



VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency
4601 Telephone Road, Suite 201
Mailing Address: 4245 Market Street, Suite 201, Ventura 93003
Ventura, CA 93003
(805) 658-4193
www.vchsa.org/cfw/

DRAFT Minutes – March 1, 2008

GOVERNING BOARD – Ventura County Supervisors

Steve Bennett
Linda Parks
Kathy Long
Peter C. Foy
John K. Flynn

COMMISSION MEMBERS:

DISTRICT I

Cecilia Fargo
Diana Goodrow
Janet Barron

DISTRICT II

Lee Riggan
Mary Pallant
Karen Peters

DISTRICT III

Sharon Hillbrant
Nancy Lee Phillips
Elvia Guizar

DISTRICT IV

Jan Lawrence
Shanté Morgan
Durisseau
Vacancy

DISTRICT V

Ina Howard
Deborah De Vries
Carmen Hurd

ADVISORY BOARD

Julia Brownley,
Assemblywoman
41st Assembly
District
Shoshana Brower
Bonnie Warrington
Ruth Ann McAllister

A regular meeting of the Ventura County Commission for Women was held in the Commission office at the Human Services Agency, 4601 Telephone Road, Suite 201, Ventura, on Saturday, March 1, 2008. The Chair called the meeting to order at 9:35 a.m.; the Recording Secretary was present.

The Chair read the VCCW Mission Statement.

Present were Chair Mary Pallant, Vice Chair Elvia Guizar, Recording Secretary Lee Riggan, Treasurer Nancy Lee Phillips, and members Cecilia Fargo, Janet Barron, Sharon Hillbrant, Jan Lawrence, Shanté Morgan-Dunsseau, Ina Howard, and Carmen Hurd. The Chair declared a quorum was present. Commissioner Debbie DeVries arrived at 11:33 a.m. Due to a sudden illness, Commissioner Fargo left soon after the start of the meeting.

Commissioner Barron moved and Commissioner Howard seconded the adoption of the Agenda. The motion passed.

Commissioner Lawrence moved and Commissioner Guizar seconded approving the February minutes as corrected. The motion passed.

There was no Treasurer's Report.

Correspondence and communications report was received. The Chair will return the call of a person interested in serving as a commissioner.

Chair Pallant commended Commissioner Peters (who is still unable to attend due to illness) for the revision and updating of the VCCW Website.

Commissioner Pallant again reported that Human Service Agency Manager was receptive to the suggestion to recruit mentees by VCCW giving presentations at CalWORKS participant meetings.

Commissioner Pallant noted the State budget deficient reinforced our decision to postpone but not table the budget development until after the Forum.

CALL TO ORDER

MISSION

ROLL CALL

AGENDA

MINUTES

TREASURER'S REPORT

CORRESPONDENCE

WEBSITE

CALWORKS MENTORING

BUDGET REVIEW

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The Commissioners prepared 2,000 Tri-fold Registrations for mailing during the 3-hour meeting. Commissioner Hillbrant brought the Tri-fold Registrations, Commissioner Phillips prepared and presented the 2,000 labels and Commissioner Pallant provided the other needed supplies. Commissioners were invited to the CSU CI walk through Monday, March 3 at 11:30 where the Forum will be held.

**WOMEN'S
FORUM**

Commissioner Pallant advised Commissioners to use the new mailing address, 4360 E. Main Street, #460, Ventura, CA 93003, when they print their next business cards.

**NEW MAILING
ADDRESS**

Commissioner Howard presented a Report on the Advisory Board Guidelines and thanked Commissioner Hurd for her assistance. Commissioners discussed adding to the protocol the following: that the Advisors are non-voting, honorary positions; that stationary (letter-head) positions will be rotated subject to available space; members would be prominent women who serve on major boards, elected officials who support women's issues, and who need not have a presence in Ventura County; Gender will not be an issue; recommendations are to come from Commissioners to the Advisory Board Sub-Committee. The Sub-Committee will deliberate and present their recommendations to the Commission. The following Commissioners volunteered to serve on the Advisory Board Sub-Committee: Ina Howard, Carmen Hurd, Janet Barron, Shante Morgan-Durisseau, and Nancy Lee Phillips. By general consent Commissioners approved placing on the April Agenda the Advisory Board protocol revision to the Standing Rules and making it a Standing Committee when Bylaws are reviewed in June.

**ADVISORY
BOARD
GUIDELINES**

Commissioner Phillips moved and Commissioner Lawrence seconded to approve the signing of the Memorandum of Understanding by the Chair Pallant with the Ventura County Human Services Administration – Children & Family Services with these requested changes: That 3.d. to add, "and hosting VCCW website domain VCCW.Net on the County Server;" to change the number 13 to 15; and to confirm internet access by the VCCW computer. The motion passed.

VCHSA MOU

Commissioner Lawrence reported on her progress on the revision of the VCCW Brochure. Various Commissioners were requested to provide their photos for insertion.

