

September 2, 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); Layci Gregnani (LG); Julie Jones (JJ)

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

Absent: Anita Shower (AS)

3. Guests/Introductions/Announcements: ALL

A. Commissioner LG (District 4): President Greenhouse Grower's Association; Greenheart Farms; Young Professionals Group; working to start up HOW (Helping One Woman) on the Central Coast

B. Commissioner JJ (District 3): Been in community since 1980; counselor at Laguna; involved in WomenAid; Better Together luncheon; Mission in Uganda (2012) building schools; upcoming rural South Africa work (September) and Uganda (December), helping women start small businesses

4. Approval of Minutes May 2014, July 2014, August 2014 - SS

A. May 2014, July 2014, August 2014: Motion to accept (JH), second (VM); Ayes (all), Nays (none)

5. Officer Reports

A. Chair Report - PU

1) Questionnaire: want to provide better statistical analysis of questionnaires; PU talked to Robyn Letters, meeting set for October 10th, 1:30 PM, at Applebee's San Luis Obispo; Ms. Letters will introduce us to Cal Poly statistics professor and help with obtaining an intern; PU to send notification reminder to Commission

2) JH obtained all old surveys (raw data) from Natalie Wall

B. Treasurer Report - JH

1) \$1,000.00 sponsorship from Assembly Member Katcho Achadjian

2) \$2,673.49 (checking)

3) Expenses: BOS/NACW Conference, Event Photographer, NACW Conference (PU), Madonna Inn deposit, American General Media

4) \$35.00 (stamps)

5) Report any outstanding expenses, with receipts, to JH

- 6) Please provide all receipts to JH whether it is reimbursable or a donation so that the Commission can keep track of actual expenses for annual report and budget requests.
 - 7) Note: sponsorships to be made out to South Bay Women's Network
6. Unfinished/Ongoing Business, 5 min update
- A. Commissioner Vacancies
 - 1) District 1 (1), District 5 (2)
 - 2) Contact Commissioners who have been excessively absent to determine if they want to remain
 - B. Website/Communications – PU/AM/AK
 - 1) Questionnaire up and running on website (testing), addressing write-in issues (i.e. profession) and zip code responses due to fees for additional information/options on online survey
 - 2) AM will send questionnaire results to JH and PU for review
 - 3) PU and AK working to update website while AK's computer is down
 - 4) JH has not received any completed surveys in the mail
 - 5) SS to provide final minutes to AK for posting
 - 6) AK to discuss updates with PU to determine if current online option is going to work for the Commission
 - 7) Discussion: do we want new interactive survey online now; need to figure out current survey or take it down if it's not working
 - 8) After PU's October meeting, may have more clarity for moving forward (2015 Survey)
 - C. WWF 2015 Event Update - PU
 - 1) Date: March 14, 2105
 - 2) \$400.00 budget approved for advertising; PU met with woman connected with radio advertising (can provide \$1,800.00 worth of advertising for \$400.00); will be used mostly for nominations; Supervisor Bruce Gibson recording advertisement
 - 3) Need to post nomination form on website
 - 4) PU emailed Commission nomination form; all please distribute to your network; note that nomination gives organization exposure in addition to recognizing a deserving woman in the community
 - 5) Also distribute sponsorship form
 - 6) Flyer prepared with basic known information and information about advertising in program
 - 7) Silent Auction form- please start collecting potential silent auction donations
 - 8) Please check all forms for content/typos, if something needs to be changed please notify PU
 - 9) Community Grant application submitted to Board of Supervisors, requested \$1,500
 - 10) JH will re-contact Sesloc, Coast National, Heritage Oaks, French Hospital, Pacific Gas & Electric; discussion: JJ contact at Dignity Health
 - 11) PU contacted Coast Hills, Board of Supervisors Grant application, Katcho Achadjian

- 12) Thursday September 18th at 6:00 PM, meet and stuff envelopes for non-profits, please attend to assist
- 13) Ads to start running in September, PU will go on Dave Congelton Show with South Bay Women's Network (Christine)
- 14) Discussion: Morning radio show on KVEC option, as well
- 15) VM confirmed photographer; request for full-page advertisement in program; agreed acceptable reimbursement for services (payment for prints to be discussed)
- 16) VM can prepare presentation (photo slide show); PU to assist with PowerPoint if needed; include good photos of finalists; PU to include additional information/request for photo (higher resolution) on nomination form; please check submittals to ensure high quality photo(s) are submitted
- 17) Will revisit recognition of Jamie Koontz, artist at luncheon
- 18) SS to provide WWF distribution list to PU for distribution of sponsorship/flyers to elected officials

ACTION: Please attend Commission work event September 18th at 6:00 PM, County Government Center Room 161/162 to stuff non-profit envelopes

- D. Questionnaire - JH
- 1) JH: Current total 44 completed surveys received
 - 2) Can print surveys from website; JH has copies for distribution at each meeting; continue to collect surveys
 - 3) Distribution of distribution list assignments; diversity contact list; please add to list; need 400-500 for better statistics; each Commissioner should be submitting 50 completed surveys; option to provide SASE to facilitate survey return; let JH know who you are contacting (including organization and contact name)
 - 4) Discussion: Assignments noted by JH on distribution contact list
 - 5) If you need a flyer, please contact PU
- E. Supervisors Agenda - SS
- 1) Funding approved for Services Affirming Family Empowerment Family Advocates with Community Action Partnership of San Luis Obispo County, Inc. (\$62,575), Central Coast LINK (\$62,575)
 - 2) Funding approved for Domestic Violence Services with Respect, Inspire, Support, Empower (\$100,000) and Women's Shelter Program (\$75,000).

ACTION: SS to prepare small letter thanking BOS for approval of items/funding for organizations supporting women and children.

- F. Holiday Party (PU) – December 2, 2014, 6:15 PM
- 1) Call/invite non-profit groups
 - 2) SS to send Save the Date to Board of Supervisors and Legislative Aides, all City Mayors, Katcho, any public officials; Steve Gesell, Police Chief, Ian Parkinson County Sheriff

ACTION: SS to prepare and distribute Save the Date

7. New Business
 - A. PU will send agendas a week before the meeting, please let PU know if you would like to add to agenda.

8. Adjourn: 7:18 PM

Next meeting: October 7, 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”