



VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency
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VENTURA COUNTY SUPERVISORS

DISTRICT I
Steve Bennett

DISTRICT II
Linda Parks

DISTRICT III
Kathy Long

DISTRICT IV
Peter C. Foy

DISTRICT V
John C. Zaragoza

COMMISSION MEMBERS:

DISTRICT I
Diana Goodrow
Rosandra Esquivel
Joni Holling

DISTRICT II
Riggan
Kitty Dill
Vacancy

DISTRICT III
Nancy Lee Phillips
Elvia Guizar
Ruth A. Funk

DISTRICT IV
Jan Lawrence
Shanté Morgan-
Durisseau
Debra Bagley

DISTRICT V
Ina Howard
Carmen Hurd
Ana Cristina Flores

AGENDA EXECUTIVE COMMITTEE MEETING

Date: Monday, March 18, 2013

Location: 901 E. Avenida de los Arboles, Thousand Oaks, CA 91360 – 805-889-2623

1:30 P.M.

If members of the public would like to speak about an agenda item, notice should be given to the Commission Chair stating the agenda item number. If the item is not on the agenda, notify the Chair prior to the start of the meeting, or during the Public Comments part of the meeting by giving the topic on which they wish to speak. Each speaker will be allowed three minutes to address the Commission. The entire public comment period is limited to thirty (30) minutes total.

1. Call to Order- 10:30 a.m. Mission Statement The Ventura County Commission for Women encourages, supports and facilitates the empowerment and education of Ventura County Women. Riggan
2. Roll Call & Welcoming of Guests Goodrow
ABSENTEE POLICY: The Bylaws Article 4, Section 4.1 & 4.2
3. Adoption of Agenda
4. Approval of Minutes of Meetings Diana Goodrow
5. Discussion & Planning for Agendas for the Balance of the 2012-2013 Term
 - a. March - Distribution Plan of the Status of Women & Girls Report Plan
 - b. March – Plan for recognizing Women’s History Month & Similar Recognition Months/Days
 - c. April - Study Session Plan & Event – VCCW Operating Policies & Procedures
 - d. May - Recruitment Plan & Event
 - e. June – Selection of 2013-2014 Executive Committee & the 2012-13 Team’s last Agenda
 - f. Report - Review of 2011-2012 & 2012-2013 Minutes for follow up tasks & posting to web
 - g. June - Annual Report – To include reports from each officer and committee chair(s)
 - h. Celebration of “changing of the guard”
6. Action Items.
 1. Approve Draft April Agenda (open to corrections & additions)
 2. Approve Draft May Agenda (open to corrections & additions)
 3. Approve Draft June Agenda (open to corrections & additions)
7. Commissioners' Discussion, Information Items, Announcements & Future Agenda Items.
Items Commissioners wish to have considered for a future agenda may be suggested under this item and, if agreed to, the item(s) will be placed on the appropriate upcoming agenda(s). Other comments and announcements by the Commissioners may also be made at this time.
8. Upcoming Events:
 - a. VCCW Regular Meeting on Monday, March 25, 2013 at VCCW office 4245 Market Street, Suite 204-74, Ventura, CA 93003 at 6:30 P.M.
 - b. VCCW/VCCF/WLF Community Conversation, Thursday, March 28, 2013 at VCCF 4001 Mission Oaks Blvd., Camarillo at 4 p.m..
12. Adjournment 2:45 p.m.

Posted March 16, 2013

In compliance with American Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meetings, or to participate at Commission meeting, please contact the Commission office at (805) 658-4193. Please notify the Commission three days prior to the meeting date, for the Commission to make reasonable arrangements and ensure accessibility.

(28 CFR 35.102-35.104; ADA Title II)

