

**TO:** Hugh Ralston  
President & CEO  
Ventura County Community Foundation

**FROM** Ventura County Forum on Women's Issues  
Diana Goodhue, Chair  
Nancy Lee Phillips, Vice Chair  
Lee Riggan  
Catherine Smith

**SUBJECT: REQUEST FOR MEMORANDUM OF UNDERSTANDING**

Thank you for your help and support for the Ventura County Forum on Women's Issues. The committee leaderships is providing the following documents for our request for the VCCF Memorandum of Understanding to be the Fiscal Agent under your tax identification number 77-0165029. Donations, grants and sponsorships are arriving and the committee needs a way to deposit the money.

We will be glad to provide any additional information.

- ☐ Narrative and Background
- ☐ Governing Body List and Participating Organizations
- ☐ Program Budget
- ☐ Organization Balance Sheet
- ☐ Letter for Ventura County Board of Supervisor
- ☐ Forum Planning and Schedule (Draft)

## Narrative and Background

### **1. History and accomplishments of the Ventura County Commission for Women (VCCW).**

VCCW celebrates its 25<sup>th</sup> year in July 2006. It was established in 1981 under the Ventura County Board of Supervisors. Over the years it has brought awareness to issues that directly impact the lives of women and their families. We have highlighted triumphs and struggles and the continuation of many issues into this new century, issues we had hoped would no longer be an issue of concern: equal rights, equal pay, and the top health issue for women, that of domestic and sexual abuse.

### **2. Current programs and activities of VCCW.**

The current programs and activities of the VCCW are in four areas: Advocacy, Collaboration, Information/Education, and Administration. A description of each is given below:

Advocacy for Women & Families is conducted by the VCCW through Legislation Advocacy, Cal WORKs Graduate Recognition, celebration activities for the Women's History Month, and support of CEDAW.

Collaboration is the key methodology by which VCCW accomplishes its five programs by working with: Ventura County Women's Leadership Forum; Association of California Commissions for Women Network & Convention; RRN Education & Advocacy; Women's Economic Justice Program for Low Income Hispanic Women; and, the Community Partners Teen Sibling Proposal to prevent teen pregnancy.

Information/education is provided by VCCW to women through publicity about various issues through media releases, the VCCW newsletter and its website. The VCCW brochure and various education fact sheets and questionnaires are prepared and distributed through out the County. Monthly meetings are held and attended by its 15 seated members, presenters, and interested parties. The Annual Report on the Status of the Commission is presented to Board of Supervisors in March.

Administration of the Commission is provided by its membership appointed by the Board of Supervisors, its elected officers, and appointed committees. Its current administrative efforts are focused on Bylaws amendments, fiscal development, and fundraising.

### **3. VCCW relationships – both formal and informal – with other organizations**

The Women's Commission is bringing together many organizations in this unique venture, planning the first Forum on Women's Issues in Ventura County in collaboration with the following: National Women's Political Caucus, AAUW, NOW, Planned Parenthood, LULAC, CAUSE, Women's Economic Justice Project, Soroptimists, MUJER, El Concilio, League of Women Voters, World Affairs Council, United Nations-Ventura County, CAWA/WIN. Business groups include Business and Professional Women, American Business Women's Association, Ventura County Professional Women's Network, Women's Economic Ventures (WEV), and the Workforce Investment Board. Non-profit organizations expected to participate include Coalition to Prevent Family Violence, Area Housing Authority of Ventura County, VC Transportation Commission, Council on Aging, AARP,

United Farm Workers, VCCF-Women's Legacy Fund, Interface Children Family Services, Ventura County Commission on Human Concerns, Promotoras y Promotores Foundation, and United Way. Outreach is also being made to professional, religious and elected women representatives in state and local government and school boards and faculty and students in colleges and universities in the region. It has been long felt that Ventura County deserves its own Forum for women, and this Forum will become established and will grow in impact and reach from year to year.

### **1. Description of the Ventura County Forum on Women's Issues**

2.

