



VCCW RETREAT 2011 PLANS

Saturday, October 22, 2011

Purpose: To determine our role and responsibilities; To build our team; To build community support through fundraising;

Success: The retreat will be a success when it addresses the following issues:

1. December meetings – Should there be a December meeting; should there be a party, a pot luck festival and meeting; Should the date of last Monday be changed for December. **Is there a reason that we can't discuss this at our September VCCW meeting?**
2. What is VCCW's role in recognizing the accomplishments of women and the women's organizations. **I agree this is should be on retreat agenda as part of strategic planning.**
3. Directory of Women's organizations: Should we gather this information for a data bank and directory; what information should be collected; should this directory be sold as a fundraiser? **Is this in conflict with the the Interface Blue Book which is on line or the VCWFC directory?**
4. Four Teams for the Status of Women Study: How should this be done; who will participate; how will others be recruited to help; how will it be overseen and what relation will the teams have with the consultant? **Important part of our strategic planning discussion of Status of Women Report and where we are at in terms of meeting with VXXF and WLF.t.e. have we met the criteria commented by Hugh and members of the WLF. What do we want in the written agreement and have we prepared a budget to submit to them and a time line. All this before we can discuss teams and consultant.**
5. Publicity: What shall our publicity policies and procedures be; How will we know a media release has been issued; who shall have the responsibility to approve the releases? **Discuss at business meeting in September.**
6. How shall we handle county/community issues, e.g. Hooters; What format shall we have for policies and procedures for handling these issues, how they come to the VCCW, how they get aired, who presents them; what response does VCCW give; Should VCCW have a space on its agenda where concerns of the community be brought? **This is a part of strategic planning discussion including preparing a VCCW budget for Status of Women Report and County request.**
7. Fund Raising – Do we need funds; what do we need funds for; how shall we go about getting funds; should this be a focus for VCCW this year? **Part of strategic planning**
8. What shall be our focus, our goal, this year 2011-2012? How shall we know the year has been a success? **Part of strategic planning process.**

Participants:

1. Who will attend? Will all Commissioners attend? **Discuss September meeting**
2. Rules on using the space: We have a \$100 deposit to leave the facility clean. Review the lease agreement, which our Recording Secretary has a copy of. **Discuss September meeting**
3. Does everyone support to the retreat and the objectives? Are there any proposed changes or additions? **Discuss September meeting**
4. Will you stay for the whole retreat day? **Make commitment at September meeting**

Location:

1. Location: Mira Vista Village, 2740 E. Ponderosa Dr., CA 93010.
2. How do we want to arrange the room and can we? **Discuss with Ina and Exec Committee**
3. Are the chairs comfortable? **Discuss with Ina**
4. What type of control do we want over lighting and HVAC?
5. We will have food, snacks, catered by Nancy's or Diana's caterer which will be paid for by the Commissioners. Do we want to bring water? Or tea, sodas? Or coffee? What will our contribution to this be? **Discuss and finalize in September if Nancy's caterer can't do it or mine then I think we should find a deli that will deliver lunch and we will bring muffins bagelss drinks for breakfast. We can resolve how to devide ouu expenses.**
6. Can we hang flip chart paper on the walls? **We have postit charts at our office.**
7. How will we handle breaks, breakfast, and lunch? **September planning**

Equipment:

1. What equipment is needed? **We will need paper goods for food if caterer doesn't supply. Resolve at September meeting**
2. Who will provide it and who will operate it?

Facilitator:

1. Cynthia King will be our facilitator
2. Cynthia's experience:

Recording and Reporting:

1. Do we want to record the meeting? **Cynthia said she would do this.**

2. What kind of retreat report do we need?
3. Who will do the report? Cynthia King did the report for her facilitation. Will she do so this time? The Recording Secretary will do the minutes for the business meeting.

Budget:

ITEM	AMOUNT
Meeting space	\$100 deposit
Equipment rental	
Supplies	
Breaks and meals	\$15? Catering, water, soda, etc.
Facilitator Fee	\$250 paid by Commissioners donations
Other	

Ground Rules:

Group techniques, processes, and decision making tools that are to be used
 Are supplies needed: paper, pens, markers, name badges, flip chart easel and pads, recording equipment

Agenda: The October VCCW meeting will take place first followed by the retreat.

Time: We have the room from 8 a.m. to 5 p.m.

Set up: 8 a.m.

Clean up 4-5 p.m.

Business meeting: 9 a.m. to 10 a.m.

Retreat: 10 a.m. to 4 p.m.

Facilitator's Recommendations: **Cynthia facilitate this discussion at beginning of retreat.**

MEETING AGREEMENTS

- Respect Time frames
- All cell phones, pagers, etc., turned off
- Avoid side conversations; one person speak at a time
- Disagree without personal attack
- Practice facilitative behavior

2009 RETREAT OBJECTIVES

1. Developing common understandings about what it means to be a "team" and what is involved in authentic collaboration.
2. Developing shared "Norms" for the Commission.
3. Futuring: Looking ahead to our future goals for the coming year.

2011 RETREAT OBJECTIVES

We are at a different place now than we were at 2009. Can we put together objectives from the list above ? Diana and Cynthia can you suggest it here how to say these goals?

Perhaps we can haave a phone meeting with Cynthia to discuss her comments which were excellent and ask her to help brain storm our objenctives.

1. To determine our role and responsibilities;
2. To build our team;
3. To build community support through fundraising;

We also have to do our Status of Women and Girls with 4 teams of commissioners and community volunteers, complete our policies and procedures (Revitalization of VCCW), as to our TO DO list an Annual Training. How much can we cover on this day? And feel good about it?

Lets not overwhelm ourselves. The Commission numbers seem to be shrinking and fewer are involved to do the work. Perhaps we need to include a discussion about attracting qualified women to the Commission and what we have to do to accomplish this.



VENTURA COUNTY COMMISSION FOR WOMEN

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December 16, 2011

Living Word of Oxnard
Catering Service
880 Wagon Wheel Road
Oxnard, CA 93036

Dear Caterers:
Subject: Appreciation & Payment

The Ventura County Commission for Women (VCCW) sends you their appreciation as well as payment of \$130.00 for the great food and wonderful service at our retreat and strategic planning session on October 22, 2011.

Ana Cristina Flores who raved about your food recommended you. We were all so impressed with the set up and delivery as well as the taste of the food. The servers were exceedingly courteous and professional in all they did; AND the food was delicious.

It was a pleasure to experience your catering services. Thank you so much.

Sincerely,

LEE RIGGAN
Chair 2011-2012
VCCW