VCCW Agenda Planning Detail
Executive Committee Meeting
March 18, 2013

1. March - Distribution Plan for the Status of Women & Girls Report
 - a. Community Conversation with VCCF, WLF
 - b. AAUW, League of Women Voters
 - c. Strategy- A General letter of update (BoS received & filed report), would you like to schedule a presentation, a community conversation, what 5 questions do they have for us to answer before we leave the room, use the PowerPoint, use a handout.
 - d. Presentation
 - e. Calendar
 - f. What did our Proposal say?
2. March - Plan for Recognizing Women's Organizations (list of organizations for recognition) (Compaq, VCWCF, Data Bank, 2010, Draft list for data bank this is it Dec 1 2010) Strategy ~~may be to develop application form and ask groups to submit to be recognized. All who submit and match our mission would be recognized with a proclamation.~~
 - a. Women's History Month (March),
 - i. AAUW
 - ii. CSUCI Multicultural Center
 - iii. National Council of Jewish Women
 - iv. Women of Reformed Judaism
 - v. VCCF-WLF
 - vi. Soroptimist International – Ventura, Oxnard, Camarillo, The Conejo
 - vii. League of Women Voters
 - viii. Organizacion en California de Lideres Campesinas, Inc.
 - ix. CAUSE
 - x. California Commission on the Status of Women & Girls
 - xi. Thousand Oaks Teen Center (?)
 - xii. Upward Bound (CLU) (?)
 - xiii. National Association of Women Business Owners
 - xiv. Conejo Democratic Women's Club
 - xv. Thousand Oaks Women's Club
 - xvi. Ventura County Leadership Academy
 - xvii. Republican Women of Thousand Oaks, of Oxnard
 - xviii. Republican Women's Federation Conejo Valley
 - xix. Professional Women's Network
 - b. Sexual Assault Awareness Month (April)
 - i. Coalition for Family Harmony
 - c. Domestic Violence Awareness Month (October)
 - i. Coalition For Family Harmony
 - ii. Interface Children & Family Services
 - d. Empowerment & Economic Self-Sufficiency
 - i. Women's Economic Ventures
 - ii. Ventura County Professional Women's Network
 - iii. California Youth Connection (?)
 - iv. Maverick Media
 - v. Scholarships
 1. Concerned Black Women of Conejo Valley
 2. Delta Sigma Theta Sorority Ventura County
 3. Alpha Kappa Alpha Sorority, Inc.
 4. Zonta Club of the Conejo Valley Area

VCCW Agenda Planning Detail
Executive Committee Meeting
March 18, 2013

5. Concerned Black Women of Conejo Valley
 6. Business & Professional Women of Conejo Valley
 7. Women's Club of Thousand Oaks
 8. California Women's Foundation (?)
 9. Women's Club of Westlake Village (?)
 10. 20th Century Onyx
- e. Strategy – Certificate – Outreach - PR
3. April - Study Session with Board of Supervisors Plan & Event
 - a. Draft Operating Policies and Procedures (Print Copies) – introduce this in April and present for VCCW approval in May.
 4. May - Recruitment Plan & Event (See Manual Section 2 – print 1 copy)
 - a. Recruitment Committee
 - i. Development of Potential Candidates
 - ii. Potential Candidates Orientation (small meeting or Tea)
 - iii. Survey Commissioners:
 1. Time commitment
 2. Location of meetings, hours of meetings
 3. Officers requirements, what committees are there
 4. Current priorities
 5. Current challenges for VCCW
 6. Special skills needed by VCCW
 - iv. How to outreach to potential candidates – personal phone calls?
 - v. Press release
 5. June - Selection of 2013-2014 Executive Committee
 - a. Described in Bylaws – Each District meets (can be agendaized for May regular meeting) and selects commissioner to represent district on the Executive Committee. This decision is announced at the June meeting. They are responsible for the July Agenda. June's Agenda will be the last Agenda for this 2012-2013 Committee.
 6. June - Transition Plan & Celebration of Changing of Guard & Appreciation of Officers & Outgoing Committees
 - a. Executive Committee
 - b. Status of Women & Girls in Ventura County Committee – Shante Morgan Durisseau, Diana Goodrow, Jan Lawrence
 - c. Oxnard Red Lobster for our meeting? – Can we have a private room?
 7. Goal(s) based on Status Recommendations – Girls' Tour of Government Departments & Legislators to learn of career opportunities. Consideration: What girls, what organizations to partner with, perhaps the WLF, Boys & Girls Clubs (Diane Koranda), would partner with us; time involved, planning. This is not under the current Status of Women & Girls Committee.

**VCCW Agenda Planning Detail
Executive Committee Meeting
March 18, 2013**

8. June - Recognition of Years of Services

- a. Notify BoS that we wish to recognize their representative & could they give us a certificate of recognition/appreciation for xx years of volunteer service. In speaking with District 1 & 2 Supervisors they thought it would be unfair to start this for one commission and not for the other appointees and to be fair to all would be burdensome. Perhaps this could be done by a media release.

All the women made personal financial contributions and gift items in order to carry out the various projects and memberships VCCW accepted in their planning & goals.

