

Ventura County Commission for Women
DRAFT Minutes Regular Meeting
February 27, 2012, 6:30 p.m.
Camarillo Police Department, 3701 Las Posas Rd, Camarillo 93010

1. Call to Order/Mission Statement

Vice Chair Diana Goodrow called the meeting to order at 6:47 pm in the absence of the chair and read the VCCW Mission Statement. Recognizing the absence of the secretary, Nancy Lee Phillips was asked to take minutes.

2. Recognition of and Welcome to District 1 Commissioners Rosandra Esquivel and Joni Holling and District 2 Commissioner Kitty Dill.

Everyone welcomed the new commissioners from District I and indicated that Commissioner Dill had planned on attending the meeting.

3. Roll Call

Present - Lee Riggan (arrived at 7:00 pm), Diana Goodrow, Nancy Lee Phillips, Ina Howard, Elvia Guizar, Carmen Hurd, Shante Morgan-Durisseau, Jan Lawrence, Rosandra Esquivel, Joni Holling.

Absent – Ruth A. Funk, Ana Christina Flores, Kitty Dill.

4. Adoption of Agenda

On a motion by Nancy Phillips, seconded by Carmen Hurd, and passed unanimously, the agenda was adopted as presented, clarifying item 19.c. as the draft February 29, 2012 Press Release for newly appointed commissioners.

5. Public Comments

There was no public comment.

6. Approval of Minutes of Regular Meetings November 28, 2011 and January 23, 2012 and Special Meeting December 14, 2011.

The minutes were approved as presented in separate motions with the following votes:

November 28, 2011 - passed 9-0-2 with Esquivel and Holling abstaining.

January 23, 2012 - passed 8-0-3 with Phillips, Morgan-Durisseau, and Holling abstaining.

December 14, 2011 – passed 8-0-3 with Morgan-Durisseau, Holling, and Esquivel abstaining.

November 15, 2011 – passed 8-0-3 with Holling, Esquivel, and Hurd abstaining. Note these were not listed on the agenda.

7. Receive Treasurer's Report

a. Restricted funds held by VCCF

b. Restricted and Unrestricted funds in the VCCW Bank Account

There was concern expressed that the form submitted to VCCF did not reflect the action taken by the Commission. Reports were accepted. The Chair asked Treasurer Lawrence to prepare a general budget for presentation at the next regular meeting.

8. Received Corresponding Secretary's Report

a. Communication Received (report reviewed)

b. Communications sent (oral report)

c. ADA Accommodations Requests – None were received

9. Vice Chair Report

a. Representative Report & Advocacy Recommendations – There was discussion of the report and consensus that the Ventura County Women's Forum Collaboration was not one of the membership organizations that the commission would join annually.

10. Chair Report

- a. **Report on Meeting with VC Board of Supervisors' Chairman Zaragoza & County Staff**
- b. **Report on Meeting with VCCF & Funding for Status of Women & Girls Study**
- c. **Report on Board of Supervisors' Actions & District 2**

There was concern expressed by Commissioners Phillips and Morgan-Durisseau that Chair Riggan did not advise Morgan-Durisseau, as co-chair and CSUCI main contact for the Status of Women project, of the meeting with Zaragoza. Commissioner Lawrence agreed. There was consensus to request that the form submitted to the VCCF be amended to delete VCCF as organizer of the study and that Commissioner Morgan-Durisseau be included and advised of all meetings related to the study.

11. Status of Women & Girls of Ventura County Committee Report

- a. **Discussion of Requirements for Consultant**
- b. **Discussion of Focus Groups Plan (Feb-April) – Shante, Debra, Nancy, Elvia**

Commissioner Morgan-Durisseau indicated it was premature to discuss consultant's contract until the administrator of the grant was determined. She had a sample contract; indicated there was a need to work on questions for the upcoming meeting with the VCCF; that much of the direction for the consultant had been addressed at the retreat in October 2011; and that she has been in communication with the lead on the work done to date.

12. Discussion of Strategic Planning Tasks

- a. **Recognition Fundraiser tasks: Develop database (Jan); Explore venues.**

There was a brief update.

- b. **Improve Communications with Board of Supervisors – PR Committee**

Commissioner Morgan-Durisseau continues to chair the PR Committee and distributed information on preparing press releases. Other commissioners on the committee are Phillips, Bagley, Guizar, with new commissioner Esquivel agreeing to be on the committee.

- c. **Amplify the VCCW Mission** – there was no discussion on this item.
- d. **Bylaws changes needed** – Recommended changes are under action item 19.b.

Ina Howard left at 8:30 pm.

- 13. Commissioner Reports** – There was discussion of Women in History month. There was consensus that the chair would contact Zaragoza's office with a sample resolution and list of organizations to be included in the resolution.

- 14. Adjournment to Committee Meetings** – The commission did not adjourn to committee meetings.

- 15. Recess** – There was no recess.

- 16. Reconvene** – N/A

- 17. Committee Reports** – There were no reports.

- 18. Consent Agenda** – There were no consent items.

19. Action Items

- a. **Approve Status of Women & Girls Committee Recommendation** – There was no recommendation.

- b. **Consideration of Bylaw Amendment Establishing August to July Term of Office Section**

5.1.D. – On a motion by Phillips, seconded by Esquivel, and passed unanimously, the commission accepted the First Reading of revisions to Section 5.1.D. as presented.

c. Approve Press Release dated February 28, 2012 Announcing Newly Appointed Commissioners and Status of Women & Girls Report.

After discussion a motion was made by Phillips, seconded by Esquivel, to accept the press release in concept with final revisions by the PR Committee. The release is to be sent out by the PR chair no later than March 1. The motion passed unanimously.

Shante Morgan-Durisseau left at 8:40 pm.

d. Consideration of Policy for Proclamations, Resolutions & Protocols

After discussion, there was consensus to accept the proposal as presented and to establish a subcommittee of the Fundraising Committee to complete the necessary steps in developing and establishing the proposed policy.

e. Consideration of Approval of Current Website www.vccw.net

Commissioner Phillips questioned the need for this action item, since the site has been active and in use for quite a few years. She did discuss the need for website content and asked commissioners to submit information to her for uploading to the website. Commissioner Esquivel offered to assist with website maintenance.

20. Commissioner Discussion, Information, Future Agenda Items

Future agenda items: VCCW budget approval; October minutes approval.

21. Upcoming Events

VCCW Regular Meeting on Monday, March 26, 2012 at the Community Room at the Camarillo Police Department.

8. Adjournment

The meeting was adjourned at 9:13 pm.

Approved and entered into the record, March 26, 2012

Nancy Lee Phillips, Acting Secretary