

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 6, 2019, 5:30 PM
240 N Court Ave Tucson, Arizona 85701

LAR/Approved Minutes

1. **Call to Order:** 5:36 by Chair, MaryAnn Phininzy
2. **Roll Call: Present members:** A. Hernandez (Secretary); M. Phininzy (Chair); B. Smith (Treasurer). **Late members:** A. Sykes (Assistant Treasurer). **Absent Members:** A. Monroy (Vice-Chair).
3. **Review and Approval of Minutes** – Alma Hernandez.
 - a. Three (3) sets of EC Proposed Minutes were presented for review. The EC Proposed Minutes are: 11/7/18; 11/27/18; 1/9/19. M. Phininzy made a motion to accept all three (3) set of EC Proposed Minutes, with the correction to remove the word “attach” from minutes 11/27/18. B. Smith seconded the motion. MOTION PASSED.
4. **Treasurer's Report** – Brandi Smith. Checking ending balance is \$22,269.37. Savings ending balance is \$25,328.61. Rent has been received by tenants for the month of February. Phininzy made a motion to accept the Treasurer's Report. A. Hernandez seconded the motion. MOTION PASSED.
5. **Operations, Business, and Updates**
 - a. **Building Maintenance and Repairs:**
 1. Sykes met with the Key Company to have 11 keys made for the outside doors and the Kore Press office. Sykes made a motion to re-key the building. Phininzy seconded the motion. MOTION PASSED.
 2. Sykes is researching property managers and will make calls.
 - b. **Promoting available space for lease**
 1. Phininzy had meeting with Sheila Tobias. Photos of available office will be taken and posted for lease. Sykes shared that there is an interested

tenant for the Kore Press space. She will follow up with Cris Widener.

- c. **Leases** – Phininzy will do a follow up conversation with current tenants Joyce Wong and Cris Widener about waiving the fees due to their good standing with the Commission. Treasurer, B. Smith will an amendment to the current tenants notifying them that the security deposit and cleaning fee for existing tenants will be waived. Smith notified the EC that unless a Property Manager is found she will need to step down from being the Treasurer due to her new position at work.
 - d. **Annual Report** – Phininzy completed the annual report, she asked the EC committee to review and provide input. B. Smith said she will read and provide feedback.
 - e. **Strategic Plan** – Phininzy will email FC team the notes.
 - f. **Women’s Foundation of Southern Arizona – Annual Luncheon.** Phininzy proposed that the Commission consider becoming a sponsor of the WFSA. The sponsorship includes a table at their annual luncheon. The sponsorship is \$2,000 and which also includes the Commission logo being included during all promotion and promos. The luncheon will take place on April 24, 2019. This will be taken to the FC for discussion.
 - g. **Website** – Phininzy is interested in helping update the PCTWC Website. Phininzy and B. Smith will meet to go over the Website.
 - h. **Available/open seats on the Commission** – Pima County District 1, 2 and 3 have open seats. There is also one at large seat vacant. E. Liane Hernandez presented her letter of resignation. She was appointed by Regina Romero, Ward 1. Mrs. Romero appointed John-Peter Wilhite to replace E. Liane Hernandez.
6. **Upcoming Events**
- a. Full Commission Meeting, February 20, 2019 at 5:30pm
7. **Adjournment:** 7.06pm.

**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.*