The February 21, 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

6:12pm.

**ROLL CALL**

**Members Present (12)**

Olivia Ruiz Solano County, District 1

Ana Petero Solano County, District 2

Gayle Vaughan City of Benicia

\*Elease Cheek City of Vallejo

Rochelle Sherlock Solano County Office of Education

Sakina Ali SCWG Appointment

Cornelia Gibson City of Fairfield

Kay Kelley City of Rio Vista

Tiffani Thomas City of Suisun

Stephanie Beardsley Solano County, District 3

\*Doriss Panduro SCWG Appointment

\*Kaitlyn Dutton SCWG Appointment

\*Attended after roll call were not present for some action items.

**Members Absent (5)**

Jennifer Hamilton Solano County, District 4

Laura Petty Solano County, District 5

Akon Walker SCWG Appointment

Judi Ruggiero-Ferrara City of Vacaville

Mary Lou Batchelor City of Dixon

**Staff, Speakers, and Guests Present**

Sabine Goerke-Shrode Solano County, District 3 Representative

Brigetta Corsello County Administrative Representative

Edith Thomas

Frances McCullough President, Library Foundation

**COMMENTS FROM MEMBERS OF THE PUBLIC**

No public comments

I. Additions/Deletions to the Agenda

 There are no additions or deletions to the agenda.

II. Approval of the Agenda

 Motion to approve the agenda by Commissioner Beardsley and seconded by

 Commissioner Kelley – Vote: 9-0 \*(Commissioners Cheek, Panduro, and

 Dutton were not present for this vote.)

III. Approval of the SCWG Meeting Minutes dated January 17, 2019.

 Motion to approve the minutes by Commissioner Ali and seconded by

 Commissioner Gibson – Vote: 9-0 \*(Commissioners Cheek, Panduro, and

 Dutton were not present for this vote.)

**REGULAR CALENDAR**

1. SCWG Website

 There was a presentation by Commissioners Ruiz and Dutton on the website

 created by Commissioner Dutton; there is no official information yet, as the

 website is in outline form. SCWG needs to purchase a domain. The most cost

 effective server is Wix, which will provide year for free. The cost is approximately

 $30/month or $300/year. Insurance is covered, as it is built into the cost.

 Commissioner Dutton demonstrated how the website will function. The website

 will eventually link to email and social media accounts, and include

 commissioners’ photos and bios, blogs and other communications from the

 commission.

 A discussion followed as to the method of payment. Some concerns included

 logistics, that is, who will pay for the domain as commissioners are appointees.

 Payment will be reimbursed.

 Question: Who manages website?

 Answer: Communications committee chaired by Commissioner Vaughan.

 Action: Motion to set aside $300 to purchase a domain for SCWG website

 was made by Commissioner Thomas and seconded by

 Commissioner Vaughan – Vote: 10-0 \*(Commissioners Cheek

 and Panduro were not present for this vote)

2. Social Media Policy

 Policy attached.

 Chair Sherlock addressed the social media policy which Commissioner Walker

 condensed to fit SCWG. Commissioner Vaughan read the summarized policy.

The primary goal of social media is to disseminate information. The executive committee will oversee, and the communication committee will enforce communication content on SCWG communications. The commission will follow groups, not individuals, as SCWG is to be non-partisan.

 Action: Motion to approve SCWG social media policy was made by

 Commissioner Beardsley and seconded by Commissioner Ruiz

 Vote: 10-0 \*(Commissioners Cheek and Panduro were not present

 for this vote.)

3. Speaker’s Bureau Protocol

 Draft attached.

 Commissioner Vaughan discussed SCWG speaker’s bureau which consists of

 commissioners making speeches on behalf of the commission. Guidelines

 include general information on commission activities such as talking points

 so as to be on the same page. Logistics for speaking engagements will be

 reviewed by the communications committee in order to avoid duplications.

 Regarding speaking engagements at fundraisers, Chair Sherlock would like

 to be present. A central location for contact ought to be available for

 speaking requests.

 Finally, a discussion ensued on the logistics for presentations including documentation of presentation, attendees, issues addressed in order to

 have a record.

 Dr. McCullough summarized the speakers’ bureau function, for clarification and

 confirmed and further reiterated by Chair Sherlock.

