

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

**LAR/Proposed Minutes**

1. **Call to Order** 5:38 p.m.
2. **Roll Call:** Present – B. Smith, Treasure; A. Sykes, Asst. Treasure; M. Phininzy, Chair; and A. Hernandez, secretary; Alison Dumka, Vice-Chair.
3. **Public Comment** - Call to the Audience: N/A
4. **Remarks by Commission Board Members:** N/A
5. **Review and Approval of Minutes** – Alma Hernandez  
M. Phininzy moved to approve the minutes for 10/2/19 as presented. B. Smith second the motion. MOTION PASSED. Yes (5), No (0).
6. **Treasurer's Report** -Brandi Smith  
IT and B. Smith will meet at commission to set up one printer and a computer. The balance in the Savings account is \$25,330.54; checking \$ 16,954.86. All rent has been paid. All bank reconciliation for March to current month (November) will be updated for the last FC meeting for November 2019. Letter of request donation will be edited and email three times before the end of the year. A. Hernandez moved to approve the minutes for 10/2/19. A. Dumka second the motion. MOTION PASSED. Yes (5), No (0).
7. **Business**
  - a. **Operations:**
    1. The toiletries supplies are running low. M. Phininzy purchased a medium size package of toilet paper for the commission. We still need to purchase soap and paper towels. A. Dumka will go to Costco to purchase the items.
    2. Tenant Wong got a quote on the required maintenance on the wall in her office. She will get two more quotes.
    3. Other repairs needed, bathroom light fixture next to be fixed, filter for cooler needs to be cleaned and lights in the building need to be replaced.
    4. Roadrunner Lock and Key sent the invoice for the work done in April. B. Smith will send in the payment by mail, \$348.39 and \$230.26.
  - b. **Committee updates:** Muney and Sykes will coordinate a time and date to interview a new potential commissioner, Monserrat Caballero.
  - c. **Commission Memberships and elected officials**
    1. **Next steps for new Vice-Chair:** New Vice-Chair, A. Dumka. The chair will email the city and clerk's office about orientation for new vice chair. Dumka will need to familiarize herself with the rules for the vice chair, getting familiar with open meeting rules.

2. **Next steps for end of terms:** four members term end in December; Lundin, Wilhite, Flick and K. Smith. These are all appointed positions. Paul Cunningham can reappoint O. Lundin. J.P. Wilhite has asked new Mayor, Regina Romero to appoint him. A.J Flick will need to ask Nikki Lee, K. Smith will need to submit a request for at large commission for appointment. B. Smith has announced stepping down as Treasure. She is willing to support and train the new appointed.
  3. **Contacting and meeting with newly elected officials:** It will be announced to the FC that come New Year, it will be asked of commissioners to meet with elected officials. Have discussions about women's issues.
- d. **Yearly end of year items**
1. Annual Report – will be available by 11/22/19
  2. 2020 Public Notice Statement – Chair needs to send a notice about the number of meetings hold during the year. 12/8/19 is due.
  3. Arizona Gives Day – will be coming up we need to get ready to send out email blast. First the week of before Thanksgiving is Giving Tuesday. We need to send out an email blast and add Amazon Smile on our social media outlets. A link will be emailed to K. Steiner, our social media lead to add it to the Commission websites.
- e. Other updates – N/A

8. Adjournment: 6:07 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.*