

- **Ventura County Commission for Women**
  - **Draft Minutes Special Meeting**
    - **August 30, 2012, 8.pm**
- **Location Camarillo Police Department 3701 Los Posas Road,Camarillo,CA 93010**

- **1.Call to Order/Mission Statement**

- A regular meeting of the Ventura County Commission for Women was,held at the Camarillo Police Department.. The Chair Lee Riggan called the meeting to order at 8:20 pm and read the VCCW Mission Statement.  
 ABSENTEE POLICY: The Bylaws Article 4, Section 4.1 & 4.2 read: Notice of absence must be given to the Chair at least 24 hours prior to the meeting. Recommendation for removal may be made when the bylaws have been knowingly violated or as a result of three (3) absences from regular monthly meetings during each year, beginning on July 1.

- **2.Roll Call & Welcoming of Guests**

- Present were Chair Lee Riggan, Vice Chair Kitty Dill,Recording Secretary Diana Goodrow, Nancy Lee Phillips, Ruth A. Funk, Shanté Morgan-Durisseau, Debra Bagley, and Carmen Hurd. Treasurer Jan Lawrence  
 Absent –Ana Christina Flores.Rosandra Esquivel,Joni Holling and Elvia Guizar,
- Also Present were guests: K & M Enterprises Consultants, Kara Hillock and Lisa Bauquier Studley and Linda Catherine Le Representative of Ventura County CEO office

- **3.Adoption of Agenda** with correction made by Carmen seconded by Diana

Approval of Minutes of July 23,2012 Diana Goodrow Moved and Carmen Hurd Seconded Minutes approved. June 23 minutes not yet located.

- Because the August 27 2012 Commission meeting was not official therefore no official minutes.were submitted.

**4. Public Comments** In preparation for the Study Session with the Board of Supervisors Linda Catherine Leo from the CEO office addressed the Commission to .inform us on the Date and Time Certain of the presentation. As the Program Manager Analyst Linda Le also told us what is the roll of the Commission. On October 23,2012 at 1:30 p.m The Commission Members can participate by submitted additional information that would be helpful will be welcomed. We were reminded about the importance of the Brown Act and urged to be cognizant of the need to careful not to violate.The presentation to the Board will include the Highlights,Role and History of the Commission. The board will not see her report until 72 hours before there meeting. Any additional information we wish to submit for her consideration must be sent to her by October 5. Her cut off date is October 16,2012

- **5 Executive Officers Reports** – Written reports with 2 minute timed oral presentation of key items.
  - a.Treasurer no written report made balances remain the same as last report
  - b.Corresponding Secretary -Credit Union Statement received.

c. Recording Secretary & Advocacy Representative on CAWA, RRN, ACCW, NACW & Ventura County Women's Forum Collaborative; & August 26<sup>th</sup> Women's Equality Day Written Report distributed by Diana Goodrow

d. Vice Chair report. Kitty Dill Written report submitted.

e. Chair Report Written Report Submitted

**6. a, Status of Women** Approve the payment of the 4<sup>th</sup> Invoice of \$3,800

b. Public Relations

Approve Recommendations of the Public Relations Committee

c. Recognition Fundraising

1) Consider changing the fundraiser to a Tea and Recruitment event entitled "VCCW Women Making History Awards" No Action

**7. Action Items.**

a. Tuesday, October 9, Board of Supervisors Presentation "Status of Women & Girls Report"

1. Consider the Conveyance letter, attached Status of Women & Girls Report, to be provided electronically by October 2<sup>nd</sup> or 3<sup>rd</sup> and a PowerPoint Presentation by October 5 to Supervisor Zaragoza for the Ventura County Board of Supervisors RECOMMENDATION: Approve the preparation of the material for the Board of Supervisors October 9<sup>th</sup> meeting; and present in draft form at September 24<sup>th</sup> meeting.

b. Publication of the "Status of women & Girls Report" for distribution.

1. Consider in addition to CD & electronic format the hard copy publication of the Status of Women & Girls; RECOMMENDATION: Approve contributing balance of VCCW/VCCF Funds to the "Status of Women & Girls" budget for its hard copy publication, subject to Board of Supervisors approval and approve acceptance of the competitive bid.

c. 2012-2013 Agenda Calendar

1. Consider the Executive Committee's recommended meeting dates for the 4<sup>th</sup> Monday of the month except for November and December of 2012.

RECOMMENDATION: Approve November 10<sup>th</sup> for the meeting of the Annual Retreat; and, approve December 17<sup>th</sup> for the final meeting of 2012.

d. 2012-2013 VCCW List of Tasks for Consideration

1. Consider the Executive Committee's draft of the lists of tasks anticipated for this term.

RECOMMENDATION: Review & select your area of interest & contribution.

