

August 5, 2014

**Minutes of the Commission on the Status of Women Meeting held at:
County Government Center, 1055 Monterey Street, Room 161/162, San Luis Obispo, CA**

Note: Please bring copies of Agenda and Minutes to meetings

1. Call to Order: CM
2. Roll Call: SS

Present: Paulla Ufferheide (PU), Chair; Amanda King (AK), Vice-chair; Shawna Scott (SS), Secretary; Jan Harper (JH), Treasurer; Vicki Milledge (VM)

Excused: Kathy Veder (KV); Angela McCormick (AM); Robyn DeRohan (RD); Consuelo Meux (CM)

Absent: Anita Shower (AS); Lacyi Gregnani (LG)

No Quorum

3. Guests/Introductions/Announcements: ALL
 - A. Christine Womack (SBWN), Women's Wall of Fame Committee
4. Approval of Minutes May 2014 - SS
 - A. No quorum; postpone to next meeting
5. Officer Reports
 - A. Chair Report - PU
 - 1) New chair introduction; looking forward to expanding Commission
 - 2) ACCW: Paula Devine elected to Pasadena City Council
 - 3) Vision/goals:
 - a. Fully staffed Commission will meet with Supervisors to encourage appointments
 - b. Questionnaire more vibrant: JH accepted to head up questionnaire program, develop strategies on how to get out more questionnaires
 - c. PU attended workshop at NACW regarding hiring/mentoring students/interns to help with questionnaire data processing and analysis; to provide more viable and useful information for Supervisors
 - d. Strive to keep us more in front of the Supervisors; SS reviewing BOS Agendas and alerting Commission of items of interest; try to attend more meetings; make more statements on the consent agenda or other off-agenda issues of importance
 - e. Successful Women's Hall of Fame event; helps with networking; visibility; raising funds; recognizing women in the County; first sponsor – Katcho Achadjian will sponsor \$1,000
 - f. PU will provide agenda a week before the meeting – meetings are always scheduled unless vote occurs during previous meeting to move or cancel

- g. At meetings, everyone's voice needs to be heard; talk on subject; be respectful of others; no judgment or put-downs
- B. Treasurer Report - JH
 - 1) \$5,200 remaining and stamps
 - 2) Outstanding: Payment to PU for attendance at NACW; payment to JH for attendance at NACW; Photos for photographer at event
 - 3) Additional expenses: Badges for new Commissioners – JH to order and obtain new badges
- 6. Unfinished/Ongoing Business, 5 min update
 - A. Commissioner Vacancies – PU
 - 1) District 1 (1), District 3 (1), District 5 (2)
 - 2) Contact Commissioners who have been excessively absent to determine if they want to remain
 - B. Website/Communications – JH/AM
 - 1) Postpone to next meeting, coordinate with AM regarding additional support with hosting
 - 2) JH summary of previous meeting: need good host (AM looking at this issue); make questionnaire easy to post and respond to on our website; email distribution list; need consistent support for Website Committee
 - 3) Consider paying for additional support
 - 4) Timing: have website set up with questionnaire before roll-out January 1, 2015 or sooner for 2015 questionnaire
 - 5) Discussion: redesign of questionnaire on paper and online; difficult to handle “write-in” topics (i.e. occupation); consider assigning coding during questionnaire analysis; how changes affect results; costs much more for “fill-ins”; how does US Census address this issue (AK will ask colleague at US Census); consider including categories for gender; standardization with other Commissions, other Commission may receive grants for larger questionnaire efforts
 - 6) Discussion: how to address historic data, how changes affect trends, consider keeping some questions the same and then adding questions; diversity; review by statistician for better scientific data; some questions too general to provide good information (i.e. healthcare – what are the specific issues)
 - 7) Discussion: shift questionnaire timeframe to same fiscal year as County; how does this affect reporting to BOS in Annual Report
 - 8) Discussion: what is goal of questionnaire: what particular issues women are facing and reporting information to BOS
 - 9) Discussion: are there specific issues we have identified that have been responded to in some way by the Supervisors; important issue related to staffing to obtain better data
 - 10) JH checking with Natalie Wall to obtain raw data
 - 11) Consider revisiting Robin Letters, Cal Poly, for additional assistance
 - 12) Discussion: what are our goals, what information can we piggy-back (Gallop Poll, Labor Department of Statistics, American Community Survey; consider

