

July 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; Chris Noffz (CN), Consuelo Meux (CM)

Excused: Vicki Milledge (VM); Kathy Veder (KV); Paulla Ufferheide (PU); Robyn DeRohan (RD)

Absent: Layci Gregnani (LG)

3. Guests/Introductions/Announcements/Introductions:

A. No guests

4. Approval of Minutes - SS

A. July 7, 2015- prepared by RD

B. April 5, 2016 – prepared by ASK

C. June 7, 2016 – notes prepared by SS

5. Officer Reports

A. Chair Report – AK

1) Nothing new to report

B. Treasurer Report - JH

1) Checking: \$5,212.23

2) Stamps: \$44.08

3) JH to research split between SBWN and COSW

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) AK to pick up effort to continue with social media

2) Discussion about liking/sharing posts; standard: generally from non-partisan, independent groups/individuals, follows standard County rules and procedures; chain of discussion ok, but needs to be fast; all Commissioners are Admins and can also share/like posts

3) AK looking into app that will allow posting on two applications at once, in a preferred format

- C. Questionnaire/SurveyMonkey
 - 1) Paper Questionnaires – JH
 - a. 1 received
 - b. AK will send email to non-profit list
 - 2) SurveyMonkey Responses – AK
 - a. 1 notification received
 - b. AK connected with AAUW, Dept. of Engineering, sent survey to her
 - D. Board of Supervisors Agenda - SS
 - 1) Refer to attached BOS Agenda, July 12, 2016
 - E. Recap Annual Report to the Board of Supervisors
 - 1) All Commissioners thought report was great
 - 2) Report and presentation very professional, presented important information to the BOS; went very well
 - 3) Discussion for future: wanted more involvement from BOS at Wall of Fame presentation; wonderful to hear comments from each Supervisor; AK will follow-up to find out if we can get better lighting on the plaques
 - 4) JH reads gratitude letter from Cherie Michaelson
 - 5) Only had one Wall of Fame winner in attendance due to extenuating circumstances
 - F. Recap Women in Leadership Conference – Friday April 22, 2016 at Cal Poly
 - 1) AK, SS, and PU attended, nice to be invited, some surveys completed, good to be out in community
 - 2) AK, goal to have printed out scan reader, so persons can scan and take our survey
 - G. National Commission on the Status of Women Conference – Honolulu, HI – July 16-20, 2016
 - 1) JJ attending, looking forward to networking and learning, attending workshops, finding a potential luncheon speaker, will bring back as much information as possible
7. New Business
- A. 4th Annual Women’s Wall of Fame (WWF) Event Planning – JJ
 - 1) Idea for next year; need better lighting on stage, or alternative location for photos
 - 2) JJ going to work with KV to obtain templates/information on new flash drive
 - 3) JJ and CN to co-chair
 - 4) Review of timeline: date finalized, Madonna Inn booked, assume SBWN will partner (talk to PU), JJ working on speaker, August meeting – set-up envelope stuffing work event, will talk about sponsors end of August
 - 5) Will start working on budget, and setting up committee meetings
 - 6) Discussion: how to get everyone to help, Commission assignments (similar to last year for non-chair tasks)
 - 7) Discussion: number of nominees/finalists moving forward in the process, number of categories; would like to see even spread in each category; consider better direction on nomination forms; reach out more to women in business
 - 8) First goal: packets to non-profits (AK to send to Commission for review/edit)

- 9) Discussion: what do we want in the packet: program ad, sponsor form, nomination form, announcement/invitation (updated)
 - 10) JH to handle finances
 - 11) Will talk to VM about video/photography
 - 12) SS to handle ticketing
 - 13) CM, outreach, follow-up
 - 14) Discussion: theme and title?
 - 15) First planning meeting: August 2, 2016 at 5:15 PM, at County Government Center Room 161/162; JJ to send out agenda
- B. Farmer's Market and event outreach, booth
- 1) Discussion: AK to develop schedule
 - 2) Note: SLO Farmer's Market not as fruitful; smaller markets, better outreach; consider rules of market (booth, registration, table, etc.)
 - 3) Consider having other swag to hand out (i.e., pen, gift basket/raffle); AK to research gifts; fun photo-booth
 - 4) Community health events, Art in the Park
 - 5) Commissioners: if you hear of event, please notify AK to add to calendar; check KCBX, KSBY, New Times, community event listings
- C. Name badge for CN (JH to arrange)

Adjourn: 7:20 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”