



**COMMISSION ON THE STATUS OF WOMEN
STRATEGIC PLANNING MEETING
AUGUST 24, 2007
Human Resources Training Room
575 Administration Dr., Suite 117C, Santa Rosa, CA 95403**

MINUTES

Commissioners Present: Liz Acosta, Chris Allen, Pat Boyd, Christina Brenner, Ginny Doyle, Karen Famini, Rebecca Hollingsworth, Jan Kiely, Carol McHale, Roxanne Meuse, Tiffany Renée, Jeanne Robinson, Donna Roper

Commissioners Absent: Carylon Alexander (Notified)

Junior Commissioners Present: None

Community Members Present: None

Staff Present: Maggie Martin, Nadine Jaillet

Facilitator: Dawn Matheny

I. Call to Order - Introduction of Commissioners and Staff: Hollingsworth called the meeting to order at 1:05 PM.

Matheny introduced herself and stated the goal of this meeting is to draft the 2007-2008, 2008-2009 Biannual Commission on the Status of Women Workplan.

Matheny reviewed the Commission's "Member Courtesy Pledge", and asked Commissioners and staff introduced themselves and gave a brief background of what personally interested them in becoming involved with the Commission.

II. Consent Items:

Approval of Agenda: The Agenda was reviewed and approved.

III. Public Comment: None.



IV. Swearing In of New Commissioner: Christina Brenner was sworn in representing the 2nd District.

V. Group Resumé Exercise: The Group broke out into three smaller groups and learned what experience each Commissioner brought to the Commission. Collectively the group brings:

Education

- 1 - Doctorate
- 1 - EdD Education
- 9 - Master Degrees
- 3 - Associate Degrees
- 13 - Bachelor Degrees
- 1 - RN
- 1 - LCSW

Work Experience

- 86 Years Education
- 27 Years Social Work
- 2 Years Peace Corps
- 37 Years Health Care
- 29 Years Management
- 29 Years Legal work
- 28 Years Sales / Retail / Customer Service
- 17 Years Environmental work
- 25 Years Life Coach Training
- 10 Years Financial Planning
- ? Years Childcare
- 80 Years Childrearing
- ? Years Non profit Administration
- 91 Years Professional (???) experience

Volunteer Work

- SRJC Culinary Arts Advisory Board
- Mentor Me Petaluma
- Earle Baum Center for the Blind
- Petaluma Advisory Board Animal Services
- Technology / Telecommunications Petaluma Advisory
- Tree Committee
- Local Task Force Recycling Robert Park
- Domestic Violence Task Council
- AAUW
- Petaluma NERT
- 41 Years of miscellaneous Board membership

Interests

- Rotary
- Crocheting
- Disability / ADA
- Gardening
- Running
- Kayaking
- Animal rights
- Social justice
- Environment
- Legislative

Skill Sets / Significant Accomplishments

- Authors
- Artist
- Triathalons
- Knitting for the homeless
- Website work
- Languages
- Computer
- Communication
- Writing
- Presentation
- Listening
- Mediation / negotiation
- Campaign
- Film / photography
- Web content management
- Resource
- Accounting

40 Years education and related
 22 Years of miscellaneous human services
 Many years of fundraising activities
 Coaching
 Political participation
 Girl Scouts
 Developmental Disability Camps
 Women's Health Initiative
 Professional Intern Program

At the conclusion of the exercise the group decided to continue this effort at the next Commission meeting, because they would like to develop one consistent and comprehensive resume. Also, please note that Alexander's information will be incorporated into the final piece.

VI. Thrive Exercise: The group listed what each member needs to 'thrive' or to be a positive and happy team member and contributor to the Commission. The list of "factors to thrive" (broken down in general categories) follows:

Goals & Objectives:

- Clear (Clear Vision)
- Measurable
- Agreed Upon
- Focus on Planning & Objectives

Commissioners:

- Mutual Commitment
- Full Participation
- Appearance and Demeanor Consistent with Import of CSW Appointment
- Come Prepared

Work Relationships & Tools

- Know Expectations
- More Organization
- Relevant Information
- Take Action Using Information
- More Organization
- More Work at Task Force/Workgroup Level (Less at Commission)
- Transparency
- Resources:
 - Availability of What's Needed to Complete Tasks
 - Awareness of Availability and Limitations
- Teamwork (Group Projects)

Commission Meetings:

- Focus on Goals
- Stay on Topic
- Less Chatter and Fewer Side Conversations
- Fewer "Quips" and Commentary
- No "Sharing" at Beginning

Communications:

- Everyone Included
- Ensure Everyone Is On the Same Page
- Clear
- Honest
- Fair Feedback

Atmosphere & Intangibles:

- Relationship Building (Getting to Know One Another)
- Something to Get Excited About (e.g., Juniors)
- Sense of Accomplishment
- Feeling of Completion
- Being Done with Report
- Getting the Reward/Recognition
- Sense of Purpose
- Camaraderie
- Having Fun

- Projects:
 - Timely
 - Relevant
 - Structured
 - Current & Meaningful

VII. Strategic Planning for 2007-2008 / 2008-2009 Workplan: Matheny reviewed the Commission’s Mission Statement and the goals mentioned in the *Report*, before project ideas were brought to the table for the upcoming Workplan. Project ideas were subsequently brought up, voted on, Commissioners volunteered for projects, and first meetings were scheduled.

PROJECTS	COMMISSIONER/NOTE
Six Report Projects/Initiatives:	
• Report Dissemination:	Acosta
• Report Event (See Above)	Acosta
• Self Sufficiency Calculator Coordinator	Renée
• Non-Traditional Career Exploration Task Force	Brenner
• Public Office & Appointment Task Force	Roper
• Family Violence Prevention Council Liaison	Boyd
 Ongoing Projects/ Initiatives:	
• Junior Commission	Famini
• Women’s History Month Coordinator	Hollingsworth
• Women’s Organization Liaisons:	
▫ South County	Renée
▫ North County	Hollingsworth
• ACCW Liaison	Acosta
 Other Adopted Projects/Initiatives:	
• Legislative Issues Task Force	Acosta
• Older Women’s Issues Task Force	Kiely
• Speakers Series Task Force	Brenner
 Proposed Projects Not Formally Adopted:	
• Championed by Individuals or Combined into Other Projects:	
▫ Calendar Project	Hollingsworth
▫ CSW Liaison to Commission on Human Rights	Brenner
▫ Community Health Care Council – CSW Liaison	Kiely
▫ Health Care Literacy Improvement	(Women’s Project)
▫ Human Trafficking	(Speakers Series)
▫ Sonoma County Strategic Plan – CSW Formal Representation (Indiv. Comm.)	
▫ Resource Referral Guide	Martin
• Projects Not Adopted Forward for 2007 – 2008 & 2008 – 2009 Biennium:	

- Balancing Work & Family
- Fundraising for CSW Activities
- Targeted Partnership Development

Hollingsworth will work out details of her Women's History Calendar idea, as a fundraising instrument for Commission projects and events, and will bring the full information to the October Commission meeting. *Motion: Robinson. Motion seconded: Famini.*

VIII. Commission Development: The group agreed to discontinue the 'one minute of sharing' at the beginning of Commission meetings because it is disruptive to meeting flow, and takes too much time away from meeting business. In place of that, it was agreed that quarterly team building meetings should be planned for touching base and cohesiveness. It was also decided to move the "Announcements and Reports on Events and Activities" to the beginning of the session.

IX. Next Meeting: The next meeting will be on Thursday, September 6, 2007 at 6:00 PM.

X. Adjournment: The meeting adjourned at 6:00 PM.