



Contra Costa
County
Commission for
Women

October Commission Meeting

Gayle B. Uilkema Memorial Board Room, County Connection
2477 Arnold Industrial Way, Concord
Tuesday, October 15, 2019
7 – 8:30 pm

Agenda

1. Call to Order and Roll Call

Action: Approve the meeting agenda.

2. Public Comment

3. Approval of Minutes

Action: Approve the August minutes.

4. New Business

1. Recap of the CCCWG 2019 Annual Planning Meeting
 - a. Review the goals of the commission
 - b. Events
 - c. Legislation

5. Old Business

- A. Update-Women's HOF
- B. Update on Co-Sponsorship for creating a tool kit for the 100th anniversary of the suffragist movement
- C. Update-Voices of American Women

6. Committee Reports

7. Announcements and Upcoming Community Events

8. Adjourn

Action: Adjourn meeting

Officers

Kirsten Upshaw *Chair*
Lauren Babb *Vice Chair*
Lanita Mims *Secretary*
Joey D. Smith *Treasurer*

District Members

Joey D. Smith *District I*
Open *District II*
Kelly Clancy *District III*
Lauren Babb *District IV*
Kirsten Upshaw *District V*

At-Large Members

Argentina Davila-Luevano
Phyllis Gordon
Lanita Mims
Deborah Cowan
Ariana Rickard
Dayanna Macias-Carlos
Hannah Brown
Open
Open
Open

Twitter @CoCoCountyWomen

Facebook: Contra Costa Commission for Women

www.womenandgirlscommission.com

Instagram: @womenscommission

“Materials distributed for the meeting are available for viewing at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA. To receive a copy of the Advisory Board Name agenda via mail or email, please submit your request in writing using a speaker card or by contacting info@womenscommission.com. Complete name and address must be submitted to be added to the list.”

Upcoming Events

Contra Costa County Board of Supervisors Meeting

October 22, 2019 and November 5, 12 & 19

9 am

Board of Supervisors Chambers - 651 Pine Street, Martinez

Meetings occur on Tuesdays, but not every Tuesday. Please visit www.contracosta.ca.gov for the calendar.

Womens Commission Meeting

November 19, 2019

Gayle B. Uilkema Memorial Board Room, County Connection - 2477 Arnold Industrial Way, Concord

Internal Operations Committee (IOC)

November 18, 2019

651 Pine Street, 1st Floor, Rm. 101

Martinez, Ca. 94553

Events

November 1, 2019, SF Women's commission luncheon celebrating CEDAW

November 2, 2019 ACCW State meeting, hosted by the S.F. Women's Commission



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September 2019 Minutes

Gayle B. Uilkema Memorial Board Room Room
2477 Arnold Industrial Way, Concord, Ca, 94520

Tuesday, September 17, 2019

7:00 pm – 8:30 pm

Meeting Minutes

Present: Kirsten Upshaw, Lanita Mims, Joey D. Smith, Phyllis Gordon, Ariana Rickard, Hannah Brown Juliana Hynes, Deborah Cowan, Dayanna Macias-Carlos, Kelly Clancy

Absent: Argentina Davila-Luevano, Lauren Babb

Guests: Dr. Michelle Hernandez, Emlyn Struthers, Cristiana Lippert

1. Call to Order and Roll Call

- Meeting called to order at 7:05 p.m. by Kirsten Upshaw

2. Approval of Minutes from February Meeting

- Motion: To approve the minutes of the August meeting, as circulated
- Motioned by Hannah Brown
- Seconded by Ariana Rickard, motion carried

3. Public Comment

- There was no public comment

4. Additions to the Agenda

- *No additions to the agenda*

5. New Business

- Brown Act Presentation-Emlyn Struthers
 - Followed by Q&A
 - Commissioners in attendance will submit the Brown Act certification form by the October meeting.

6. Old Business

- Hall of Fame
 - Stephanie Williams-Rogers is no longer with the commission so we will need someone to chair the events committee, as well as, be the event chair for the HOF.
 - Anyone interested should email Kirsten by October 5, 2019
 - A theme and "Save the Dates" need to be designed and sent as soon as possible.
- Suffragist anniversary curriculum
 - Phyllis is taking the lead on this project.
 - The commission will co-sponsor the event and a vote will be taken at our November meeting, after a draft of the curriculum is received.



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- Voices of American Women
 - Phyllis reported that she and Julianna Hynes will hold “Listening Sessions” to gather needed data.
 - All sessions must be completed by December 31, 2019.
 - The rest of the commission will devise a plan of action October 5, 2019 at the Annual Planning Retreat.
- CCCWG Annual Planning Retreat
 - The retreat will be held October 5, 2019 at a yet TBD location
 - Agenda topics will be the HOF, Voices of American Women and creating a calendar of upcoming events.
 - A new Events Committee chair will also be voted on by the commission.

