

Ventura County Commission for Women

Retreat Notes for October 22, 2012

Meeting Agreements:

- Respect time frames.
- All cell phones, pagers, etc. turned off.
- Avoid side conversations; one person speak at a time.
- Disagree without personal attack.
- Practice facilitative behavior.

Mission:

The Ventura County Commission for Women encourages, supports and facilitates the empowerment and education of Ventura County Women.

Roles: (Amplifying the Mission)

- Make a difference.
- Provide a space for women to voice their concerns.
- Bring to the forefront and address women's issues.
- Provide a Resource and Referral for women.
- Represent women to the greater community (& the Board of Supervisors)
- Be a "finger on the pulse" of Ventura County women.
- Facilitate networking with other women's groups.
- Be a public presence and a voice for women.

Overall Goal for the Commission:

When issues come up around women and girls in Ventura County, people think of and turn to the Ventura County Commission for Women first. (We are the go-to people!)

Brainstormed Goals and Projects: (* marks top 3 items)

- *Honor/recognize women's groups (with fundraiser event)
- *Status of Women Report (with 4 public meetings)
- Women's History Month
- Domestic Violence Month

- Sexual Abuse Awareness – April
- (November 1st presentation on 30th Anniversary) – already in process
- Women’s Forum – September
- Updated website (and training) – already in process
- Ambassadorship
- *Improve communication with the Board of Supervisors

Project Timelines for top 3 projects:

1. Produce the Status of Women Report

November 2011

- Mtg with Hugh & Women’s Legacy for agreement (in writing!) re: funding (confirm fiscal sponsorship details).

Who: Shante
Diana
Lee
Jan
Nancy

Done by: 11/15/11

December 2011

- Develop Roles and Responsibilities + contract for consultant

Who?

Done by date?

- Set up four teams (with clear Roles & responsibilities):

1. Politics
 - a. Shante
 - b. Nancy
 - c. Debra
2. Employment
 - a. Ruth
 - b. Jan
3. Basic needs
 - a. Ina
 - b. Diana
 - c. Lee
4. Health & Safety
 - a. Elvia
 - b. Ana Christina
 - c. Carmen

Done by: Jan. 1, 2012

Hire Consultant (to work
January-June 2012)

Who?

Done by: 1/1/12

February through April 2012:

- Conduct Focus Groups and/or Town Hall Meetings
 - o Identify questions
 - o Identify locations and dates/times
 - o Identify facilitators

May-June 2012:

- Complete research
- Editing, layout, etc: prepare document for printing

July 2012:

- Printing Report:
 - o Get printing bids
 - o Select and contract with printer
 - o Have printing done by 7/31

August 2012:

- Organize presentations (Each team gives their portion of the report)
- Produce fact sheets for handouts
- Have fact sheets printed

September 2012:

- Roll Out:

- Presentations
- Women's Forum
- Women's Legacy Luncheon

By end of 2012: Develop plan for 5-year follow-up Report

2. Recognition Fundraiser (for February-March 2013):

January 2012:

- Start making lists of organizational sponsors
- Develop data base

February-March 2012:

- Explore venues & caterers
- Select venue and contract with them
- Select & contract with caterer (if not included in venue)

April 2012:

- Develop budget (including forms of recognition)

May 2012:

- Research and develop criteria for recognition

June 2012:

- Identify and enlist partner/sponsor organizations
- Develop sponsor invitation

July 2012:

- Beg/borrow/raise seed money

August 2012:

- Develop Public Relations Plan

- Design collateral materials

September 2012:

- Print collateral materials, including:
 - o Flyers
 - o Save the date notices
 - o Invitations

October 2012:

- Announce event
- Ask for nominations of organizations to receive recognition

January 2013:

- Develop program
- Invite presenters
- Print program

February 2013:

- Publicity into high gear

February-March 2013:

- Hold recognition luncheon
 - Exhale!
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3. Improve Communication with Board of Supervisors and Community

October-November 2011:

- Start regular email updates with each District Supervisor (starting with news from the Retreat, and continuing with periodic meeting updates)
- November 1st Present 30th Anniversary review and report to Board of Supervisors

November-December 2011:

- Form Public Relations Committee:
 - o Shante (has templates)
 - o Debra
 - o Nancy
 - o Elvia
- Use templates for press releases for any/all events sponsored by VCCW and/or participation in other events by VCCW Commissioners (ongoing)

January 2012:

- Develop a plan to take full advantage of the Status of Women and Girls Report, including:
 - o Press releases to radio, TV, and newspapers
 - o Radio/TV interviews
 - o Speakers bureau

July 2012:

- Invite Supervisors (or their representatives) to the August VCCW meeting for the installation of new officers (and/or other special occasions).

October 2012:

- Annual Review/Report presented to the Board of Supervisors

Basket: (items to be addressed later)

- Amplify the VCCW Mission (February agenda)
- Update the VCCW Roster (Lee – by the 11/26/11 meeting)
- Check the Camarillo library for a meeting location (Nancy)
- Bylaws changes: (1) regarding when officers' terms start (August), and (2) clarify processes for Committee Chairs (Debra and Lee; bring proposed changes for February agenda)
- Form a Public Relations committee (Done today!)

Retreat Evaluation:

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- Facilitator:
 - o Controlled time
 - o Kept us focused

 - Made us into a team
 - The Food!
 - Everyone contributed
 - The location
 - We worked toward fulfilling our mission
 - We reduced our work to a doable, workable plan

Thank you everyone – I enjoyed working with you again! Since I rely on word of mouth “publicity” for my consulting services, I would very much appreciate your recommendations of my services to other groups who may be seeking a facilitator.

Cynthia

Cynthia King, PhD
Collaboration Catalyst and Guide
P.O. Box 1055, Ventura, CA 93002
creating-partnerships.com
cintia.king@gmail.com
805.729.1194