

**PIMA COUNTY/TUCSON WOMEN'S COMMISSION**

**FULL COMMISSION MEETING**

**Wednesday, July 23, 2008  
240 N. Court Avenue  
Tucson, AZ 85701**

**Legal Action Report**

**Commissioners present:** Barbara Clarihew (chair), Barbara Epperson, Lucinda Hughes-Juan\*, Gypsy Lyle, Michael Mandel, Kaitlin Meadows, Michele Roland-Schwartz, Isabella Soto

**Commissioners absent:** Yolanda Broyles-González, Wendy Cevallos, Dinah McGlory, Renee Palting, Mary Lee Wright

*\*L Hughes-Juan arrived about an hour into the meeting, thus establishing quorum; at the meeting's end, we took advantage of the quorum to ratify all legal actions taken during the first hour*

**Staff present:** Monica Mueller

**Public:** none

- 1) **Call to Order** – meeting called to order by Chair
- 2) **Call to Public** – none
- 3) **Agenda Review** – Treasurer report tabled due to absence of treasurer and due to incorrect timeframe of financials that had been prepared for this meeting
- 4) **Review/Approve Draft Minutes of Last Meeting (6/23/08)** – Motion to adopted as submitted by G Lyle, seconded by K Meadows, 7 yay, 0 nay. This legal action was ratified at the end of tonight's meeting, 8 yay, 0 nay.
- 5) **Announcements** – received
- 6) **Discuss & take action on:**
  - a. **Treasurer report** – tabled.
  - b. **Executive Director Report** – ED M Mueller distributed her preliminary written report, which covers activities since her last report on 5/21/08 (no formal report in June due to annual retreat). Final version to be distributed ASAP to incorporate list of significant meetings. Motion to accept ED report by K Meadows, seconded by B Epperson, 7 yay, 0 nay. This legal action was ratified at the end of tonight's meeting, 8 yay, 0 nay.
  - c. **Committee reports with questions to committee chairs**
    - a) **Women's Issues:** Chair G Lyle gave an update on the committee's work with the GLBT Commission. The aims of the two commissions are to be very involved in the process of recruiting and hiring the new chief in light of a shared goal to promote top-level leadership regarding tolerance of diversity within the department, and understanding how to best work with the city council on this. Commissions would like to see leadership at a high level with regard to promoting diversity and fair practices. G Lyle has made contact with HR at the city and described the dept as open to hear and be in communication about our concerns. Next mtg 7/28/08 at 5:30 at the Women's Commission.

On July 8<sup>th</sup>, M Roland Schwartz and ED M Mueller attended a Mayor & Council study session re the U Visa process. M Roland Schwartz, speaking on behalf of the Commission and in solidarity with the Battered Immigrant Women's Task Force, read the Commission's Immigrant Rights position statement and expressed our support for the U Visa program, urging M&C to do support it as well.

Motion to accept Women's Issues committee report by K Meadows, seconded by M Roland Schwartz, 7 yay, 0 nay. This legal action was ratified at the end of tonight's meeting, 8 yay, 0 nay.

- b) Development: Chair M Mandel deferred discussion to agenda item 8b re the FY09 budget.
- c) Education & Outreach: There was no E&O meeting last month.
- d) Executive: Chair B Clarihew deferred discussion to agenda item 8b re the FY09 budget.
- e) Youth Issues: Chair I Soto reported on the last mtg, an evaluation session of youth committee and youth chair that she facilitated, and a youth commissioner information session planned for August. Motion to accept Youth Issues committee report by G Lyle, seconded by M Mandel, 7 yay, 0 nay. This legal action was ratified at the end of tonight's meeting, 8 yay, 0 nay.

#### 7) **Administrative items:**

- a. **Commissioners' annual signatures of conflict of interest policy** – ED M Mueller requested that commissioners sign these statements annually; these disclosures are important for organizational integrity and IRS reporting purposes. Discussion and agreement. No legal actions taken or required.

#### 8) **Policies & decision making:**

- a. **Review of open meeting law requirements** – Chair B Clarihew and ED M Mueller emphasized the importance of OML compliance. Group agreed to solicit a presentation at a future full commission mtg by a rep from the appropriate clerks' office. No legal actions taken or required.
- b. **Review and vote on FY09 budget** – ED M Mueller presented a final budget for approval. Q&A, and extensive discussion re fundraising and development needs and strategies.

Motion by G Lyle to make development a regular part of full commission agenda. Seconded by M Mandel. 8 yay, 0 nay.

Motion by M Roland Schwartz for the Commission to commit to training commissioners on fundraising. Seconded by G Lyle. 8 yay, 0 nay.

Motion by M Mandel to adopt the FY09 budget as written. Seconded by L Hughes Juan. 8 yay, 0 nay.

- c. **Discussion and selection of a work/programmatic theme** – Discussion. Motion by M Mandel that the Commission adopt "women and work" as a program theme, with related topics as appropriate, for FY09. Seconded by K Meadows.

- d. **Update on mission statement review** – Commissioners have not met to further work in this area. No legal actions taken or required.
- e. **Discussion of committee structure** – Discussion re the need to revise committee structure. ED M Mueller will present a draft committee structure revision at the next full commission meeting, referring to current bylaws. No legal actions taken or required.

**9) Adjourned at 7:00 pm.**