BROCHURE

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By general consensus it was agreed that Email Communication Guidelines will tabled to the April meeting and a report will be provided by the Committee of Commissioners Phillip, Morgan-Durisseau, and Barron. The template put forth by Commissioner Morgan-Durisseau will be used and was recommended for all future Committees reports.	EMAIL COMMUNICATION GUIDELINES
Commissioner Phillip moved and Commissioner Barron seconded that the Silver Mountain Marketing Proposal for Website Design & Maintenance be approved. The motion passed.	SILVER MOUNTAIN MARKETING
Commissioner Barron moved and Commissioner Phillip seconded that formal recognition giving authorization for the establishment of the VCCW.Net website be approved. The motion passed.	VCCW.NET WEBSITE
Commissioner Morgan-Durisseau moved and Commissioner Phillip seconded that the payment from the VCCW Fund for the VCCW address (4360 E. Main Street, #460, Ventura, CA 93003) be ratified. The motion passed.	VCCW FUND PAYMENT
Commissioner Phillip moved and Commissioner Lawrence seconded that domain VCWF.org be purchase and access by the website supporters with reimbursement from the VCCW Fund. The motion passed.	VCWF.ORG DOMAIN
Guest Nancy Ballard, Ventura County Public Health Director of the Adolescent Family Life Program (AFLP) spoke to the Commissioners about the TSPP Program and was introduced by Commissioner Guizar. Follow-up meetings will be held by the TSPP Committee with Nancy Ballard in March.	TSPP PROJECT
Commissioner Barron lead the discussion with members on the 2008-2009 Project Planning Table and reviewed the Retreat material. Chair Pallant expressed appreciation for Barron's work on the Table and Retreat Material.	2008-09 PROJECT PLANNING TABLE
Chair Pallant reported on informing the Supervisor Foy of the vacancy in his district with the resignation of his appointee Emmanuelle Lipsky, and assisting in its formal recognition.	VACANCY
Chair Pallant reported on her effort to get a March date-certain for the Board of Supervisors recognition of Women's Herstory Month which will be co-sponsored by AAUW who wish to collaborate with VCCW. Commissioner Phillips will email the National Women's History Questionnaire to Commissioners to take to their libraries in March.	HERSTORY MONTH
Commissioners discussed having a group photo for the VCCW web site. Commissioner Morgan-Durisseau suggested it could	VCCW WEB SITE

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also be used in the Women's Forum Program. Commissioner Phillips asked members to provide her with their ideas for the web site.

Commissioner Phillips reported that the VCCF Paypal account and protocols have been established.

PAYPAL
ACCOUNT

Chair Pallant reported that Commissioner Goodrow asked members to attend the VCCF meeting of March 13 at 4 p.m. and to attend the Women's Legacy meeting and speak on March 18 at 9 a.m.

MEETINGS

Commissioners asked that the following be included in the April Agenda: 1) Communication (email) Guidelines (Commissioner Phillips, Morgan-Durisseau); 2) Advisory Board protocol revision to the Standing Rules 3) ACCW Report on Quarterly Meeting (2/1/2008) in Marin.

FUTURE
AGENDA ITEMS

Commissioner Hurd will be attending a workshop on fundraising and will bring information back to VCCW.

ANNOUNCEMENTS

The meeting was adjourned at 12:08 p.m.

ADJOURNMENT

Lee Riggan, Secretary

Approved as
Printed/Corrected
on _____

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CALENDAR

March 1, 2008	VCCW Regular Meeting, 9 a.m.-12 p.m.
March 8, 2008	Women's Economic Justice Project – Oxnard College
March 12, 2008	Women's Forum meeting at 7 p.m. at VCCW office.
March 13, 2008	VCCF meeting at 4 p.m. in Camarillo
March 18, 2008	Women's Legacy Fund 9 a.m.
April 5, 2008	VCCW Regular Meeting, 9 a.m.-12 p.m.
April 12, 2008	Women's Forum – Educational Justice California State University, Channel Island

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Attendance

03/01/2008

Commissioners	Attendance	Mileage	Hours	Expenses
		Mileage = 0.50/mileage		
1. Diana Goodrow	A	0	0	\$0.00
2. Cecilia Fargo	P	10	8	\$20.00
3. Janet Barron	P	10	4	\$5.00
4. Karen Peters	A			\$0.00
5. Mary Pallant	P	80	12	\$48.00
6. Lee Riggan	P	60	8	\$30.00
7. Sharon Hillbrant	P	40	8	\$20.00
8. Nancy Lee Phillips	P	50	15	\$25.00
9. Elvia Guizar	P	10	3	\$5.00
10. Jan Lawrence	P	70	4	\$36.00
11. Shanté Morgan Durisseau	P	70	10	\$36.00
12. Vacant			0	\$0.00
13. Deborah De Vries	P	10	4	\$3.50
14. Ina Howard	P	10	3	\$10.00
15. Carmen Hurd	P	10	3	\$5.00
	<u>12</u>	<u>430</u>	<u>82</u>	<u>\$243.50</u>