

**January 5, 2016**

**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: AK 6:15 PM

2. Roll Call: AK

Present: Amanda King (AK), Chair; Julie Jones (JJ), Vice-chair; Shawna Scott (SS), Secretary; Jan Harper (JH), Treasurer; Kathy Veder (KV); Secretary; Paulla Ufferheide (PU)

Excused: Layci Gregnani (LG), Robyn DeRohan (RD), Consuelo Meux (CM), Vicki Milledge (VM)

Absent: Anita Shower (AS)

3. Guests/Introductions/Announcements/Introductions:

A. Chris Noffz, guest

B. No other guests

4. Approval of Minutes - SS

A. July 7, 2015- pending, SS will follow up

B. November 3, 2015 – move to approve and file (KV), second (JH)

5. Officer Reports

A. Chair Report – AK

1) Nothing of note to report

B. Treasurer Report - JH

1) Checking: \$2,938.29; Stamps: \$23.32; Debit: \$10 service fee

2) Correction: \$22.36 additional debit (12/18/15) for AK, forms printing for holiday reception

6. Unfinished/Ongoing Business

A. Commissioner Vacancies - SS

1) 2- District 1 (Mecham)

2) 2 - District 5 (Arnold)

B. Website/Social Media/Communications – AK

1) Web Hosting renewal - \$71.40 due March 1, 2016

2) AK started hashtag: #ThisDayInHistory or #ThisDayInHerstory

3) Facebook: share posts, share pages, like public posts, invite friends, to expand network

4) GoDaddy domain name: up for renewal October 2017

5) LinkedIn: like/share posts

C. Questionnaire/SurveyMonkey

- 1) Paper Questionnaires – JH
  - a. 73 total: AK putting information into SurveyMonkey
- 2) SurveyMonkey responses – AK
  - a. 44 responses
  - b) SurveyMonkey measures statistical significance, provides report
- 3) 2016 Survey Plans – AK
  - a. SurveyMonkey renewal - \$300 due January 11, 2016
- 4) Discussion, how to get more surveys, Universities, events; special focus on survey collection timeframe
- 5) JH to compare English and Spanish surveys to ensure consistency by next meeting
- 6) Discussion – remove date from survey so that we can continue to use (JH)
- 7) PU will print labels
- 8) AK will look into County events, create calendar, discuss at each meeting
- 9) JJ will email Dave Congalton to talk about survey and WWF
- 10) Need more diversity
- 11) Discussion – how to direct more people to website; e-blast, Facebook posts (monthly, bi-weekly), use Google Docs

**ACTION: Next month, AK to conduct tutorial on Google Docs and how to share information on social network sites– everyone to bring a computer or tablet**

- D. Board of Supervisors Agenda - SS
  - 1) No items to report
  - 2) Annual report and WWF presentation: April 12<sup>th</sup> – two separate agenda items – SS to contact Board Secretary to schedule
- E. Holiday Party recap – AK
  - 1) Discussion – end earlier, liked format open to staff, liked location
  - 2) Find out more if we can post notice/email with County Admin
  - 3) Photos posted and tagged on Facebook
  - 4) Next year: 4:30 to 6:00
- F. 3rd Annual Women’s Wall of Fame (WWF) Event Update – KV & JJ
  - 1) 3<sup>rd</sup> Annual WWF Luncheon – Saturday, March 12 – Madonna Inn
  - 2) Nominations list shared with Commission
  - 3) Discussion regarding ranking (same range as last year), procedure if there is a tie
  - 4) Discussion: how to show appreciation for judges – PU: comped ticket for each judge to event
  - 5) February 1: open tickets for Event Brite
  - 6) Contact nominees by letter with ticket by the end of the week (January 9), follow-up with phone contact; share letter with Commission
  - 7) February 15: Sponsors and ads submitted
  - 8) Discussion for program: two per page, or one per page, less spoken introductions
  - 9) AK will open event, followed by KV and JJ to share introductions

- 10) By end of January – engrave plaque
  - 11) Double-check spelling of name, and all information to ensure accuracy
  - 12) PU will check with Dawn regarding program, content, graphics, deadlines
  - 13) Sponsorships: Coast National Bank (\$500), Katcho (\$1,000), BOS (to be determined), full page ad from CHC, others in process
  - 14) Discussion – Commission ad, contact nominating organizations to find out if they would like an ad, contact past posters
  - 15) Discussion: Women’s Wall of Fame vs. Women’s Wall of Fame – branding: “Wall of Fame Award Recipient”
  - 16) KV and JJ will set up next meeting
- G. ACCW Conference: Advocacy in Action – Sacramento, Friday, January 22<sup>nd</sup>
- 1) Four commissioners attending
  - 2) Discussion: \$250 for Commission sponsor or alternative (i.e. congratulatory ad); one page (half congratulatory and half advertising event) for \$150

**MOTION: Spend \$150 for ad (KV), second (PU)  
Ayes (all), nays (none)**

7. New Business

- A. Guest Speaker schedule - AK
- 1) Notify AK a month in advance if possible so that we can post on website
  - 2) PU: Director of Planned Parenthood
  - 3) JH: Contact at CHC (March speaker)

Adjourn: 8:09 PM

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”