**New Request:** VCCW and collaborating organizations are requesting seed funding for the Ventura County Forum on Women's Issues, "A Changing Economy." This is a new request that will provide for the 2006 Forum and the initiation of annual women's Forums. Future Forums will be guided by issues identified by the 1995 Beijing Conference, eg. women in poverty, education, health care, mechanisms to promote the advancement of women, power-sharing, and decision-making to name a few.

**Need Addressed:** The Forum is in response to a perceived lack of education for women activists about the changing local and global economy, its effect on women's lives and the need to explore resources, solutions, policies and programs to improve women's economic opportunities. Women comprise the majority (59%) of workers earning below poverty wages and go without basic health care or other benefits, yet their work contributes to the strength and growth of our communities and the economy. It is expected that the Forum will have a far-reaching effect in the community as information is shared and disseminated and women are encouraged to understand and develop their own economic abilities and power. Early enthusiastic response from potential partners and participants confirms that there is a great need in the community for the Forum's focus and commitment to the economic empowerment of women.

The seed money requested from the McCune Foundation will be used for publicity, Forum materials, registrations cost and general expenses incurred before income is available.

**Target Audience:** Women activists and women leaders from over 40 associations are targeted with this first Forum. It is anticipated that participants will share Forum materials with their wider memberships, expanding and developing participation for future Forums. Outreach is also being made to professional, religious and elected women representatives in state and local government and school boards, and to faculty and students in colleges and universities in the region.

**General Timeline:** The Forum, the first of an annual series, is planned for October 14, 2006 at the Grand Vista Hotel which is in Simi Valley. Early publicity is taking place now as outreach is expanded and a marketing, and publicity program is underway. A rapidly expanding database is in place and materials are being prepared for recruitment and registration. A steering committee will continue to plan for the next annual Forums, based on evaluation of the first one.

### **3. Goals of the Ventura County Forum on Women's issues, "A Changing Economy"**



- 1) To educate women leaders about
  - the changing local and global economy
  - its effect on women's lives
  - the exploration and sharing of resources
  - discussion of how women activists and leaders and their organization can best empower women of all income levels to become economically self-sustaining and move out of poverty.
- 2) To develop a steering committee to present annual Women's Leadership Forums using the issues identified at the 1995 Beijing Conference as a guide.
- 3) To provide a well-orchestrated day that brings together leaders from various women's organizations in Ventura County to address current economic issues.
- 4) To provide a publication that lists similar efforts provided by women's organizations in Ventura County, i.e. list of services, scholarships, etc.
- 5) To identify resources within our community and women's organizations which are available to women who are affected by these economic changes.

### **Specific Outcomes**

1. Numbers served: 100 women in leadership positions at the initial Forum
2. Activities and strategies to reach our goals
  - Forum planning and visioning
  - Program Development Committee
  - Committee for selection of speakers/panel
  - Marketing & Web Development Committee
  - Fundraising Committee
  - Logistics Committee
  - Registration Committee
  - Evaluation and Summation Report
3. Products:
  - Action Statement – developed by Forum Participants
  - Recommendation(s) to the Ventura County Board of Supervisors
  - Recommendation(s) to Women's Organizations
  - A Directory of Women's Organizations listing services, scholarships, etc.
  - Steering Committee for the future development of Forums
  - Web Site for registration, marketing, and product accessibility

**The behavior or attitude changes expected** as a result of the Forum are the increased awakening of women to their leadership role in the changing economy, and their growing participation in economic decision-making and policy-making at home, in the workplace, and in the community at large. Women's organizations will be asked to address an aspect of the Action Statement within the parameters of their mission in their 2007 Goals. One value of the Forum will be the opportunity

it will provide for experts in women's issues to meet, discuss issues, share best practices and exchange ideas, problems and solutions in implementing the Beijing-Ventura vision.

#### **4. Evaluation of the effectiveness or impact**

The effectiveness of the Forum will be evaluated in three ways.

- First, the quality of the content of the Forum will be apparent through the development of the Action Statement during the several phases of the event.
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- Second, participating organizations implementing specific components of the Action Statement will impact the local economy by focusing resources and bringing greater awareness of economic opportunities and strategies for women.

Third, all participants will be requested to evaluate the current Forum in a manner that will

## Governing Body List and Participating Organizations

### Fiscal authority for Ventura County Forum on Women's Issues

Diana Goodrow, Ventura County Commission for Women, Chairperson.

