



# VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency  
4601 Telephone Road, Suite 117,  
Ventura, CA 93003  
Mailing Address: 4651 Telephone Rd, #200  
Ventura, CA 93003-8393  
(805) 658-4193  
[www.vccw.net](http://www.vccw.net)

## 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

Vacancy

Vacancy

### DISTRICT II

Lee Riggan

Suzi Caron

Amy Walker-Davis

### 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

## DRAFT AGENDA

Date: Monday, January 23, 2012

Location: VCCW Offices, 4601 Telephone Road, Suite 117, Ventura, CA 93003

6:30 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 a minimum of three minutes to address the Commission. The entire public comment period is limited to thirty (30) minutes total.

1. Call to Order- 6:30 p.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 Flores  

ABSENTEE POLICY: The Bylaws Article 4, Section 4.1 & 4.2 read: Notice of absence must be given to the Chair at least 24 hours prior to the meeting. Recommendation for removal may be made when the bylaws have been knowingly violated or as a result of three (3) absences from regular monthly meetings during each year, beginning on July 1.
3. Adoption of Agenda Riggan
4. Public Comment – This is the opportunity for the members of the public to address items not on the agenda
5. Approval of Minutes of Regular Meeting of November 28, 2011 & Special Meeting of Dec 14, 2011 Flores
6. Receive Treasurer's Report Lawrence  
  - a. Restricted funds held by VCCF
  - b. Restricted & Unrestricted funds in the VCCW Bank Account.
7. Receive Corresponding Secretary's Report Howard/Goodrow  
  - a. Communications Received (hard copy, email & phone calls)
  - b. Communications Sent (Greetings)
  - c. ADA Accommodations Requests

These are items presented to the Commission for information. They may be referred for acknowledgement, investigation or response as appropriate.
8. Chair Report 6:50 p.m. Riggan  
  - a. Report on Board of Supervisors Requirements to receive grant
  - b. Report on Ventura County Staff Liaison, Sonia Kroth
  - c. Membership Status
9. Vice Chair Report Goodrow  
  - a. Membership Recruitment
  - b. Representative(s) Report & Advocacy Recommendations (Goodrow, Hurd, Howard)
    1. CAWA
    2. RRN
    3. ACCW
    4. NACW
    5. Ventura County Women's Forum Collaborative
10. Status of Women & Girls of Ventura County Committee Report Durisseau/Goodrow Riggan  
  - a. Fiscal Sponsor Fee
  - b. Funding Status
  - c. Focus Groups Plan (Feb – April)-Shante, Debra, Nancy, Elvia – Develop plan for Status
11. Discussion: Guizar/Durisseau/Phillips/Bagley  
  - a. Recognition Fundraiser tasks: Develop data base (Jan); Explore venues (Jan – Mar)
  - b. Improve communication with Board of Supervisors – PR Committee
  - c. Amplify the VCCW Mission
  - d. Bylaw changes needed
12. Commissioners District & Ambassadorship (Written) Reports &/or news clippings on actions effecting women & families in the districts (e.g. council meetings, organization events, activities current & planned)
13. Adjourn to Committee Meetings: 7:30 – 8:25 p.m. (Committees may meet at each Regular Meeting)  
  - a. Status of Women & Girls in Ventura County Committee – Project Management Design; Durisseau/Goodrow Riggan/Bagley/Lawrence



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Phillips/Flores

Interns; Fundraising; Task of 4 Teams; Consultant Agreement

- b. Bylaws & Standing Rules Committee – To establish August-July Term of Office Sec 5.1.D
- c. Website Committee – To establish training plan/procedure for Co-Chairs
- d. Publicity Committee- Develop plan, policies, procedures be; How will we know a media release has been issued; Who shall have the responsibility to approve the releases
- e. Committee for Policy Development for Proclamations, Resolutions, and Protocols
- f. Executive Committee – January Agenda; Policy for giving the VCCW name to projects, events, etc, procedures, and documentation.

Durisseau/Guizar  
Funk/

14. Recess 8:25 – 8:30 p.m.

15. Reconvene Regular Meeting 8:30 p.m.

16. Committee Reports

17. Consent Agenda Items 17. All matters on the Consent Calendar are expected to be non-controversial and will be enacted by one motion. There will be no discussion of these items. If discussion is required, that item will be removed from the Consent Calendar and will be discussed after the balance of the Consent Calendar has been approved and before the beginning of the items following Consent.

18. Action Items 8:15 p.m.

- a. Approve Status of Women & Girls Committee Recommendation(s)

19. 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.

20. Upcoming Events:

- a. VCCW Regular Meeting on February 27, 2012

20. Adjournment 9:00 p.m.

## Posted January 20, 2011

*\*California Corporate Code 5512 (c) regarding quorum states: "...the members of a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum." (Therefore, if a quorum of a Commission with 15 members (seated) is 8 members, and meeting is held with the quorum present, and some members subsequently leave the meeting, a decision can be made by a majority vote of 5 members, where all 5 vote in the same way.)*

*California Corporate Code 551:  
(c)*

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*