

Proposed Minutes  
**Marin Women’s Commission Business Meeting**  
 San Rafael Civic Center, 3501 Civic Center Dr., # 410A, San Rafael, CA 94903  
 Tuesday, July 23, 2013 - 7:00 – 9:00 p.m.

**Call to Order/Roll Call/ Establish Roles** – Meeting called to order at 7:19pm.

Commissioner	Present	Commissioner	Present	Commissioner	Present
Margaret Ballou	EA	Marcia McLean	X	Jane Winter	X
Kristine Fowler-Cirby	X	Jennie Oppenheimer	EA	Cecilia Zamora	EA
Isabelle Gillis	X	Anna Pletcher	X		
Mary Anne Hoover	X	Marti Rule	X	Staff	X

**I. Approve Agenda:**

**MOTION:** to approve the Agenda: KC/MM m/s/p

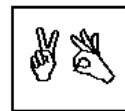
**II. Welcome/Introduction of Guests:** Welcome to new Commissioner, Jane Winter. Jane introduced herself and gave a brief history of her work experience and living here in Marin. Winter announced that the YWCA recently acquired the Women’s Hall of Fame and was hoping that MWC will become re-engaged with the Women’s Hall of Fame again.

**III. Open Time:** JP to ask the BOS to pull back from the end of year timeframe that had been proposed for getting the County released from the Consent Decree. There aren’t metrics to support the work, and JP feels that it may take another year or two in order to get measurable to support the release. The County will review and make sure they are doing the right thing. The MWC thanked JP for coming and being transparent. kudos were given to JP re: the EEO Report. Commissioners felt it was a good report and thanked JP for such great work.

**IV. Presenter/Guest Speaker:** None

**V. Approve Minutes for June with the following changes:** Under Chair report (VIII d.) add CZ. Both CZ and MAH met. Concern re: Nominating Committee. XI a. – There was a request to make note that there is no procedure that the nominating committee follow other than presenting the slate. Historically the committee hasn’t been operating in that manner.

**MOTION:** to approve June Minutes –KC/IG m/s/p



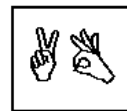
In accordance with the Americans with Disabilities Act, if you need special assistance (i.e. auxiliary aids or services) in order to participate in this public meeting, please contact the Clerk of the Board of Supervisors by calling (415) 499-6172 (TTY) or Marin Women’s Commission staff at (415) 473-6195 (voice) **at least** five (5) business days prior to the meeting.

## I. Chair Report

- I. **By Laws** – Exec suggested holding an August meeting to review the By-Laws. Ig to Chair a committee whose goal will be to evaluate and make recommendations for the whole group. AP requested additional volunteers to facilitate and review with IG. MM and JW volunteered to help. AP encouraged everyone to review and provide suggestions to the committee. Timeframe: Aug meeting. Make Aug meeting a By-laws Summit. Committee to provide draft for meeting. Staff to create Dropbox acct and add docs. (policies, by-laws, amendments, calendar with due dates, annual report, Consent Decree.

**MOTION to hold a special mtg Aug 27 at the Civic Center, room 410B to discuss MWC By-laws.** KC/MM  
m/s/p 6 yes/1 no

- II. **Aug BOS Meetings** – MWC to meet with Supervisors – Reports due by the Aug 27<sup>th</sup> meeting. Exec decided to create a barebones folder. Purple form to be returned to staff. The Commission may want to re-evaluate and discuss focus areas in the coming months.
- III. **Annual Report** – Exec would like input from the entire Commission. Staff to keep a calendar in DropBox with due dates. AP to be in charge of Annual Report and tracking due dates, etc.. As chairs and committees produce work, the Annual Report head will collect to bring together at end of year when the report is due.
- IV. **Consent Decree** – Discussed under Open Time. AP asked MAH to put together bullet points with history, etc. and add to DROPBOX. What it is and why it's in place. MAH to work on it with MM and CZ. Timeline – due by Sep meeting.
- V. **COM** – Traditionally Exec has 4 members. Currently there are 3. In an attempt to open it up and be more inclusive, Exec would like to have a different Commissioner come to each month as a voting member. Discussion on day/time. Sunday morning 2 weeks before Business meeting at Marin Link 10am. (JW offered to open YWCA if needed) MAH wants to step off leadership piece – does not want to be included in COM. Exec would like to start COM with the newer Commissioners to help acclimate and involve them. JW not available to attend Aug Exec meeting so AP to contact JO to see if she is available to do Aug 11. JW-SEPT 8, MB-OCT. Kids and Dogs welcome!
- VI. **Exec Meetings:** Discussed above - Sun, 2 weeks prior to Business mtg. 10am
- VII. **Dropbox** – Staff to set up and send to all Commissioners. Once access is provided, everyone will be able to post and share.