Nancy Lee Phillips, Ventura County Commission for Women, Vice-Chair

Lee Riggan, Ventura County Commission for Women, Member

### Fiscal Records Management:

MaryAnn Dase

### Board of Directors of VCCW & Forum Planning Committee Membership

Name	City	Affiliation/Profession	Board Position	Yrs. of Service
<b>VENTURA COUNTY COMMISSION FOR WOMEN</b>				
Diana Goodrow	Oak View	Early Childhood Education & Teacher Trainer; Librarian	<b>Chairperson. Fiscal Authority</b>	6
Cecilia Fargo	Ventura	Retired	Member	8
Debbi Steele	Ventura	Sales Manager for AT&T	Corresponding Secretary	1
Janis Gardner	Camarillo	Chairman, Santa Rosa Valley Municipal Advisory Council (to the Ventura County Board of Supervisors)	Member	3
Lee Riggan	Thousand Oaks	LRA Management Consultant, Grant writer, Title 24 Rater, Notary	<b>Member Fiscal Authority</b>	1
Mary Pallant	Oak Park	Insurance Agent, Candidate for 24 <sup>th</sup> Congressional District	Member	1
Sharon Hillbrant	Camarillo	Proof Reader; Formerly Production Control Supervisor.	Member	9
Rosalinda Figueroa	Fillmore	Community Developer for Agricultural Workers Health Initiative; Founder Fillmore Family Resource Center.	Member	2
Nancy Lee Phillips	Camarillo	Executive Assistant to the Superintendent Pleasant Valley School District, Notary Public, Membership Chair of Assoc. of California School Administrators (ACSA) Region 13	<b>Vice-Chair Fiscal Authority</b>	2
Bonnie Warrington	Simi Valley	Former Executive Director of Youth Employment Services of Conejo Valley; Paralegal;	Member	24
Jan Lawrence	Simi Valley	Technical Consultant (Aerospace industry);	Member	7



		Specialized Tax Assistant; Notary Public		
Cindy Hollister	Moorpark	Rancher caring for horses;	Secretary	2
Ruth Ann McAllister	Oxnard	Professional Singer/Entertainer; Retired Nurse	Treasurer	9
Ina Howard	Oxnard	Receptionist with Experience Works	Member	8
<b>Ventura County RR Network:</b>				
Gladys Aanerud				2
Jodell Haws	Simi Valley		Chairperson	
<b>Soroptimist:</b>				
Mindy Froelich				
Bonnie Warrington				
<b>Coalition To End Family Violence</b>				
Beth Farnbach				
Celeste Weingardt				
<b>American Association of University Women, Ventura County</b>				
MaryAnn Dase	Camarillo	Faculty, Pepperdine University	<b>President, Branch Fiscal management</b>	4
<b>National Women's Political Caucus</b>				
Jodell Haws	Simi Valley	Member of AU for 6 months. I am also a self employed Mortgage Broker with Loyalty Lending Company.	Board Member	2
Catherine Smith			Chair – Ventura County	
Celeste Weingardt				
<b>World Affairs Council</b>				
Norma Maidel	Camarillo	Educational Consultant	Vice Chair	6
<b>AAUW</b>				
Norma Maidel	Camarillo	Educational Consultant	Past President	15
Mary Ann Dase				
Kim Mara Stephenson	Camarillo	Educator	Member	2
<b>Concerned Black Women of Conejo Valley (CBW), Delta Sigma Theda</b>				
Cassandria Slay	Thousand Oaks		Board Member	
Raye Keene	Thousand Oaks		President	
<b>Area Housing Authority of Ventura County</b>				
Sue Broidy		Retired	Commissioner	3

