

Ventura County Commission for Women  
Draft Minutes Regular Meeting  
March 26, 2012, 6:30 p.m.  
Camarillo Police Department, 3701 Las Posas Rd, Camarillo 93010

**1. Call to Order/Mission Statement**

Chair Lee Riggan called the meeting to order at 6:37 pm and read the VCCW Mission Statement. Recognizing the absence of the secretary, Commissioner Phillips was asked to take minutes.

**2. Recognition of and Welcome to District 2 Commissioner Kitty Dill.**

Everyone welcomed the new commissioner from District 2. Commissioner Dill spoke to the Commissioners present

**3. Roll Call**

**Present** - Lee Riggan, Diana Goodrow, Nancy Lee Phillips, Ina Howard, Ruth A. Funk, Carmen Hurd, Jan Lawrence (arrived at 7:25 pm) Rosandra Esquivel, Joni Holling, and Kitty Dill.

**Absent** – Elvia Guizar, Ana Christina Flores, Shante Morgan-Durisseau, and Debra Bagley

**4. Adoption of Agenda**

On a motion by Commissioner Goodrow, seconded by Commissioner Phillips, and passed unanimously, the agenda was adopted as amended deleting items 15 through 18.

**5. Public Comments**

There was no public comment.

**6. Approval of Minutes of Regular Meetings February 27, 2012 & October 24, 2011**

The minutes of October 24, 2011 were not available. On a motion by Commissioner Phillips, seconded by Commissioner Funk and passed unanimously, the minutes of February 27, 2012 were approved as amended deleting the reference to November 15, 2011 minutes.

**7. Receive Treasurer's Report**

- a. **Restricted funds held by VCCF**
- b. **Restricted and Unrestricted funds in the VCCW Bank Account**
- c. **VCCW Draft Budget**

There was discussion of the draft budget outline and the need for accurate expenditures of the commissioners. Chair Riggan will send a reminder email asking commissioners to send budget information to Commissioner Lawrence. Commissioners Lawrence, Dill and Phillips will work on a budget draft for presentation to the commission.

**8. Received Corresponding Secretary's Report**

- a. **Communication Received** – an update was provided
- b. **Communications sent** – an update was provided
- c. **ADA Accommodations Requests** – None were received and there was consensus to remove this item from future agendas. Required wording on requesting accommodations would continue to be listed on the agenda.

**9. Vice Chair Report**

- a. **Representative Report & Advocacy Recommendations** – an update was provided.
  - 1. CAWA
  - 2. RRN
  - 3. ACCW
  - 4. NACW
  - 5. Ventura County Women's Forum Collaborative



**10. Chair Report**

- a. **Ninth Month Report of Accomplishments Activities** – an update was provided
- b. **Oversight of Status of Women & Girls Study** – the materials submitted at the meeting were reviewed.
- c. **Report on Board of Supervisors' Actions & District 2** – No report.

**11. Status of Women & Girls of Ventura County Committee Report**

- a. **Consultant Contract & Scope of Work** – Commissioner Esquivel indicated she had sent a sample contract to Commissioner Morgan-Durisseau. There was review and discussion of Commissioner Morgan-Durisseau's report previously emailed to the Commissioners.
- b. **Status Launch Plan** - Commissioner Goodrow indicated she received an email from Hugh Ralston, which she shared and indicated she would email to the rest of the commission. She also indicated she had a meeting set up with Mia for Wednesday afternoon. There was concern expressed that the meeting should include Commissioner Morgan-Durisseau. Commissioner Lawrence asked when the funding would be placed in the Commission fund.

**12. Public Relations Committee**

**a. Press Release on New Commissioners.**

Commissioner Esquivel indicated there were no commissioner bios on the website. Commissioner Lawrence indicated she did have bios; however, they needed to be updated and of a consistent content and that she would send what she has to each commissioner for updating. So there is no duplication of effort, bios should be returned to Commissioners Phillips and Esquivel with copies to Commissioners Lawrence and Morgan-Durisseau and be 200 words or less.

**b. Next Press Release**

It was agreed the next press release would be on the Status of Women and Girls Study.

**13. Discussion of Strategic Planning Tasks**

- a. **Recognition Fundraiser Tasks** – Develop database (Jan); Explore venues (Jan-Mar)
- b. **Improve communication with Board of Supervisors – PR Committee** – There was discussion of potential meetings.

**14. Commissioners District & Ambassadorship**

15. This item was deleted from the agenda.

16. This item was deleted from the agenda.

17. This item was deleted from the agenda.

18. This item was deleted from the agenda.

**19. Consent Agenda**

There were no consent items.

**20. Action Items**

**a. Approve Status of Women & Girls Committee Recommendation for Consultant Contract & Scope of Work**

Commissioner Phillips moved to approve the Status of Women & Girls Committee recommendation for Consultant Contract Proposal and Scope of Work as presented. The motions was seconded by Commissioner Goodrow and passed unanimously.

**b. Approve Launch Plan for Status of Women & Girls Study**

Commissioner Goodrow moved to approve the Launch Plan as outlined the report submitted by Commissioner Morgan-Durisseau (page 13 of the agenda packet). The motion was seconded by Commissioner Esquivel and passed unanimously.

**21. Commissioners' Discussions, Information Items, Announcements & Future Agenda Items –**  
Commissioners provided updates. Approval of the November 15, 2011 minutes will be on the next agenda.

**22. Upcoming Events**

- a. VCCW Regular Meeting April 23, 2012

**23. Adjournment**

The meeting adjourned at 9:09 pm.

Approved and entered into the record, April 23, 2012

Nancy Lee Phillips, Acting Secretary