Total	Yrs	Name	Offices/Committees	District
16	1997-2013	Diana Goodrow	Vice Chair, Chair, Recording & Corresponding Secretary, Status of Women & Girls	1
15	1998-2013	Ina Howard	Corresponding Secretary, Greeting Cards, VCCW History, Retreat Logistics, Host to events including Guests from Africa	5
14	1999-2013	Jan Lawrence	Co-Chair, Vice Chair, Treasurer, Status of Women & Girls, Women's History Month	4
9	2004-2013	Nancy Lee Phillips	Chair, Treasurer, Bylaws, Website, Public Relations	3
8	2005-20013	Lee Riggan	Recording Sect, Chair, Bylaws, Status of Women & Girls, Women's History Month	2
6	2007-2013	Shante Morgan Durisseau	Chair, Vice Chair, Recording Secretary, Status of Women & Girls Spokesperson, Public Relations, Women's History Month, Flowers Aren't Enough	4
6	2007-2013	Carmen Hurd	Vice Chair, Recording Secretary, Corresponding Secretary, Women's History Month	5
5	2009-2013	Debra Bagley	Chair, Vice Chair, Recording Secretary, Women's History Month, Status of Women & Girls, Flowers Aren't Enough	4
5	2007-2013	Elvia Guizar	Public Relations, Flowers Aren't Enough (on Domestic Violence),	3
3	2010-2013	Ruth A. Funk		3
2	2012-2013	Kitty Dill	Vice Chair, Public Relations/Monthly PR, Women's History Month	2

89 Total Year these women have given to VCCW.

Plan for VCCW March – June 2013 Agendas Executive Committee Meeting of March 18, 2012

Agenda Items	March	April	May	June
Location	Ventura – 4245 Market Street, Suite 204 Rm 74, Vta 93003	Camarillo Police Dept. 3701 Las Posas Road	Camarillo Police Dept. 3701 Las Posas Road	TBD – Red Lobster Oxnard – 740 E. Ventura Blvd.,
Call to order	March 25 - 4 th Monday at 6:30 p.m.	April 22	May 27	June 24
Roll Call & Welcome				
Adoption of Agenda				
Public Commitment not on agenda				
Proclamations/Speakers	<p>Approval of the Proclamation for the Celebration of Women's History Month recognizing & acknowledging appreciation & for presentation this evening to</p> <ul style="list-style-type: none"> a. CSUCI Multicultural Program, for the Annual Women's Recognition Luncheon honoring women who foster growth and development of our community through leadership, services and dedication. b. Former Supervisors Susan Lacey (1980-2000) & Maggie Erickson Kildce (1980-1996), for their leadership and support in the establishment of VCCW in 1981, and for their service and dedication to the people of Ventura County. 	<p><i>Approval of Proclamation for Sexual Assault Awareness Month recognizing & acknowledging appreciation & for presentation this evening to</i></p> <p><i>Soroptimist International of the Americas(Oxnard, Ventura, Camarillo, & the Conejo)</i></p>	<p>Approval of the Proclamation recognizing and acknowledging appreciation & for presentation this evening to</p> <ul style="list-style-type: none"> a. Women's Legacy Fund & VCCF b. Lisa Studley c. Kara Hillock d. K & M Enterprises Research and Fund Development Services Kristina Brook, Owner 9513 Navajo Trail Morongo Valley, CA 92256 <p>Mother's Day 12th (International Women's Day – Mar 8)</p>	<p>Certificates of Appreciation: To VCCW Commissioners recognizing their many years of professional volunteer service</p>
	National Associations of Commissions for Women (NACW) Conference Presentation by Paulla Ufferheide & Jan Harper, Chair, San Luis Obispo Commission for Women			
Approval of Minutes	February 25 minutes	March 25 Minutes	April 22 Minutes	May 27 Minutes
Executive Committee-Officers Reports	<p>Executive Officers Reports – Written reports with 2 minute timed oral presentation of key items.</p> <ul style="list-style-type: none"> a. Treasurer b. Corresponding Secretary b. Recording Secretary & Ambassador & Legislative Reporter on CAWA, RRN, ACCW, NACW, California Commission on the Status of Women & Girls & 57th Session of the UN Commission on Status of Women this year's theme Ending Violence Against Women c. Vice Chair & PR News Release <ul style="list-style-type: none"> 1. Approve News Release d. VCCW Chair 2011-2013 			
Committee/Task Force Reports	<p>Committee & District Reports, Discussion, & Recommendations for Action:</p> <ul style="list-style-type: none"> a. Status of Women & Girls in Ventura County Presentation <ul style="list-style-type: none"> 1. Receive Agenda for Joint VCCW/VCCF/WLF Community Conversations on March 28, 2013 on the study findings and recommendations to community groups, by VCCW, VCCF, and 	<p>Review & identify revisions needed in the bylaws – include findings in BoS Study Session</p>	<p>The Districts meet now and select their representative for the 2013-14 Executive Committee to announce at the June meeting. The election and installation of officers takes place at the July meeting. The new</p>	<p>Districts report their representatives on the 2013-2014 Executive Committee – officers election is in July and they prepare the July agenda. This is the section of the bylaws a</p>