<b>Ojai Democratic Club</b>				
Sue Broidy		Retired	Chairperson	
<b>SimiValley/Moorpark Democratic Club</b>				
Jodell Haws	Simi Valley		President	.4
<b>Ventura County ACLU</b>				
Jodell Haws	Simi Valley		Board members	2
<b>Ventura County NOW</b>				
Jodell Haws	Simi Valley		President	2.6
<b>Americans United for Separation of Church and State</b>				
Jodell Haws	Simi Valley		President	
<b>Clergy &amp; Laity United for Economic Justice</b>				
Nan Waltman				
<b>Women of Reform Judaism- Temple Beth Torah</b>				
Pamela Small			President	
<b>Planned Parenthood</b>				
Page Schindler			Coordinator to RRN	
<b>Temple Beth Torah Social Action Committee</b>				
Suzanne Silber			Representative to RRN	
<b>CAUSE</b>				
Maricela Morales	Port Hueneme; Serve Ventura & S.B Counties	City of PH, Mayor Pro Tem, 3.5 Years	Associate Executive Director	5
<b>Many Motors</b>				
Aurora Williams			Executive Director	
Corrina Corenas			Volunteer	
<b>Promotoras y Promotores</b>				
Elvia Guizar	Oxnard	RN	Advisory Development Committee member	3
Lee Riggan	Thousand Oaks	Volunteer CEO	Volunteer CEO	1
<b>University of Michigan, Institute for Research on Women and Gender <a href="http://www.smartgirl.org">www.smartgirl.org</a></b>				
Tiffany Marra	Ann Arbor, MI	MI	Program Manager	5

How often does the VCCW Board meet?

The Board meets on the first Saturday of each of the 12 Months of the Year.

How often does the Forum Committee meet?

The Forum meets monthly over a period a year and a half and now meet weekly and as often as necessary.



2006

### Program Budget

Organization Name: Ventura County Commission for Women

Name of Program (if different): Ventura County Forum on Women's Issues, "A Changing Economy"

Budget dates March 1, 2006 – December 31, 2006

#### **INCOME**

*Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.*

Source	Total Program (\$)	Pending (\$)	Secured (\$)	Notes
McCune Foundation	7,000.00	7,000.00		Application
Participation Fees	5,500.00	5,500.00		\$55 registration/attendee
Donations	500.00	500.00	500.00	Loan for Hotel deposit
University of Michigan Institute for Research on Women & Gender	1,000.00	1,000.00		Web site for the Forum & for booklet of resources; Panelists &/or Speakers & support;
<b>TOTAL INCOME</b>	<b>\$14,000.00</b>	<b>\$14,000.00</b>	<b>\$500.00</b>	

List the In-Kind (non-cash) contributions: Contribution of members of the collaborative in planning, program development, logistics, marketing, fundraising

**EXPENSES Possible categories:** Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, capital items, etc.

Item	Total Program (\$)	This Request (\$)	Notes
Speaker/Panel Expenses	1000.00	1000.00	Reimburse out of pocket expenses.
Facility	1000.00	1000.00	Hotel deposit.
Forum Supplies	1000.00	1000.00	
Reproduction Supplies	1000.00	1000.00	
Postage/Freight	350.00	350.00	
Forum Equip	350.00	350.00	
Event Insurance	300.00	300.00	
Communications	1000.00	1000.00	
Printing/Processing	2000.00	2000.00	
Seed for 2007	6000.00	6000.00	Available from Registration fees, sponsors
<b>TOTAL EXPENSES</b>	<b>\$14,000.00</b>	<b>\$14,000.00</b>	

2006

Organization Balance Sheet Summary

<b>ASSETS</b>	<b>MOST CURRENT (\$)</b> <b>[2006] (date)</b>	<b>PRIOR YEAR CLOSE (\$)</b> <b>[2005] (date)</b>
<b>Current Assets</b>		
Cash and Equivalents	650.00	610.00
Accounts Receivable	0	0
Prepaid Expenses	0	0
Inventory	0	0
Grants/Pledges Receivable	0	0
Other	0	0
<b>Fixed Assets (Net)</b>		
Property	0	0
Buildings	0	0
Equipment	0	0
<b>Investments</b>		
Endowments	0	0
Other	0	0
<b>TOTAL ASSETS</b>	<b>\$650.00</b>	<b>\$610.00</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts Payable	0	
Accrued Expenses	0	
Long Term Debt (Current Portion)	0	
Short Term Debt	0	
Other	0	
<b>Long Term Debt (over a year)</b>		
Loan	0	
Other	0	
<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Assets</b>	<b>650.00</b>	<b>610.00</b>
Unrestricted		
Temporarily Restricted		
Permanently Restricted		
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$650.00</b>	<b>\$610.00</b>



