

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

## EXECUTIVE COMMITTEE MEETING

Wednesday October 5, 2016; 5:30 PM

240 N Court Ave Tucson, Arizona 85701

### **MEETING AGENDA**

1. Call to Order/Roll Call
2. Approve Executive Committee Minutes
3. Approve Treasurer's Report
4. Discuss Facilities Management
5. Discuss Office Management
  - a. Phone Messages
  - b. Mail/Correspondence
  - c. Email
  - d. Files/Inventory
6. Discuss Open Meeting Law Training Summary
7. Discuss Commissioner Recruitment and Elections Process
8. Develop October 19, 2016 Full Commission Agenda
9. Call to the Public
10. Adjournment

**\*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.**