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VIII. **Brochures** – Brochure to be revised. Graphic Designer contract is complete. Commission to provide 1 week notice for requests to print over 50. Timeline: Draft by August mtg. KC to help.

VI. **Staff Report** – Upcoming staff vacation Aug 2<sup>nd</sup>-19<sup>th</sup>.

VII. **Finance/Treasurer Report**

A. **2012-2013 Accounting** – Written report in packets –Report shows items the Commission has already talked about doing. Items without a specific amount have been discussed but a \$ amt has not yet been decided and assigned. Also included is the info on the 250 account. Discussion in the near future re: sponsors, events generating profits, etc. MM provided bullet points to support why Exec recommended MarinLink provide service as Fiscal Agent for all Commission events.

**MOTION:** to work with MarinLink to amend the current contract to not just reflect MTGC but all events that may need a 501c3 designation. MM to have contract for approval at next mtg. M/IG m/s/p .

VIII. **Outstanding Projects**

A. **WFSA** – no current report. Report done by County biannually. JP interested in Commission continuing to contribute to the reports. Review again in Jan.

B. **EEAC** - MM to report on EEAC in Sept. BOS was pleased with EEAC contributed. MM to give staff date of next mtg for calendar

C. **TGC** -Holding meetings on Sun. KC to send an eblast to get Commissioners involved. Asking every Commissioner to reach out to schools within their district (middle and high) and gather info on who the outreach person is, who can distribute info and who the ambassadors are. KC will have talking points at AUG mtg for outreach to counselors and principles. Committee to get staff a timeline for the calendar. Hoping to hire/use an asst. to help coordinate as well as fundraise. Ally Hoak Teen Ambassador received the Marin County Kohls scholarship based on her work as a teen Ambassador as well as a grant from Soroptomist for her work with TGC. The 2014 Conference is set for March 15 at Embassy Suites. Next TGC meeting is Aug 4th – KC Would love Commissioners to help review TA applications.

D. **Women & Money** – Budget included. No further discussion

E. **NACW** – CZ and others in attendance to report at next meeting.

F. **ACCW** – no report

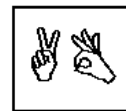
G. **Kate Levinson** – CZ to provide proposal to partner with MWC to co sponsor at the next Women and Money Conference.

H. **Lynn Woolsey** – signed contract with StoneTree and sent retainer deposit.

I. **Hike for zero breast cancer in SEPT** – KC to put in an e-mail blast to get out to the MWC database.

J. **Child Care** – no report

K. **Housing** – no report



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L. **Website** – continue to review and revise. Personal e-mails to be taken off, new info/content on. KC interested in being on committee.

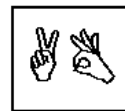
M. **Yellow Card** – KC has – will get Spanish version to staff. Make sure new logo on it.

**IX. Announcement Success Celebrations/Commissioner Check-In**

- New publication launched last month called the women’s book. A great place to advertise free of charge. Online – JW to send link and info to Commission.
- KC went to book passage for an ABOW event. The Dominican Speaker Series is already out for fall. Nothing struck KC –accept Giata – but MWC sponsored a chef last year. KC to ask CZ to see who’s coming in the spring to see if MWC would like to co-sponsor.
- The Women’s Hall of Fame is forming an advisory council. JW would love to have MWC representation. The council only meets 2x per year. JW to send a description to the Commission - and is hoping to bring the two organizations closer. The 1st meeting is in Sept. KC expressed interested in being on the council. Advisory council advises on the selection committee.

**X. Adjournment 9:07pm**

**MOTION**: to adjorn. MAH/MM m/s/p



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