 Action: A motion to approve the speaker’s bureau protocol was made by

 Commissioner Ali and seconded by Commissioner Kelley

 Vote: 11-0 \*(Commissioner Panduro was not present for

 this vote.)

4. SCWG Work Plan 2019

 Chair Sherlock reviewed and summarized the activities during the February 1,

 2019, planning meeting in which the top three areas of attention included, 1) the

 celebration of diversity of women and girls. A PowerPoint presentation was

 shown in celebration of female diversity…promoting frame-busters, 2), recognize

 women busting stereotypes, and, unsung heroes, celebrating women and girls

 who do things differently. 3) speaking at educational events, to continue to

 advocate for women’s rights. These are in addition to the status report, logo

 contest, speakers’ bureau, social media. Advocacy will be determined upon

 completion of the status report. Clarification: commission members are welcome

 and encouraged to participate in any committee.

 Action: Motion to approve items from planning meeting was made by

 Commissioner Vaughan and seconded by Commissioner Cheeks

 Vote: 11-0 \*(Commissioner Panduro was not present for this vote.)

 An events committee was formed to tackle the top three events from the planning

 meeting. The committee consists of Commissioners Ali, Sherlock, Vaughan,

 Gibson, Panduro, Dr. McCullough. Chairing the events committee is

 Commissioner Gibson.

5. Committee Reports

A. Executive Committee

 Report by Chair Sherlock – Announcement of the recognition of SCWG and

 resolution to honor International Women History Day at the Board of

 Supervisors’ Meeting. All who could attend, please do so. Bylaws will be

 addressed by the Board of Supervisors at the March 12, meeting.

B. Membership Committee

 Report by Commissioner Kelley-Report attached.

 Commissioner Kelley addressed the membership committee’s charter. The

 membership committee requested a list of commissioners who have

 completed ethics training. The list will be provided by Commissioner Petero.

 Membership committee is planning a new member orientation for new

 members.

C. Status Report Committee

Report by Commissioner Sherlock. Following is the timeline for the status

 report committee’s data collection and areas of focus for each month:

 March: Meeting data

 April: Senior population

 May: Health, safety, and disability

 June: Crime and violence

 County Counsel Clarissa, requests that data requests from the county are

 consolidated and sent through Counsel. Clarissa will attend the SCWG March

 meeting to address Freedom of Information Act (FOIA).

 Status committee to meet once per month to review and assess data to

 alleviate duplication.

D. Communications Committee

 Report by Commissioner Vaughan – See attached report.

 Commissioner Vaughan reviewed the logo contest. Commissioner Ruiz

 discussed the logo contest flyer. Flyer is attached. Commissioner Ruiz is

 paying for the awards. Commissioner Ali is supplying the plaques.

 Communications committee will complete and distribute the flyer.

 Discussion ensued regarding spreading the word and the flyer. Commissioner

 Ali provided a brief social media training to the committee. Social media cites

 have been developed including Instagram, Facebook, and Twitter.

Reviewed upcoming events…attached.

A suggestion was made to create nametags for commission members, for identification at events.

Due to the success of the communication committee’s social media training, Commissioner Vaughan suggested that the training be presented to the commission at large. Commissioner Ruiz will add events to calendar website for public information.

Regarding Gmail, all SCWG information is in the cloud. Commissioner Sherlock asked that commissioners review information for corrections and contact her.

A suggestion was made to change April meeting due to Easter. Commissioner Ruiz will take minutes for April meeting. Rescheduling April meeting will be discussed at the March 21, meeting.

For the website, members are asked to create a bio to be added to the website. Commissioner Vaughan will create the bio format. Commissioner Sherlock will take photos for bio.

Commissioner Kelley added an event to the calendar. April 17, Rio Vista, Human Trafficking Summit. Guest speaker is from UC Berkeley. An invitation will be sent through the mail.

6. Future Agenda Items

 March SCWG Meeting – Brown Act training

 Demographic Data presentation - Commissioner

 Social media training by Commissioner Ali

 Identify speakers who can give presentations providing insights in areas that

 include human trafficking, pay equity, mortality rates, birthrates, homelessness, prenatal care, women in poverty, childcare…

 Speakers include Dr. Iler (sp?) Sonoma State University professor.

**ADJOURNMENT**

The meeting was adjourned at 7:42pm. The next meeting is scheduled for Thursday, February 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