

PIMA COUNTY/TUCSON WOMEN'S COMMISSION

FULL COMMISSION MEETING

Wednesday, November 19, 2008

240 N. Court Avenue

Tucson, AZ 85701

Adopted Minutes

Commissioners present: Marian Amoroso-Benedetto, Yolanda Broyles-González, Barbara Clarihew (chair), Barbara Epperson, Desiree Gonzales, Michael Mandel, Suela Mustafa, Dinah McGlory, Kaitlin Meadows, Dottie Poczulp, Michele Roland-Schwartz, Mary Lee Wright

Commissioners absent: Lucinda Hughes-Juan

Staff present: Briana Dorrenbacher, Monica Mueller, Stephanie Smith

Public: Malia Uhatafe

- 1) **Meeting called to order by Chair B Clarihew at 6:08 pm.**
- 2) **Call to public** – Malia Uhatafe (commissioner candidate)
- 3) **Approval of 10/22/08 minutes** – K Meadows moved to approve the minutes as written. Seconded by M Benedetto. Passed 11 – 0.
- 4) **Announcements** – None.
- 5) **Committee reports - discussion/action**
 - a. **Youth issues** – Young Women's Leadership Coordinator/VISTA member Stephanie Smith gave an update of the Girls Making Media Project (GMM). First session completed, with two participants creating a video and audio PSA on youth employment rights to inform young people as they have their first job experiences. Project director, participants and Comm K Meadows were interviewed by the AZ Daily Star; article to be published 11/23/08. Interview about GMM on KXCI Broad Perspectives radio show also scheduled for 11/23/08 at 5pm.

S Smith requested to convene a youth issues committee meeting before January; will consult with youth commissioners re date.

Executive director (ED) M Mueller submitted a letter of interest to the Women's Foundation of Southern AZ for a Young Women's Pay Equity Initiative.

No legal actions taken or required.

- b. **Women's issues** –M Mueller stated that committee membership needs to be replenished given that it needs a new chair and the terms of all remaining members are up in December 2008. She requested that interested individuals contact her at the end of the mtg in order to schedule an interest meeting. Possible items for the committee to take up, in addition to electing a new chair: continuing relationship with City of Tucson Fire Dept

under new chief; participation in Women's Action Alliance; participation in Battered Immigrant Women's Task Force/Sexual Assault Awareness Month events; future work on Domestic Violence Survivor's Guide; pay equity. No legal actions taken or required.

- c. **Development** –ED M Mueller reported that the annual appeal letter is in process, to be mailed early December. M Benedetto moved to this development committee report. Seconded by B Epperson. Passed 11 – 0.

6) Officer and staff reports – discussion/action

- a. **Treasurer report** – Executive Committee financial report distributed in hard copy. Treasurer D McGlory, M Mueller and commissioners had discussion/Q&A. M Mandel moved to accept treasurer report. Seconded by M Benedetto. Passed 11 – 0.

Y Broyles-González asked for specifics re the nature of board's fiscal responsibility vis a vis the non-profit organization. M Mueller to research for next mtg.

- b. **Executive Director report** - Distributed in hard copy. M Mueller highlighted aspects and answered questions about the report. K Meadows moved to accept the report. Seconded by M Mandel. Passed 11 – 0.

7) New business – discussion/action

- a. **Decision re partnership with WOSAC on HPV Forum** – (Report by M Mueller): The U of AZ Women's Studies Advisory Council (WOSAC) requested the Commission's partnership on HPV forums that WOSAC is organizing. She distributed the summary and outline received from WOSAC chair Betsy Bolding. WOSAC's specific request of the commission as "partner" is "...the ability to use [the commission] name and the hope that you will communicate the info about the forums". Discussion included the understood purpose and outcome of the forums, the nature of the vaccine, and the state of research about vaccine side effects. M Mandel moved that the commission partner with WOSAC as outlined in the request. K Meadows seconded. Passed 11-0. Office staff will follow commissioners' suggestion to ensure that info about the Forums is circulated to all staff so that they are prepared to field inquiries.
- b. **Proposed Youth Commissioner: Malia Uhatafe** – Letter of interest and resume distributed. M Uhatafe introduced herself and answered questions. M Roland-Schwartz moved to appoint Malia Uhatafe as a youth commissioner. Seconded by B Epperson. Passed 11-0.
- c. **Candidates for new chair – explanation of process** – M Mueller reviewed bylaws stating election procedures. Commissioners interested in being considered for chair must submit a letter of interest and resume to M Mueller by Nov 24th in order to be considered for 12/05 election of new chair. ED to distribute these documents to all commissioners 10 days prior to the election. No legal actions taken or required.
- d. **LGBT form for prospective commissioners** – GLBT Commission recruitment materials distributed for review. Motion by K Meadows to form an ad hoc search committee to recruit new commissioners, with Dottie Poczulp, Suela Mustafa and Stephanie Smith as members. Seconded by M Benedetto. Passed 11-0.
- e. **Ad hoc strategic planning committee – choosing meeting date** – During the last executive committee meeting, the executive committee passed a motion to form an ad

hoc strategic planning committee to discuss and decide upon the length of the strategic planning sessions and when meetings would be scheduled, with that committee's recommendations to be brought to the full commission. Chair B Clarihew appointed M Mandel to the latter committee. Tonight's discussion further clarified the purpose of the committee – e.g. to attend to logistics, choose mtg dates, and gather information to report to the full commission – and the kinds of topics that would be covered during the ad hoc committee's planned sessions. Y Broyles-González emphasized the need to discuss the commission's divided structure as an advocacy entity and as a non-profit, and to discuss the ownership of the building. M Mandel affirmed that these issues will be addressed during the sessions. He noted that they may lead to bold decisions which need to happen in a systematic way and within a strategic framework. M Mandel also noted that questions to be addressed include what are the commission's current business model and niche.

Adding to her appointment of Michael Mandel during the November executive committee mtg, Chair B Clarihew further appointed to this committee: Yolanda Broyles-González, Suela Mustafa, Marian Amoroso-Benedetto, and Mary Lee Wright. M Mandel moved that the full commission ratify these appointments. Y Broyles-González seconded. Passed 11-0. M Mueller to send out mtg dates.

- f. **Executive Director performance review** – Chair B Clarihew reported that she awaits more completed performance evaluations from commissioners. M Mueller will ask Bo Popovic to send out these forms to commissioners again. M Benedetto stated that she did not feel it was appropriate for her to complete an evaluation because she has been a commissioner for a short time. B Clarihew agreed and asked that she submit a form anyway and indicating this on the form. No legal actions taken or required.
- 8) **Motion to adjourn by M Mandel, seconded by M Roland Schwartz.** Mtg adjourned at 7:20 pm.