The November 15, 2018 meeting of the Solano Commission for Women and Girls (SCWG) was held in the Multipurpose Room (1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533

**CALL TO ORDER**

The meeting of the Solano Commission for Women and Girls was called to order at 6:31pm.

**ROLL CALL**

**Members Present (11)**

Olivia Ruiz Solano County, District 1

Ana Petero Solano County, District 2

Stephanie Beardsley Solano County, District 3

Jennifer Hamilton Solano County, District 4

Laura Petty Solano County, District 5

Gayle Vaughan City of Benicia

Mary Lou Batchelor City of Dixon

Kay Kelley City of Rio Vista

Elease Cheek City of Vallejo

Rochelle Sherlock Solano County Office of Education

Sakina Ali SCWG Appointment

**Members Absent (0)**

**New Members:**

Akon Walker SCWG Appointment

Doriss Panduro SCWG Appointment

Sakina Ali SCWG Appointment

Kaitlyn Dutton SCWG Appointment

**Vacant Positions on the Commission (3)**

Vacant City of Fairfield

Vacant City of Vacaville

Vacant City of Suisun City

**Staff, Speakers, and Guests Present**

Sabine Goerke-Shrode Solano County, District 3, Representative

Frances McCullough President, Solano County Library Foundation

 SCWG Foundation Committee

Bobbi Enderlin Soroptimist, Benicia

SCWG Foundation Committee

Barbara King Applicant

Jack Batchelor Congressman Garamendi Representative

Edie Thomas Executive Director, Connections for Life

**COMMENTS FROM MEMBERS OF THE PUBLIC**

No public comments.

I. Additions/Deletions to the Agenda

 There are no additions or deletions to the agenda.

II. Approval of Agenda

Motion to approve the agenda by Commissioner Ruiz and seconded by Commissioner Cheek. Agenda approved – Vote: 10-0

III. Approval of the SCWG Meeting Minutes dated October 17, 2018

 Motion to approve the minutes by Commissioner Batchelor and seconded by

 Commissioner Kelley. Vote: 10-0

**REGULAR CALENDAR**

1. Commission Membership

 The Membership Committee, comprising of Beardsley, Hamilton, Cheek, and Kelley,

 reported on the criteria and process they conducted to search, review, interview, and

 select the four (4) positions with which SCWG was tasked to fill. The committee added

 that before constructing the criteria and process for additional members, they

 conducted a survey of the current commissioners’ expertise and skills to assess areas of

 need.

 There was a discussion on engaging the community by considering establishing a

 charter, how to organize it and to make suggestions for recruitment and engagement.

 More discussion ensued regarding districts/areas from which applicants had applied.

 Commissioner Batchelor asked if any applicants were from Dixon. The answer was,

 “yes”. As for the un-appointed cities, the committee noted that there are no

 appointments from Vacaville, Fairfield, or Suisun.

 The committee recommended the following members to the Commission:

 Akon Walker Adult Member

 Doriss Panduro Adult Member

 Sakina Ali Youth Member

 Kaitlyn Dutton Youth Member

 2 Years

 Akon Walker Adult Member

 Sakina Ali Youth Member

 3 Years

 Doriss Panduro Adult Member

 Kaitlyn Dutton Youth Member

 Action: A motion to approve the slate was made by Commissioner Vaughan and

 seconded by Commissioner Batchelor. Approved Vote: 10-0

 The committee also asked the commission to consider one (1) year terms for the

 youth members with the option to re-elect, as school and work schedules fluctuate from

 semester to semester, and youth members may not be able to commit to the full two

 (2) or three (3) year terms.

 From the floor, Dr. Frances McCullough asked what the rationale was for limiting

 youth members to one (1) year terms. The Membership Committee responded that

 that the current terms may dissuade potential youth applicants from applying, as the

 commitment might be too long. Arguments for maintaining the current terms and

 descriptions of terms for youth commissioners include unnecessarily limiting terms to

 one (1) year.

 Action on this proposition was made in Item 3 of the agenda: “By-Laws

 Review and Revision, specifically, Section IV B 1”.

 SWCG Chair, Sherlock commended the Membership Committee for their work. The

 Membership Committee’s complete report is attached to these minutes.

2. Strategic Media/Marketing Committee

 The Media/Marketing Committee, comprising of Commissioners Sherlock, Vaughan,

 Ruiz, Cheek, and Petero presented a preliminary plan on the structure and goals of the

 committee including the Charter, Social Media, Marketing/Communication plan as well

 as establishing a meeting schedule. Commissioner Vaughan outlined the Charter;

 Commissioner Ruiz addressed the SCWG Logo, and suggested that there be a public

 contest to choose the Logo. Ideas for where the contest could be held included local

 high schools and college. Commissioner Sherlock discussed establishing parameters and

 protocols for posting and maintenance of communication methods including having

 representatives responsible for covering Northern/Southern Solano County.

 Commissioner Petero discussed communication outlets through which SCWG could

 reach the public as well as demographics of girls and women in Solano County in order

 to better target communication. Discussion and decision pertaining to the logo is

 planned for the December meeting.

