The October 17, 2019, meeting of the Solano Commission for Women and Girls (SCWG) was held in the Multipurpose Room (1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533

**CALL TO ORDER**

The meeting of the Solano Commission for Women and Girls was called to order at 6:02pm.

**ROLL CALL**

**Members Present (12)**

Olivia Ruiz Solano County, District 1

Ana Petero Solano County, District 2

Laura Petty Solano County, District 5

Gayle Vaughan City of Benicia

Mary Lou Batchelor City of Dixon

Cornelia Gibson City of Fairfield

Kay Kelley City of Rio Vista

Tiffani Thomas City of Suisun

Elease Cheek City of Vallejo

Akon Walker SCWG Appointment

Sakina Ali SCWG Appointment

Judi Ruggiero-Ferrara City of Vacaville

**Members Absent (4)**

Sabine Goerke-Shrode Solano County, District 3

Jennifer Hamilton Solano County, District 4

Rochelle Sherlock Solano County Office of Education

Doriss Panduro SCWG Appointment

**Staff, Speakers, and Guests Present/Announcements**

Edie Thomas

Dr. Frances McCullough SCWG Founding member

 March, 2020, will be the celebration of 100 years of women’s

 Suffrage. Solano County Library Foundation will be celebrating the

 19th annual luncheon Nov. 3. The proceeds und women’s

 Resources and literacy throughout Solano County. Flyers were provided.

Stacy Martinez Vallejo

 October 19, is the Sprout Film Festival Cal Maritime at 5pm, from

 NYC.

Sophia Vallejo

Jack Batchelor

Monica Brown Supervisor, District 2

Douglas Doyle Benicia

Greta Doyle Benicia

Susan Dole Benicia

Kay Kelley Meeting with Phyllis Gordon, Contra Costa Commission

 who invited SCWG to San Francisco on November 2, to the

 Association of California Commission For Women and Girls.

 Admission: $25

**COMMENTS FROM THE PUBLIC/BOARD MEMBER**

*This is your opportunity to address the Commission on a matter not listed on the Agenda, but within the subject matter jurisdiction of the SCWG. Please limit your comments to three minutes.*

1. Additions/Deletions to the Agenda

Emergency motion to amend the agenda to add that Commissioner Ferrara is participating via phone at home and is listing her address.

Motion to approve the amended agenda by Vice Chair Petty and seconded by Commissioner Vaughan No Discussion: Vote – Unanimous

Comment by Supervisor Brown: Is agenda posted? Yes.

Approval of Agenda

Motion to approve the amended agenda by Commissioner Batchelor and seconded by Commissioners Kelley and Cheek – Vote: Unanimous

1. Approval of the September 19, 2019 SCWG Meeting Minutes

Motion to approve the minutes by Commissioner Cheek and seconded by Commissioner Walker – Vote: Unanimous

**REGULAR CALENDAR**

1. Logo Contest Awards Presentation

Chair Petty introduced the Chair of the Communications Committee Chair, Commissioner Vaughan, who provided the background of the logo contest and the process of conducting the contest and choosing the winners. The Contest began in March and ended in September.

Commissioners Ruiz and Ali conducted the presentation ceremony.

1st place – Erin Foy 1st place (not present)

2nd place – Kelly Ornstadt – Freshman at Benicia High School (not present)

3rd place – Greta Doyle - Sophomore Rio Vista high school

Commissioner Kelley thanked Mr. and Mrs. Doyle for supporting their daughter. Supervisor Brown thanked the Commission and offered to help with the 2020 suffragist celebration. Commissioner Ruiz thanked Supervisor Brown for attending the meeting.

1. SCWG Financial Structure

Music for our Children, a non-profit organization in Fairfield, is willing to serve as the fiscal agent for SCWG. Should the SCWG approve, they would set up an account named “Friends of SCWG” under their 501(c)3. The fee for being the fiscal agent would be 1.5%.

Commissioner Petero provided some background on Music for Our Children and their mission, as well as their offer be the pass-through account for SCWG. Issues of clarification arose including the following: Will the SCWG treasurer have access to the account and information? MFOC will provide a quarterly report. Treasurer will have access to the MFOC treasurer and can be provided the balance of the account upon request.

