: monthly meeting
- Focus on Summit
- Greater involvement in community activities
- Teamwork (committees)
- Be honest about availability and replace self
- Be on time
- Focus
- Represent VCCW in other functions

**10. Check out and Adjournment:** 3:15 p.m.

**11. Next meeting:** October 1, 2005 at 9:00a.m., 2220 Ventura Blvd., Camarillo, Ca.

## **September 2005:**

	<b>Mileage</b>	<b>Hours</b>	<b>Expense</b>
Nancy Lee Phillips	10	12	\$10.00
Bonnie Warrington	150	47	.00
Diana Goodrow	400	60	\$100.00
Cindy Hollister	6	16	5.00
Ina Howard	20	16	\$25.00
Cecilia Fargo	30	28	40.00
Sharon Hillbrant	12	10	7.00
Debbi Steele		8	.00
Janis Gardner	24	8	15.00
Mary Pallant	35	1	10.00
Rosalinda Figueroa	50		10.00
Jan Lawrence	180	40	75.00

Respectfully submitted,  
Cynthia Hollister  
Recording Secretary