Plan for VCCW March – June 2013 Agendas Executive Committee Meeting of March 18, 2012

Agenda Items	March	April	May	June
	<p>the Women’s Legacy Fund, for feedback on priorities for the Commission going forward. This will provide an opportunity for WLF & community groups to digest the report and think about how it might impact their grant making in future years. Location: 4001 Mission Oaks Blvd., Camarillo at 4 p.m. The Agenda must be POSTED 72 hours prior to the meeting.</p> <ol style="list-style-type: none"> 2. Discussion & Approval of Plans for Further Distribution of the Study 3. Approval of Submittal of Study to U.S. Library of Congress with funds drawn from grant. 4. Approval of News Release on Progress, e.g. Received & Filed by Bd of Supervisors; 5. Approval for Placement on the VCCW website immediately by Nancy Lee Phillips with assistance of the Status of Women & Girls Committee. 6. Discuss development of the goal(s)/recommendation for follow-up by VCCW, e.g. “The Girls’ Tour of County Departments & Legislators to identify career options” <p>b. Women’s History Month Project Committee</p> <ol style="list-style-type: none"> 1. Adjourn Committee with appreciation for job well done. <p>c. Executive Committee Report on Agenda Development (meeting of 3/18/13)</p>		<p>Executive Committee takes charge of the Agendas beginning with July 2013.</p>	<p>revision has been requested.</p>
<p>Discussion</p>	<p>Discussion:</p> <ol style="list-style-type: none"> a. Discussion on current & future March’s Women’s History Month projects, e.g., <ol style="list-style-type: none"> 1. VCCW Proclamation in recognition of Women’s History Month, Sexual Assault Awareness Month, etc; 2. Attendance at CSUCI Multicultural Program b. “Turn Off The Red Light” – One Women’s mission to end sex trafficking in Ventura County – A Discussion. Soroptimist International member Sherry Cash will attend. <ol style="list-style-type: none"> 1. Approve honoring Soroptimist International, Oxnard, Ventura, Camarillo, & The Conejo at the April Meeting to recognize Sexual Assault Awareness Month. They conducted “Stop Human Trafficking & Sexual Slavery” (3/7/13) 			
<p>Other Actions to Approve</p>		<p>Study Session</p>	<p>Recruitment Plan & Event</p>	<p>1. Selection of 2013-</p>

Plan for VCCW March – June 2013 Agendas Executive Committee Meeting of March 18, 2012

Agenda Items	March	April	May	June
		Plan & Event – Policies & Procedures (include bylaws rules & standing rules written into document)		2014 Executive Committee 2. 2011-2013 Bi-Annual Report 3. Appreciation 4. Recognition for 16, 15, 14, etc years of volunteer service to Commissioners
Commissioners' Discussion, Information Items, Announcements & Future Agenda Items	Commissioners' Discussion, Information Items, Announcements & Future Agenda Items. Items Commissioners wish to have considered for a future agenda may be suggested under this item and, if agreed to, the item(s) will be placed on the appropriate upcoming agenda(s). Other comments and announcements by the Commissioners may also be made at this time.			
Next Meetings	Next VCCW Meetings: a. Thursday, March 28, 2013 , Community Conversion on Status of Women & Girls Study, VCCF 4001 Mission Oaks Blvd, Camarillo at 4 p.m. (Agenda will be posted) b Monday, April 22, 2013 , VCCW Regular Meeting at Camarillo Police Department, 3701 Las Posas Road, Camarillo, CA 93010 at 6:30 P.M.	Mon May 27	Mon June 24	Mon July 22
Adjournment	Adjournment 8:30 p.m.			
Posted March 22, 2013	In compliance with American Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meetings, or to participate at Commission meeting, please contact the Commission office at (805) 658-4193. Please notify the Commission three days prior to the meeting date, for the Commission to make reasonable arrangements and ensure accessibility.			
Refreshments?				