Commissioner Kelley clarified that MFOC is the account; there will be separate books, and the MFOC treasurer will provide the financial statement, quarterly.

Will there be a memorandum of understanding or additional insurance? Commissioner Petero will address issues with MFOC and provide answers to SCWG at the next meeting.

Commissioner Vaughan: Do we have a budget?

Vice Chair Petty: There was a discussion at a prior meeting. Additional funds require fundraising.

Commissioner Ali made a motion to explore and provide more details and report at the November SCWG meeting. Motion was seconded by Commissioner Vaughn

Discussion: Commissioner Ruiz asked if the status committee was going to hire a consultant in November? Answer: No.

Vote – Unanimous

1. Membership Renewal

Commissioner Ali’s membership is up for renewal, and she is interested in continuing with the Commission.

Vice Chair Petty restated the Membership Committee’s tasks of appointing members to SCWG: Two adult and two youth, to be confirmed by the Board of Supervisors.

There was a discussion on the process of nominating, appointing, and confirming SCWG appointed members.

Commissioner Kelley motioned to recommend to Commissioner Ali to the Board of Supervisors for an additional one-year term. The motion was seconded by Commissioner Cheek. Vote – Unanimous

1. Officer Elections

The SCWG Bylaws stipulate that officer elections occur each year. It also states that officers can serve two one-year terms. The current officers have served one, one-year term and are willing to serve a second term. Nominations can also be made from the floor.

Vice Chair Petty read, from bi-laws, the positions of Chair, Vice-chair, Secretary, Treasurer

Chair Sherlock, nominated by Commissioner Cheek, and seconded by Commissioner Thomas. Vote – Unanimous

Commissioner Ruiz asked to step down as Treasurer. Vice Chair Petty nominated Commissioner Thomas as Treasurer and thanked Commissioner Ruiz for her service. Motion was seconded by Commissioner Gibson. Commissioner Thomas accepted the nomination. Vote – Unanimous

Vice Chair Petty was nominated to a second term by Commissioner Walker and seconded by Commissioner Thomas. Vote – Unanimous

Commissioner Petero was nominated to a second term by Commissioner Vaughan and seconded by Commissioner Cheek. Vote - Unanimous

1. Status Report Update

Commissioner Batchelor provided the Status Report update. Regarding a consultant, the concern was the cost. The Commission does not need to go through the county, as there are no rules precluding the search for an independent consultant. The committee is considering options and will provide a report during the November meeting.

The Status Report would like to be on the November agenda, so as to have a clearer picture of their progress in terms of clarification of some data from previous presentations. The goal is to have information for the Commission regarding consultant search and cost.

A discussion ensued on the process of addressing the consultant search, cost and final report data.

1. Committee Updates
2. Executive Committee

Secretary’s report was circulated through the Commission to confirm attendance as well as Ethics and Brown Act training. The final report will be provided to Chair Sherlock and the Board of Supervisors.

1. Communications Committee

Chair Vaughan summarized the Communication Committee’s work throughout the year, culminating in the completion of the Logo contest. There are speaking engagements in the next two months, and the committee will go dark until the completion of the status report. Chair Vaughan is stepping down as committee chair. Commissioner Ruiz stated that the committee will continue to post on social media.

1. Membership Committee

Chair Kelley reported that the Membership Committee will be meeting after the at large meeting to review original applications to fill the second youth position. Four additional applications have been received.

As of October, there are four outstanding ethics training.

Finally, at the next meeting the committee will present a sample of an orientation-booklet.

1. Status Report Committee

See status report.

1. Future Agenda Items (7:55 - 8:00 p.m.).

MFOC Pass-Through account update

Status Report

Possible fundraising (fiscal agent/fundraising)

Financial planning/revisit February retreat notes

December Celebration

**ADJOURNMENT**

The meeting was adjourned at 7:20pm. The next meeting is scheduled for Thursday, November 21, 2019, from 6-8pm.

Multipurpose Room (Room 1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533