**DATE:** April ??, 2006

**TO:** VENTURA COUNTY BOARD OF SUPERVISORS

**FROM:** VENTURA COUNTY COMMISSION FOR WOMEN

Diana Goodhue,  
Nancy Lee Phillips  
Lee Riggan

**SUBJECT:** Ventura County Forum on Women's Issues: "A Changing Economy",  
October 14, 2006

The Ventura County Commission for Women is planning a forum for October 14, 2006. *The Ventura County Forum on Women's Issues* is in response to a perceived lack of education for women activists about the changing local and global economy, its effect on women's lives and the need to explore resources, solutions, policies and programs to improve women's economic opportunities. Women comprise the majority (59%) of workers earning below poverty wages and go without basic health care or other benefits, yet their work contributes to the strength and growth of our communities and the economy. It is expected that the Conference will have a far-reaching effect in the community as information is shared and disseminated and women are encouraged to understand and develop their own economic abilities and power. Early enthusiastic response from potential partners and participants confirms that there is a great need in the community for the conference's focus and commitment to the economic empowerment of women.

**Ventura County Women's Commission members Diana Goodhue, Nancy Lee Phillips, and Lee Riggan, and National Women's Political Caucus member Catherine Smith are the organizers and authorized agents of the conference. Their responsibilities will include but not be limited to: sign contracts, approve invoices, authorize publicity, approve conference topics and appoint steering committee members.**

The conference, the first of an annual series, is planned for October 14, 2006 at the Grand Vista Hotel which is in Simi Valley. Early publicity is taking place now as outreach is expanded and a marketing, and publicity program is underway. A rapidly expanding database is in place and materials are being prepared for recruitment and registration.

**Funding for the conference will come from registration fees, donations, sponsorships and grants. A Memorandum of Understanding is being provided by Ventura County Community Foundation to be the Fiscal Agent. They have provided their tax identification number for this application which is 77-0165029.**

Women activists and women leaders from over 40 associations are targeted with this first conference. It is anticipated that participants will share conference materials with their wider memberships, expanding and developing participation for future conferences. Outreach is also being made to professional, religious and elected women representatives in state and local government and school boards, and to faculty and students in colleges and universities in the region. The steering committee will continue to plan for the next annual conferences, based on evaluation of the first one.

**Goals of the Ventura County Forum on Women's Issues: "A Changing Economy" are:**

- 2) To educate women leaders about
  - a. the changing local and global economy
  - b. its effect on women's lives
  - c. the exploration and sharing of resources
  - d. discussion of how women activists and leaders and their organization can best empower women of all income levels to become economically self-sustaining and move out of poverty
- 2) To develop a steering committee to present annual Women's Leadership Conferences using the issues identified at the 1995 Beijing Conference as a guide.
- 3) To provide a well-orchestrated day that brings together leaders from various women's organizations in Ventura County to address current economic issues.
- 4) To provide a publication that lists similar efforts provided by women's organizations in Ventura County, i.e. list of services, scholarships, etc.
- 5) To identify resources within our community and women's organizations which are available to women who are affected by these economic changes.

Collaborating partners and the manner of their participation are listed on the chart below:

<b>Method of Collaborating</b>	<b>Collaborating Organizations</b>
Social Action Groups	
Planning, Marketing, Volunteers, Program Facilitation	National Women's Political Caucus, AAUW, NOW, Planned Parenthood, CAUSE, World Affairs Council, Soroptimists,
Planning, Marketing, Volunteers	Ventura County Reproductive Rights Network
Planning, Marketing, Volunteers, Grant writing	Promotoras y Promotores Foundation
Planning, Marketing	Women's Economic Justice Project, Business & Professional Women
Marketing, Volunteering	League of Women Voters
Marketing	LULAC, MUJER, El Concilio del Condado de Ventura, United Nations-Ventura County, California Women's Agenda/Women's Intercultural Network (CAWA/WIN), Women's Economic Ventures (WEV)