The February 21, 2019 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

6:12pm.

**ROLL CALL**

**Members Present (12)**

Olivia Ruiz Solano County, District 1

Ana Petero Solano County, District 2

Gayle Vaughan City of Benicia

\*Elease Cheek City of Vallejo

Rochelle Sherlock Solano County Office of Education

Sakina Ali SCWG Appointment

Cornelia Gibson City of Fairfield

Kay Kelley City of Rio Vista

Tiffani Thomas City of Suisun

Stephanie Beardsley Solano County, District 3

\*Doriss Panduro SCWG Appointment

\*Kaitlyn Dutton SCWG Appointment

\*Attended after roll call were not present for some action items.

**Members Absent (5)**

Jennifer Hamilton Solano County, District 4

Laura Petty Solano County, District 5

Akon Walker SCWG Appointment

Judi Ruggiero-Ferrara City of Vacaville

Mary Lou Batchelor City of Dixon

**Staff, Speakers, and Guests Present**

Sabine Goerke-Shrode Solano County, District 3 Representative

Brigetta Corsello County Administrative Representative

Edith Thomas

Frances McCullough President, Library Foundation

**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 the Agenda

Motion to approve the agenda by Commissioner Beardsley and seconded by

Commissioner Kelley – Vote: 9-0 \*(Commissioners Cheek, Panduro, and

Dutton were not present for this vote.)

III. Approval of the SCWG Meeting Minutes dated January 17, 2019.

Motion to approve the minutes by Commissioner Ali and seconded by

Commissioner Gibson – Vote: 9-0 \*(Commissioners Cheek, Panduro, and

Dutton were not present for this vote.)

**REGULAR CALENDAR**

1. SCWG Website

There was a presentation by Commissioners Ruiz and Dutton on the website

created by Commissioner Dutton; there is no official information yet, as the

website is in outline form. SCWG needs to purchase a domain. The most cost

effective server is Wix, which will provide year for free. The cost is approximately

$30/month or $300/year. Insurance is covered, as it is built into the cost.

Commissioner Dutton demonstrated how the website will function. The website

will eventually link to email and social media accounts, and include

commissioners’ photos and bios, blogs and other communications from the

commission.

A discussion followed as to the method of payment. Some concerns included

logistics, that is, who will pay for the domain as commissioners are appointees.

Payment will be reimbursed.

Question: Who manages website?

Answer: Communications committee chaired by Commissioner Vaughan.

Action: Motion to set aside $300 to purchase a domain for SCWG website

was made by Commissioner Thomas and seconded by

Commissioner Vaughan – Vote: 10-0 \*(Commissioners Cheek

and Panduro were not present for this vote)

2. Social Media Policy

Policy attached.

Chair Sherlock addressed the social media policy which Commissioner Walker

condensed to fit SCWG. Commissioner Vaughan read the summarized policy.

The primary goal of social media is to disseminate information. The executive committee will oversee, and the communication committee will enforce communication content on SCWG communications. The commission will follow groups, not individuals, as SCWG is to be non-partisan.

Action: Motion to approve SCWG social media policy was made by

Commissioner Beardsley and seconded by Commissioner Ruiz

Vote: 10-0 \*(Commissioners Cheek and Panduro were not present

for this vote.)

3. Speaker’s Bureau Protocol

Draft attached.

Commissioner Vaughan discussed SCWG speaker’s bureau which consists of

commissioners making speeches on behalf of the commission. Guidelines

include general information on commission activities such as talking points

so as to be on the same page. Logistics for speaking engagements will be

reviewed by the communications committee in order to avoid duplications.

Regarding speaking engagements at fundraisers, Chair Sherlock would like

to be present. A central location for contact ought to be available for

speaking requests.

Finally, a discussion ensued on the logistics for presentations including documentation of presentation, attendees, issues addressed in order to

have a record.

Dr. McCullough summarized the speakers’ bureau function, for clarification and

confirmed and further reiterated by Chair Sherlock.

Action: A motion to approve the speaker’s bureau protocol was made by

Commissioner Ali and seconded by Commissioner Kelley

Vote: 11-0 \*(Commissioner Panduro was not present for

this vote.)

