

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, February 3, 2016 at 5:30 pm
240 N. Court Ave., Tucson, AZ 85701

MINUTES (Proposed 2/8/16)

1. Call to order/Roll Call – The meeting was called to order at 5:30 pm by Goodman.
Commissioners present: Goodman, Callie, Stewart-Hitzke, Sykes
Commissioners absent: Hughes-Juan No Guests present
2. Approval of Minutes – Minutes from the 1/6/16 Executive Committee Meeting were reviewed. Callie moves to accept minutes. Goodman seconds. Motion passes.
3. Treasurer's Report: Callie reported \$40,937 in combined accounts, including \$20,322 Savings and \$20,615 in Checking.
4. Coffee Event Report – Goodman reported that the coffee was a hit and included Pima County Attorney Barbara La Wall in attendance. The commission received \$120.00 in donations. Alison Hughes presented on the history of the coalition, using Power Point, to be provided to commissioners for outreach and public relations purposes. Goodman further reported that the commission utilized the coffee to provide education on unequal pay and the ability for those over 70.5 in age to donate mandatory distributions of their retirement accounts in lieu of paying taxes on withdrawals.
5. Fundraising Committee –Discussed establishing a fundraising committee, and strategic plan for fundraising to include projected donations, grants, and other funding sources. Goodman reported that the marketing and outreach committee might consider this their domain. Goodman moves that the commission require full commission approval for special fundraising projects, utilizing the project review and proposal form.
6. Annual Letter Campaign – Callie reports that several letters were returned and the list had to be updated, asking for contents of envelopes be preserved and inventoried. Sykes moves that commissioners share contacts and add to donor list, each responsible for addressing, paying postage for, and sending a percentage of letters to potential contributors. Goodman seconds. Callie motions to table the matter proposed to the full commission. Goodman seconds, and agrees to gather information on the costs of mailing, and will inventory and preserve supplies. Callie agrees to look into volunteers to assist in email and social media fundraising campaigns to those providing consent for contact. Further fundraising matters to be discussed at retreat for Strategic Planning Committee and any other interested commissioners. Motion carries.

7. Women in Government – Goodman reports need for more sponsors for the Women in Government event, and reported her efforts to contact 13 potential donors. Callie reported other donors with expressed interest in supporting the commission. Discussed grant writing and other means of offsetting the costs of the event and preparing for expansion.

8. Grant Opportunities – Callie and Sykes reported potential grant writers and foundations aligned with the mission of the Pima County Tucson Women’s Commission. Callie reported on progress of collaborative grant writing efforts. Sykes moved that the commission consider providing services other than public education and policy development. Goodman to research PCTWC’s scope of services and functionality as a 501c (3) government entity. Motion tabled. Strategic Planning Committee to include grant writing and programming in the proposed strategic plan.

9. Book Festival – Goodman moved for the executive committee to allow her to order more bookmarks for the Book Festival, to be held March 12 and 13, at the approximate cost of \$12. Sykes so moved. Callie seconded. Motion carried.

10. Call to Public – None present

11. Meeting Adjourned – Goodman adjourns meeting at 6:30 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.