

# VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency  
4245 Market Street, Suite 201  
Ventura, CA 93003  
(805) 658-4193  
[www.vchsa.org/cfw/](http://www.vchsa.org/cfw/)

## COMMISSION MEMBERS:

### DISTRICT I

Cecilia Fargo  
Diana Goodrow  
Debbi Steele

### DISTRICT II

Janis Gardner  
Lee Riggan  
Mary Pallant

### DISTRICT III

Sharon Hillbrant  
Nancy Lee Phillips  
Vacancy

### DISTRICT IV

Jan Lawrence  
Cynthia Hollister  
Vacancy

### TRICT V

Ina Howard  
Ruth Ann McAllister  
Vacancy

## MINUTES

June 3, 2006

Los Altos School Library  
700 Temple Avenue, Camarillo, CA 93010

1. **Call to Order** by Chairperson Goodrow at 9:12 a.m.

### 2. Roll Call:

P Cecilia Fargo	P Mary Pallant	
P Diana Goodrow	A Cynthia Hollister	
P Debbi Steele	P Sharon Hillbrant	P Ina Howard
A Janis Gardner	P Nancy Lee Phillips	A Ruth Ann McAllister
P Lee Riggan	P Jan Lawrence	

### 3. Adoption of the Agenda

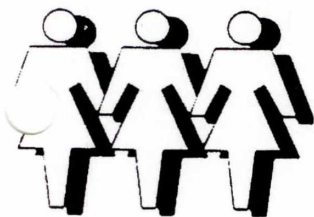
4. **Public Comment:** Elvia shared a copy of the Save the Date Forum ad in Promotoras y Promotores Foundation program.

### 5. Consent Calendar:

- Approval of the Minutes of April 8, 2006** - Minutes approved as amended
- Acceptance of the Treasurer's Oral Report:** Balance: \$502.17.

### 6. Committee Reports:

- Correspondence/Communication:** Presented by Commissioner Steele.
- CalWorks** – Commissioner Phillips put together the wonderful packets and got almost all the goodies herself. We will meet at 9:00 at the BOS. Diana will make the presentation and discuss how CalWorks applies to the commission and what it does for the county. Commissioner Steele to send thank you note for donations to: Dennis Phillips (Jack Nadel, Inc.) for bags, staplers and portfolios and Trader Joe's for orchid plants. During the retreat – we need to discuss a letter asking for donations and certificates EARLY.
- Teen Sibling Project Report (TSPP):** Commissioner Lawrence will find out final version on Tuesday June 6. This version will be send to Community Partners. The new report will reflect the changes on the graphs, editorial changes and add the new budget from Nancy Ballard.
- Board of Supervisor's Presentation** – Commissioner Gardner is making up list of annual accomplishments. Chair Goodrow will make the presentation and introduce the new chair. Commissioners Goodrow and Phillips will consider a budget.
- Web Page/Newsletter:** Commissioners Hollister has done more work on the webpage.
- State Association of Commissions for Women** - Commissioner Goodrow attended the meeting in Sacramento. At the meeting they reviewed what different commissions are doing throughout the state. Diana will send out a written report. There will be a retreat of the state commission in August in Palm Springs.



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### 7. Action Items:

- a. **New Commission location and Effect** – New Commission location – 4245 market St #201. Commissioners Goodrow and Phillips are working on the move and if we will get access on the week-ends. Mail will be delivered to our office. Commissioner Steele to buy card stock. Commissioner Hollister to do new business cards.
- b. **Women's Forum** – Save the Date card and the letterhead done. Possible keynote speaker recommended by Sue Broidy. She's a UCSB professor of sociology at UCSB. Next meeting June 8, 6:00 at Los Altos School Library in Camarillo.
- c. **Finalization of July meeting date** - Consensus that meeting will not change – still July 1

### 8. Information/Discussion Items

- a. **Review of 2005-2006 Project Planning Table:** On schedule
- b. **Commission Appointments** Elvia Guizar pending, 2 openings. Commissioner Gardner to do press release.
- c. **Recommendation to Board of Supervisors to appoint Bonnie Warrington as Commissioner Emeritus:** Commissioner Steele to write letter to Supervisors – use Honorary – certificate of appreciation from supervisors. Commissioner Phillips to send list of supervisors & assistants to Commissioner Steele.
- d. **Email addresses for Commissioners via Web page:** Commissioner Goodrow to work with Commissioner Hollister on possibility of getting e-mails through county – talk to Laurie Flack at HSA.
- e. **Procedure for Election of Officers at July Meeting:** Slate of officers: Chair – Nancy Lee Phillips; Vice-Chair – Mary Pallant; Correspondence Secretary – Debbi Steele; Recording Secretary – Cindy Hollister; Treasurer – Ruth Ann McAllister. Suggestion that we change the by-laws to reflect a Parliamentary position. Discuss at retreat.
- f. **Retreat** – Discussion of possible dates. Suggestion to change September 2 meeting to September 9 due to Labor Day weekend. Review by-laws at Retreat, looking at Oct 21 date – Commissioner Goodrow will firm up with Maricela Morales (Facilitator). Suggestion for no meeting on October 7<sup>th</sup> due to Forum on October 14.

### 9. Future Agenda Items:

- Election of Officers
- Budget
- Tentative calendar
- Teen Sibling Pregnancy Prevention (TSPP) Project
- BOS Annual Report

### 10. Commissioner Announcements: None

### 11. Next Meeting – July 1 at the new location in Ventura.

### 12. Adjournment – 11:30 a.m.