4. SCWG Work Plan 2019

Chair Sherlock reviewed and summarized the activities during the February 1,

2019, planning meeting in which the top three areas of attention included, 1) the

celebration of diversity of women and girls. A PowerPoint presentation was

shown in celebration of female diversity…promoting frame-busters, 2), recognize

women busting stereotypes, and, unsung heroes, celebrating women and girls

who do things differently. 3) speaking at educational events, to continue to

advocate for women’s rights. These are in addition to the status report, logo

contest, speakers’ bureau, social media. Advocacy will be determined upon

completion of the status report. Clarification: commission members are welcome

and encouraged to participate in any committee.

Action: Motion to approve items from planning meeting was made by

Commissioner Vaughan and seconded by Commissioner Cheeks

Vote: 11-0 \*(Commissioner Panduro was not present for this vote.)

An events committee was formed to tackle the top three events from the planning

meeting. The committee consists of Commissioners Ali, Sherlock, Vaughan,

Gibson, Panduro, Dr. McCullough. Chairing the events committee is

Commissioner Gibson.

5. Committee Reports

A. Executive Committee

Report by Chair Sherlock – Announcement of the recognition of SCWG and

resolution to honor International Women History Day at the Board of

Supervisors’ Meeting. All who could attend, please do so. Bylaws will be

addressed by the Board of Supervisors at the March 12, meeting.

B. Membership Committee

Report by Commissioner Kelley-Report attached.

Commissioner Kelley addressed the membership committee’s charter. The

membership committee requested a list of commissioners who have

completed ethics training. The list will be provided by Commissioner Petero.

Membership committee is planning a new member orientation for new

members.

C. Status Report Committee

Report by Commissioner Sherlock. Following is the timeline for the status

report committee’s data collection and areas of focus for each month:

March: Meeting data

April: Senior population

May: Health, safety, and disability

June: Crime and violence

County Counsel Clarissa, requests that data requests from the county are

consolidated and sent through Counsel. Clarissa will attend the SCWG March

meeting to address Freedom of Information Act (FOIA).

Status committee to meet once per month to review and assess data to

alleviate duplication.

D. Communications Committee

Report by Commissioner Vaughan – See attached report.

Commissioner Vaughan reviewed the logo contest. Commissioner Ruiz

discussed the logo contest flyer. Flyer is attached. Commissioner Ruiz is

paying for the awards. Commissioner Ali is supplying the plaques.

Communications committee will complete and distribute the flyer.

Discussion ensued regarding spreading the word and the flyer. Commissioner

Ali provided a brief social media training to the committee. Social media cites

have been developed including Instagram, Facebook, and Twitter.

Reviewed upcoming events…attached.

A suggestion was made to create nametags for commission members, for identification at events.

Due to the success of the communication committee’s social media training, Commissioner Vaughan suggested that the training be presented to the commission at large. Commissioner Ruiz will add events to calendar website for public information.

Regarding Gmail, all SCWG information is in the cloud. Commissioner Sherlock asked that commissioners review information for corrections and contact her.

A suggestion was made to change April meeting due to Easter. Commissioner Ruiz will take minutes for April meeting. Rescheduling April meeting will be discussed at the March 21, meeting.

For the website, members are asked to create a bio to be added to the website. Commissioner Vaughan will create the bio format. Commissioner Sherlock will take photos for bio.

Commissioner Kelley added an event to the calendar. April 17, Rio Vista, Human Trafficking Summit. Guest speaker is from UC Berkeley. An invitation will be sent through the mail.

6. Future Agenda Items

March SCWG Meeting – Brown Act training

Demographic Data presentation - Commissioner

Social media training by Commissioner Ali

Identify speakers who can give presentations providing insights in areas that

include human trafficking, pay equity, mortality rates, birthrates, homelessness, prenatal care, women in poverty, childcare…

Speakers include Dr. Iler (sp?) Sonoma State University professor.

**ADJOURNMENT**

The meeting was adjourned at 7:42pm. The next meeting is scheduled for Thursday, February 21, 2019, from 6-8pm.

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