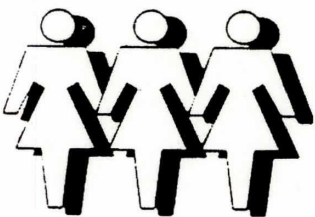


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VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency

505 Poli Street

Ventura, CA 93001

(805) 652-7611

www.vchsa.org/cfw/

COMMISSION MEMBERS:

DISTRICT I

Cecilia Fargo
Diana Goodrow
Debbi Steele

DISTRICT II

Janis Gardner
Lee Riggan
Mary Pallant

DISTRICT III

Rosalinda Figueroa
Sharon Hillbrant
Nancy Lee Phillips

DISTRICT IV

Jan Lawrence
Bonnie Warrington
Cynthia Hollister

DISTRICT V

Vacancy
Ina Howard
Ruth Ann McAllister

MINUTES Yearly Retreat

September 10, 2005
Senior Nutrition Center
2220 Ventura Blvd., Camarillo, CA

1. **Call to Order** by Chairperson Goodrow at 9:20 a.m.
2. **Roll Call:**

P Cecilia Fargo	P Mary Pallant	P Bonnie Warrington
P Diana Goodrow	P Rosalinda Figueroa	P Cynthia Hollister
P Debbie Steele	P Sharon Hillbrant	P Ina Howard
P Janis Gardner	P Nancy Lee Phillips	A Ruth Ann McAllister
A Lee Riggan	P Jan Lawrence	
3. **Opening exercise** led by Roslinda Figueroa
4. **Maricela Morales – Retreat Facilitator:**
5. **Working Agreement of guidelines to be observed during retreat**
 - Stick to framework
 - Do not interrupt
 - Active listening
 - Take a breath before speaking
 - Respectful of ideas shared
 - Constructive feedback
 - Visionary but practical
 - Flexibility
6. **What went well and what didn't** – Reviewed each of last year's projects to determine whether to continue with them and reviewed our 2004-2005 Plan of Action accomplishments and carry over items:
 - The goal/activity
 - Did it happen?
 - How well?
 - Continue?
 - What would we do differently?
7. **Hopes and expectations for 2005-2006**

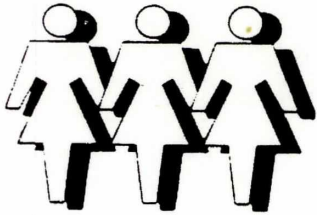
Criteria for Selected Projects:

 - Mission Statement
 - Is it practical?
 - Added \$ value
 - Publicity (visibility)

PROJECTS:

Ongoing:

 - Newsletter – 3 times per year – members to submit articles or links - October, February and June-Cindy/Nancy/Debbi
 - Website – monthly and as content is presented-outreach plan, link to County front page, link to State Commission - Cindy
 - Board of Supervisor's Annual Report – set date, draft to Commission, Nancy-PowerPoint, Presentation – Diana, Nancy



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- Board of Supervisor's Annual CalWorks Presentation-Nancy/Janis – bags, Jan-certificates - June
- Legislation/ Advocacy (CAWAWIN) and State commission – Cecilia/Diana
- Publicity/Community Relations – Janis, Lee and Nancy

This Year's Projects:

- **Ventura County Women's Summit:** Diana, Nancy, Mary, Bonnie, Debbi
- **Collaboration:**
 - ACCW-quarterly and one annual meeting-Diana, Janis, Nancy
 - RRN-monthly meetings- Diana/Debbi
 - WEJP (3/11/06)-Rosa, Diana, Sharon – monthly planning
- **Women's History Month** (keep it simple: website, newsletter, BOS proclamation, distribute to schools, libraries; tie to publicity)- create packets, contact schools, BOS proclamation, include website & newsletter – Mary, Ina, Cecilia, Cindy
- **Community Partners-** (Jan-lead) Review Jan's draft-Cindy & Lee; Write up Community Involvement section-Lee; Letters of Recommendation-Debbi (Judy Bish); Advisory Group-Cindy, Ruth Ann, Lee, Debbi and Diana
- **Bylaws** (Name Change, Absenteeism, State/National Membership)-Diana, Nancy, Cindy, Ruth Ann, Debbie – draft revision by January
- **BOS Action:** budget, status (H.S. Department); CEDAW-Nancy, Diana, Lee, Jan, Ina – immediate

Individual/Collective Hopes and Expectations:

- Concentrate on Community Partners
- True to schedule: monthly meeting
- Focus on Summit
- Greater involvement in community activities
- Teamwork (committees)
- Be honest about availability and replace self
- Be on time
- Focus
- Represent VCCW in other functions

10. **Check out and Adjournment:** 3:15 p.m.

11. **Next meeting:** October 1, 2005 at 9:00a.m., 2220 Ventura Blvd., Camarillo, Ca.

September 2005:

	Mileage	Hours	Expense
Nancy Lee Phillips	10	12	\$10.00
Bonnie Warrington	150	47	.00
Diana Goodrow	400	60	\$100.00
Cindy Hollister	6	16	5.00
Ina Howard	20	16	\$25.00
Cecilia Fargo	30	28	40.00
Sharon Hillbrant	12	10	7.00
Debbi Steele		8	.00
Janis Gardner	24	8	15.00
Mary Pallant	35	1	10.00
Rosalinda Figueroa	50		10.00
Jan Lawrence	180	40	75.00

Respectfully submitted,
Cynthia Hollister
Recording Secretary