- top five questions that would be good to know nationally, similar questions with other Commissions)
- 13) Questionnaire Committee – include outside support in meetings/discussions from the beginning
 - 14) Discussion: need to provide direction on what we want to get out of the survey, then discuss methodology with outside assistance, discuss if changes are necessary; currently no correlation of data
 - 15) Discussion: want equal representation in data; policy affects all people
 - 16) Discussion: are questions giving us data that we can correlate
 - 17) PU will discuss with Robin Letters and report back to Commission
 - 18) Possible assistance: Dawn (existing website); in-house survey data collection
 - 19) Discussion: is information under-reported; anonymity of surveys
- C. 2015 Event Update - PU
- 1) Date: March 14, 2105
 - 2) PU distributes hard copy of new sponsor forms; will provide electronically
 - 3) PU polishing up grant request to Supervisors
 - 4) PU contacted Coast Hills; Deborah contacted Board of Realtors
 - 5) JH has been contacting additional sponsors
 - 6) Please meet with sponsors directly for more effect/better results
 - 7) Any sponsorship amount will be recognized
 - 8) Outreach for publicity – mailing out outreach in September 2015 – ALL please submit at least ten other non-profits to add to outreach list (Guidestar); obtain name, address, phone number, website, email address; PU will add to list; goal is 120 on outreach list
 - 9) Next meeting: Tuesday, August 26, 2014 at 2:00 PM, at Blackhorse Café, Broad Street, San Luis Obispo
 - 10) PU needs check for \$500.00 for Madonna Inn deposit; PU will provide contact information to JH
 - 11) Looking for co-chair from SBWN
- D. Report from NACW Conference – JH/PU
- 1) JH: Summary of topics/sessions
 - 2) JH: Noted support from University of Florida, luncheons with different commissions, including Women’s Equality Day group; attendance by elected officials
 - 3) PU: NACW put together strategic plan, recommend all review it, very impressive
 - 4) PU: NACW noted change in attendance (less) due to budget issue with Commissions nationally (women unable to afford attendance, pay dues)
 - 5) JH: different mindset – need to offer something to encourage participation in NACW; networking, shared interests on issues, connections that can help our Commission
 - 6) Encourage other Commissions to attend future conferences (next year Indianapolis)
 - 7) JH to send information on how rape is addressed/discussed in reporting/media; education changes in how behavior is perceived; AK - incorrectly applying term “prostitute” to persons forced into human trafficking

- E. Questionnaire - JH
 - 1) See above – JH has hard copies, PU has envelopes
 - 2) 42 completed to date
 - 3) If passing out at meetings/events please include envelope
- F. Supervisors Agenda - SS
 - 1) Follow up on Board agenda (Women’s Shelter Funding) – SS
 - 2) Discussion: more connection with Supervisors and Legislative Aides – provide information of interest (via email)
- 7. New Business
 - A. Holiday Party (PU) – December 2, 2014, 6:15 PM
 - 1) Previous year – was successful in our meeting room at the County; needs save the date sent in September to Supervisors and Legislative Aides, non-profits (SS to send)
 - 2) Call/invite non-profit groups
- 8. Adjourn: 7:38 PM

Next meeting: September 2, 2014

Running Bucket List:

1. How can the Commission help the Women's Community Center (WCC)? Possible work issue for retreat
2. BOS matching funds that we raise
3. Report to BOS monthly, different commissioner each month, discuss at retreat
4. Attend League of Women Voters to request commissioners
5. Monthly newsletter – send to contact list, BOS, network; interface with our website
6. CSW Non-profit – how to set up, is this ok to set up, can BOS provide direction
7. Mobile display case for community libraries
8. Continue to update questionnaire for all commissioners, strengths to identify where each can help
9. Domain – “Women's Way to ____”
10. Update Bylaws – All positions 2 years
11. Budgeting and expenses
12. Inclusion of ACCW/State Questions on our County Survey to aid in State reporting
13. Move forward with an issue (Resolution) related to NACW Conference, possible movie night for Commission or open to public
14. Women's Bureau Trauma Event, presenters, option to show “Invisible War”