

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  
FULL COMMISSION MEETING**

Wednesday, December 16 at 5:30 PM  
240 N Court Ave., Tucson AZ 85701

**LEGAL ACTION REPORT**

1. **Call to order/roll call** – Meeting called to order at 5:42 p.m.  
Commissioners present: Goodman, Callie, Chmel, Boyle, Clark, Ferrer, Frogge, Ginter, Hernandez, Higgins, Hofmeyr, Martin, Muney, Slanaker,  
Commissioners absent: Hughes-Juan, Sykes, Gallardo  
Guests present: Deena Stewart-Hitzke

New Commissioners Ferrer and Hernandez introduced by Goodman and each gave a brief overview of their background. All other Commissioners introduced themselves with a brief background summary. -- **LEGAL ACTION TAKEN: It was announced that Joyceen Boyle and Courtney Slanaker will be resigning as of this meeting.**

2. Goodman introduced Commissioner candidate Deena Stewart-Hitzke who was a prior Commissioner appointed by the Mayor. She gave a brief overview of her background and her desire to be a new Commissioner-at-large. Stewart then left the room so Commissioners could discuss her candidacy. -- **LEGAL ACTION TAKEN: Hoffman moves to accept Stewart as a new Commissioner. Higgins seconds. Motion passes.**
3. **Treasurer's Report** – Callie reported we have \$26,800 in our checking account and \$16,358 in our savings account. -- **LEGAL ACTION TAKEN: Callie noted she has filed an extension with the IRS for our taxes and did meet with an accountant to review Commission accounts.**
4. **Approval of September 16, 2015 minutes.** Minutes were distributed to Commissioners prior to the meeting -- **LEGAL ACTION TAKEN: Callie moves to accept and not read minutes aloud. Goodman seconds. Minutes approved.**
5. **Women in Government (WIG)** – Goodman announced that the Commission will have to pay for the box lunch at the 2016 WIG event as the County and City will not underwrite the cost of food. She also noted there will be more attendees in 2016 (estimate is 400). Higgins suggested further discussion regarding our involvement in WIG is needed. Discussion ensued about how the Commission would pay for the estimated \$4,000 cost of lunch. Goodman brought up soliciting sponsors in the community. Muney noted it would be hard to get sponsorship money from non-profits. Callie suggested we pay for the winners and one guest to cut costs. Frogge suggested different sponsorship levels. Chmel suggested limiting a complimentary lunch to each nominee and one guest. Lunch for additional guests would be at their own expense.

Muney noted WIG is our event and we are committed to seeing it through. Further discussion ensued regarding event location, catering, budget, etc. It was noted that Sykes, Higgins and Goodman are on the WIG committee. Muney asked about the WIG meeting schedule. –

**LEGAL ACTION TAKEN: Muney moves that we offer to pay for lunch for the nominees only. Clark and Hofmeyr second. Muney amends her motion to reflect that this is a guide for the WIG committee to negotiate costs with the City and County. Frogge seconds amended motion. Motion passes.**

Further discussion ensues regarding WIG. Ferrer suggests we use an event management program to track registration and lunch payments and comps. It was noted we should have a registration table. Slanaker suggests we still try to solicit sponsors to underwrite lunch costs. Higgins suggests we table sponsorship discussion until after the next WIG meeting. Hernandez suggests we develop an event budget. Higgins asks Goodman to get a budget breakdown from the City/County. Callie will look for WIG 2014 budget. Martin reiterates the need to set boundaries for the event nominees. -- **LEGAL ACTION TAKEN: Slanaker moves the WIG committee proceed as directed and communicate WIG information via email between meetings if necessary. Frogge seconds. Discussion ensues. Motion passes.**

6. **Website -- NO LEGAL ACTION TAKEN**
7. **Ad Hoc Committees/Committees** – Reviewed existing committees. Finance is Goodman and Callie. Mktng/Outreach is Chmel, Ginter, Frogge, Muney, Gallardo and Clark. Research, Policy & Advocacy is Higgins, Ferrer, Hernandez. Other committees stayed the same. Young Women & Girls will be an Ad Hoc committee. In addition, discussion was had regarding fiscal sponsorship by the Commission and the risks to the Commission of pass through dollars. Goodman noted she had asked for an opinion by a local CPA who noted there might be certain challenges. Hernandez offered an explanation as to how fiscal sponsorships work in the non-profit arena and what is a standard and customary practice in the industry. Discussion ensued and it was decided to table the subject until our next meeting. – **NO LEGAL ACTION TAKEN**
8. **Strategic Plan 2013-2015, 2016-2018** – Discussion tabled for future meeting.—**NO LEGAL ACTION TAKEN**
9. **Project Review Sheets** –
  - a. Goodman proposes we schedule a “Coffee Talk” on January 28, 2016 at the Commission and invite representatives from 20 local groups to attend. This would be an opportunity to introduce the Commission and its work to the community. Goodman would invite the three new commissioners to attend. It would be a light breakfast from 9-10 a.m. with food donated from Trader Joe’s. Allison Hughes would be the guest speaker. Total cost to the Commission would be \$30. Hofmeyr moves for discussion. Ginter seconds. Discussion ensues. Goodman will invite Ruth Beeker from Tucson Residents for Responsive Gov’t, the group asking for a review of city/county commissions. Chmel and Higgins asked for clarification of the reviews Beeker and Fimbres have recently proposed.

(9a cont.) **LEGAL ACTION TAKEN: Frogge moves we add Fimbres letter to January 2016 agenda. Slanaker seconds. Motion passes. Hernandez moves we spend the \$30 to hold the event. Stewart-Hitzke seconds. Motion passes.**

- b. Goodman gives an update on the Domestic Violence (DV) Guide project. The Attorney General's office has underwritten the printing costs of the guide in the amount of \$2000. The actual cost will be \$2020. **LEGAL ACTION TAKEN: Slanaker moves we approve the additional \$20 in printing costs. Chmel seconds. Motion passes.**

Updates to the DV Guide were made by Goodman, Callie and Chmel. Chmel notes there is a problem accessing the document to make her changes as it is in a pdf non-editable format and the final document will be produced in Publisher, which she does not have access to. Ginter volunteers to have someone on her staff proof the final document in Publisher. – **LEGAL ACTION TAKEN: Chmel moves that she and Ginter will look at the flash drive together and see if the document can be edited as is with Ginter's software. Callie seconds. Motion passes.**

10. **Festival of Books** – tabled to next meeting – **NO LEGAL ACTION TAKEN**

11. **Call to the public** – NO COMMENTS -- **NO LEGAL ACTION TAKEN**

12. **Adjournment** -- Meeting adjourned at 7:20 p.m.

***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.***