

# Ventura County Commission for Women

## EXECUTIVE COMMITTEE

### Committee Report

Date of Report: **August 27, 2012**

Name of Committee: **Executive Committee**

**Committee Chair: Lee Riggan      Committee Vice Chair: Kitty Dill**

**Also in Attendance: Recording Secretary Diana Goodrow & Corresponding Secretary Carmen Hurd; Not Present: Treasurer Jan Lawrence**

#### Status Report:

- I. Goal: Plan the Supporting Tasks for the 2012-2013 Calendar & Agendas
- II. General Overview of Objectives: (includes those proposed or already approved)
  1. Plan tasks that will support the calendar for the 2012-2013 term.
- III. Activities Completed: (includes any items which were pending from previous month)
  1. Administration Tasks
  2. Meeting Tasks
  3. Committee Work
  4. Products to Develop or Revise
  5. Members Responsibilities
- IV. Status of Activities in Progress
  1. A list of tasks required to support the calendar of dates for regular meeting, key dates, and topics for several issues presentations developed.
- V. Projects (Describe details of proposed projects).
  1. Initial planning for the 2012 Retreat has been undertaken, subject to approval of VCCW.
- VI. Barriers & Revisions to original plans & Committee membership: N/A
- VII. Committee Needs: (Describe any needs and suggested solutions for consideration.)
  - a. A follow up meeting is needed to complete the overall plan and detail required.
- VIII. Recommendations for Commission for Women Consideration:
  1. Consider the Executive Committee's draft of the list of tasks anticipated for this term.
  2. Recommendation: Review & select your area of interest & contribution.
- IX. Submitted By: Chair Lee Riggan for the Executive Committee