

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the PIMA COUNTY/TUCSON WOMEN'S COMMISSION and to the general public that the PIMA COUNTY/TUCSON WOMEN'S COMMISSION Will hold the following meeting which will be open to the public

**Pima County/Tucson Women's Commission
EXECUTIVE COMMITTEE MEETING**

Wednesday, October 7 at 5:30 PM
240 N Court Ave., Tucson AZ 85701

MINUTES (proposed)

- 1. Call to order/roll call** – Meeting called to order at 5:30 p.m.
Commissioners present: Goodman, Callie, Chmel, Sykes
Commissioners absent: Hughes-Juan Guests present: S. Muney (commissioner)

Motion by Callie to approve minutes of last meeting. Goodman seconds. Minutes approved.
- 2. Website Update** – Chmel reported that we are working with our current webmaster to do critical updates on the website while we research other web design/mgmt options. Once we the mkt/outreach committee determines an appropriate course of action, a proposal will be presented to the full commission.
- 3. Re-issue of Domestic Violence Brochure** approved by Pima County -
Pima County will reimburse PCTWC for the \$2000.00 cost of printing the brochure. Goodman, Callie and Chmel will confirm/update brochure content as needed. Sykes motions to move forward with the brochure printing. Chmel seconds. Motion passes.
- 4. Commission Appointee Procedure** Oct. 21, 2015 Full Commission Meeting – There was discussion of Commission needs in filling vacant seats and how we go about securing the best candidates. One prospective candidate has submitted an application and has been invited to make a brief presentation at the October 21, 2015 full commission meeting. Her application will be distributed to all Commissioners prior to the meeting.
- 5. Project Proposal Review Sheets** – Goodman distributed copies of project review sheets and will email a template to all Commissioners. A project review sheet must be completed and presented to the full Commission for project approval.
- 6. New general commission brochures** – Goodman proposed printing a new commission brochure. EC suggested doing a limited run of the brochure so we can create a continuity of our branding before we print additional brochures. Callie motions to print limited run, Chmel seconds. Motion passed.

7. **Festival of Books participation** –
 - a. \$143.42 with 4 organizations
 - b. \$192 with 3 organizations

Discussion ensued about the Commission's participation in the next Festival of Books event and some of the challenges we had at the last event – sharing a booth with two other organizations. Sykes moves to defer to general commission meeting. Callie seconds. Motion passed.

8. **Women in Government Day** – Sykes has agreed to chair the event until another chairperson is assigned. Sykes has made contact with the event point person/s with the City/County for next year. Goodman will attend the first meeting in October with Sykes and City/County rep. Sykes will be the designated point person for the Commission and all communication with City/County will go through Sykes.
9. Call to Public – none
10. Adjournment – Sykes motions to adjourn meeting, Callie seconds. Meeting adjourned at 6:04 pm

Persons with a disability may request reasonable accommodation by contacting the PC/TWC at (520) 624-8318. Request should be made at least 48 hours before the scheduled meeting to allow time to arrange the accommodation.