 Finally, the committee reported that the marketing plan will be completed by

 February, 2019.

3. By-Laws Review

 Chair, Sherlock led the discussion on the revision of the Interim By-Laws that were

 reviewed by Dr. Michelle Heppner, Solano County CAO. At the end of the discussion

 the by-laws were approved with the following revisions:

 **ARTICLE III – GOALS**

 No Change

 **ARTICLE IV – MEMBERSHIP**

 B(1) Remove “Nothing herein shall prohibit a person from serving more than one term.”

 and Add “Commissioners may serve more than one (1) term.”

 D(2) Remove “they are” and Add “the Commissioner was” Remove “three commission

 meetings in a row” and Add “three (3) consecutive meetings.” Remove “the commission member” and Add “the commissioner”, Remove “and appointing body.”

 D(3) Remove “At-large and youth”

 D(4) Remove “at-large or youth”, Remove “full”, Remove “Cause may include

 malfeasance in office, excessive absences.”

 **ARTICLE V – MEETING OF THE COMMISSION**

 B(3) Remove “e-mailed or faxed” and Add “given”

 **ARTICLE VI – CONSENSUS AND VOTING REQUIREMENTS**

 (2) Remove “She” and Add “Each member” Remove “herself” and Add “themselves”

 Remove” she” and Add “they”

 **ARTICLE VIII – OFFICERS**

 A(1) Remove “and any other officers it deems necessary” and Add “and treasurer.”

 A(5) Add “simple” before “majority vote,”

 B(1) Remove “she” and Add “they”

 **ARTICLE IX – DUTIES OF OFFICERS**

A(6) Remove “Director, and, or any staff” and Add “staff or consultant.”

 A(7) Remove “to the Executive and Legislative branches.”

 (B) Remove “her” and Add “their”, Replace “c” in “chair” with “C”

 Action: A motion to approve the By-Laws was made by Commissioner Beardsley and

 seconded by Commissioner Cheek. The amended bylaws were approved. Vote: 11-0

4. Election of Treasurer

 Chair Sherlock introduced the idea of adding a fourth officer, a treasurer to the

 Commission. The rationale for the position is to have a check and balance on the

 finances that are raised through SCWG. The position, of treasurer, was added to the

 By-Laws (Article XIII 1A), and approved by unanimous vote. The commission concluded

 that the election and duties of the treasurer will be addressed at the SCWG January

 meeting.

5. Status Report for Women and Girls

 A discussion developed regarding the SCWG Status Report. It was suggested that SCWG

 may consider hiring a consultant to assist in data collection. The Commissioners

 addressed organizing a workshop for strategic planning to complete the Status Report.

 In addition to workshops, suggestions included a need for subcommittees in order to

 identify areas and methods of data collection including forms and surveys. The sub-

 committee is comprised of Commissioner Sherlock, Bobbi Enderlin, Co-Founder,

 Soroptimist, Edie Thomas, Executive Director, Connections for Life, Sabine

Goerke-Shrode Solano County, District 3, Representative, Commissioner Batchelor, Commissioner Petty, Commissioner Stephanie Beardsley, Commissioner Hamilton.

6. Annual Calendar of Activities

 A discussion developed to formulate ideas for the 2019 calendar of events. One of the

 ideas addressed was to partner with existing groups in Solano County. Dr. McCullough,

 President of the Solano County Library Foundation spoke to the upcoming 12th Annual

 Women’s History Luncheon, in March, 2019. She stated that the theme of the luncheon

 is going to be “Visionary”. Dr. McCullough stated that the luncheon could Include an

 acknowledgement of the formation committee and the foundation of SCWG. Vice Chair,

 Petty suggested ways in which the Commission can collaborate with the Solano County

 Library Foundation. Additionally, the Commissioners discussed area in which funds

 can be raised for SCWG. A draft calendar was distributed containing dates, events in

 order for commissioners to add ideas to be discussed at the January meeting. The

 calendar is attached to these minutes.

 At the conclusion of the discussion it was recommended that a committee be formed

at the January meeting to review the possibility of coordinating with the Solano County Library Foundation to work on the March 2019, luncheon.

7. Policies and Procedures

 Policies and procedures and drafts of committees will be discussed at the SCWG

 December meeting.

8. Future Agenda Items

 There was a discussion on issues to be addressed at the next meeting. The first item

 of discussion was that there will be a Brown Act training in March. Second, SCWG will

 organize commission meetings for 2019. The Commission will appoint a committee to

work with members of the Library Foundation to discuss the possibility of partnering with the Foundation in planning the Women’s History luncheon in March. The communication committee will provide an update, and a discussion and organization of the calendar of events for 2019, will all be addressed at the next SCWG meeting in December.

**ADJOURNMENT**

The meeting was adjourned at 8:40pm. The next meeting is scheduled for Thursday, December 20, at 6:30pm-8:30pm.

Multipurpose Room (Room 1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533