**8. Commissioners' District & Ambassadorship Reports** (Oral Reports &/or news clippings on actions effecting women & families in the districts (e.g. council meetings, organization events, activities current & planned)

- 9. Commissioners' Discussion, Information Items, Announcements & Future Agenda Items. Items Commissioners wish to have considered for a future agenda may be suggested under this item and, if agreed to, the item(s) will be placed on

the appropriate upcoming agenda(s). Other comments and announcements by the Commissioners may also be made at this time.

- **10. Upcoming events:**

- a VCCW Regular Meeting on September 24, 2012 at Camarillo Police Department, 3701 Las Posas Road, Camarillo, CA 93010 at 6:30 P.M.

- **11. Discussion/Presentations**

- Federal Employed Women (FEW) & Navy Exchange Request for Assistance was addressed
  - by Commissioners Carmen Hurd and Diana Goodrow. The FEW postponed their request for a
  - speaker. The request from Navy Exchange Women Group's for a speaker was postponed until
  - September with the date to be determined. The Commissioners will follow up.
- Issues Presentation was introduced by Commissioner Lee Riggan.
- This is an idea of addressing community, agency, or government issues by bringing the issue to a commission meeting on a regular basis (perhaps 2 to 4 times a year) in a more formalized manner. (See Agenda Item 10.b written report) One example given was having a speaker in opposition to the Hooter's Restaurant. Issues could also be presented by a panel. After much discussion it was decided by general consensus that the Agenda Item, "Ambassadors Reports" be changed to or be the location for "Issue Presentation." Commissions were encouraged to bring an issue to share to next meeting.
- Annual Report to Board of Supervisors Draft. There was a review and discussion of the
  - Annual Report as completed at this time. Commissioner Jan Lawrence indicated that she will be editing the bios to meet the approximately 200 word required. It is still to be determined whether a Power Point presentation at a Board of Supervisor meeting will be necessary.

- **12. Action Items**

- Issues Presentation: By general consensus it was agreed that the Agenda Item,
  - "Ambassadors Reports" be changed to or be the location for "Issue Presentation."
- Annual Report Concept: It was moved by Shanté Morgan-Durisseau and
  - seconded by Debra Bagley to approve the Annual Report Concept submitted by Lee Riggan with recommended corrections. The motion passed unanimously.

- **13. Executive Officers' Reports**

- Treasurer, Commissioner Jan Lawrence, reported no change in the checking account.
- Corresponding Secretary report was included in the Vice Chair's Report
- Vice Chair and Advocacy Representation Report on CAWA, RRN, ACCW, NACW,
  - and Ventura County Women's Forum Collaborative provided her written report.
- Chair provided her written report and discussed the need for hard copy and the cost of
  - publication of the Status of Women and Girls Report.

- **14. Committee Reports.**

- Public Relations Committee:

News release KCLU Radio News Release submitted by Kitty

Dill announced on Radio today July 23, 2012; Newspapers are to follow.

- Commissioner Kitty Dill requested that she receive information as soon as possible. what will be discussed at next meeting in order to issue notices in the newspapers at least 3 weeks in advance. Notice will be made in local papers of upcoming Commission meeting. Kitty Dill informed the Commission that she will be out of town and will be unable to attend the October 2012 meeting.
- Status of Women and Girls
  - 1)
  - 2) Expert List: The Commissioners were asked to recommend a list of potential experts to
  - review the study material and make recommendations by the deadline of August 8, 2012.
  - 3) Women's Legacy Fund Luncheon is October 10, 2012. The K&MEnterprises  
The first few weeks of September will be devoted to finalizing the Report.
  - 4) Ventura County Board of Supervisors presentation will be given with support from K & M Enterprises Consultants. It is recommended that we schedule this meeting in late September or October 2 or 9<sup>th</sup>. Chair Lee Riggan will make arrangementfor a date certain, and will also clarification on the VCCW's part in the Women's Legacy Fund Luncheon.
- K and M Enterprises Consultants Kara Hillock and Lisa Bauquier Studley reported on the work accomplished and requested the third payment.
- **15. Consent Agenda Items.**
- It was moved by Commissioner Diana Goodrow and seconded by Shante' Morgan-Durisseau to approve the Progress Report. The motion passed unanimously and there were
  - no abstentions.
- It was moved by Commissioner Shante' Morgan-Durisseau and seconded by
  - to approve the fourth payment \$3800 to the K & M
  - Enterprises. The motion passed unanimously and there were no abstentions.
- **16. There were no Commissioners' District & Ambassadorship Reports.**
- **17. Commissioners Comments, Announcements, & Future Agenda Items:**
- Commissioners directed that the August agenda set aside an hour for the Study on the Status of Women and Girls update.
- Announcements:
- **18. Upcoming Events:**
- The next VCCW Regular Meeting will be at the Camarillo Police Department
- 3701 Las Posas Rd. Camarillo, CA 93010 at 6:30 P.M.on September 24,2012
- 19. Adjournment: 9:55 p.m. Moved by Shante'Morgan Durriseau and seconded by Ruth Funk
- Submitted by
- Diana Goodrow
- Recording Secretary
- Sept 22,2012