7. Committee Reports

- Membership
 - Dr. Michelle Hernandez has attended two meetings and would like to move forward with the application process.
 - Phyllis motioned to receive and forward her application to the BOS
 - Seconded by Joey
 - All in favor
 - No abstentions
 - Motion passed
- Legislation
 - Nothing new to report but as discussed at the August meeting, Lauren Babb will compile and present initiatives to vote on at the planning retreat.
- Public Relations
 - Our new website is available to be viewed.
 - All commissioners need to submit bio's and pictures to Hannah by Tuesday, September 22, 2019.
 - Email directly to Hannah at h10brown26@gmail.com.
- Events



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- Kirsten will make HOF folder available in the dropbox so everyone has access to it.

- Announcements

- November 1, 2019, SF Women's Commission Luncheon Celebrating CEDAW
- November 2, 2019, ACCW State meeting, hosted by the S.F. Women's Commission

Adjournment

- Motion: To adjourn the meeting
- Motion by Kirsten Upshaw
- Seconded by Hannah Brown, motion carried

8. Next Meeting October 15, 2019

- *7 p.m. at the Gayle B. Uilkema Memorial Board Room*
 - *County Connection, 2477 Arnold Industrial Way, Concord*

DRAFT MINUTES



Contra Costa
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CCCWG Annual Retreat

Senior Center

300 Presidio Lane, Pittsburg, Ca. 94565

Arts & Crafts Room

Saturday, October 5, 2019

9 am – 3 pm

Meeting Minutes

Present: Kirsten Upshaw, Lanita Mims, Kelly Cancy, Phyllis Gordon, Ariana Rickard, Hannah Brown, Deborah Cowan, Dayanna Macias-Carlos, Argentina Davila-Luevano

Absent: Joey Smith, Lauren Babb

Plus/Delta Recap of 2018 (what was good, what can we work on):

- Bylaws completed- we know who we are and what our mission is
- Challenge: our presence, being involved in the community
 - Being present at our meetings
 - Do we need to change our timing for the meetings
- Focused on healing/ health for the year
- Settling into what the commission needs for this year
- Plus- brand new website
- Stop talking about IOC — look to the future
- Personal growth/ promotions
- Need to be future-focused
- Need to move this commission to be awesome
- We want to be inclusive of our talents and skills instead of just focusing on the people who are most vocal.
- We want to be more active and drive some forward motion
- We are moving forward
 - Need to reestablish ourselves as the premier committee - and being in the community and making a difference.
 - Phyllis is tired of having ownership of every event that is going on.
 - Go into schools with the suffragette movement curriculum

Commission at a crossroads:

Plan out the vision for the commission as we move forward into 2020

Lanita:

- Commitment to the commission
- Kelly & Lanita will work together in order to get a doodle/ some attendance checker in advance of the meetings



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- Personal binders for each person so that everything can be put together.

Ariana:

- Strong on boarding - create a folder in Dropbox titled “on boarding” so that people can quickly see WC 101
- Create a spreadsheet of contact information
- Comms- new website, have more open line of communication between us and commission
- More social communication - build on that
- Legislative- still involved in bills/ census
- Event- organize events that matter
- Finance- clarify role of friends and commission

Kelly:

- More productive committee meetings- attendance and participation
- Have more open discussion - make actual decisions

Dayana:

- Include younger voices through online channels & platforms
- How do we engage our public officials in the process of what we're doing?
- Clarity on funding of the commission so that we can understand what we're able to do and how we could better find opportunities to resource our ideas

Argentina

- Find ways to turn problems into opportunities- we need to look at the challenges and turn them around to be productive and proactive for our future
- Regrouping and focus on 1-3 major projects until we're able to get more people involved and build more robust committees
- Recommend on commissioner of the month or bi-monthly posts and start with Phyllis
- Have a social night - get together and build relationships

Kirsten



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- Working together to accomplish goals
 - Need to be more united
- Get in the groove with HOF 2020
- Focus on 1-3 projects that we can accomplish in the upcoming year
- Be active in the legislative process and with supervisors
- Women and Girls: making sure she was involved even when she was listening to things that were for older girls - laying a foundation for young girls to listen to them and be influenced when they hit a certain age.

Phyllis

- Community presence
 - Elected women's group to network with the supervisors and other leaders in the community
 - Town hall meeting in women's prison
- Tangible presence
 - See meetings go to each district- get involved the communities that we represent
 - High school curriculum stuff - instead of doing things ourselves, we need to find opportunities to collaborate with other organizations to spread our workload
 - Networking is such a big deal.
- We give an annual report to the board of supervisors each year- we can ask to be on the agenda and give a verbal check-in each meeting if we want to.
- We need to hold the supervisors accountable
- Soroptomists have an annual calendar for the whole year- we would do well to have involvement throughout the year and get more responsibility - bring in speakers from the community

Lanita

- More workshops (health and wellness, small business for women, building self-esteem and confidence)
 - East county has lots of women who are shut-in because their husbands work far away and people don't really get out.
 - Ladies who lunch help to get people out but there's more room for improvement
 - No interest in serving young girls right now, her focus is on women who are older than 25, because there's lots of young adult women who are moms but don't have anything to do with their time - How do we serve this population



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- Let's have some FUN! :)

Deborah

- Bring our youth into our playing field- let them know what we do as the commission so they're prepared in the future.
 - Invite them to meetings and events- get them involved
- Community leaders need more involvement- we should see them at the meetings
- We need a banner- how can we get more marketing materials - flyers, etc. that needs to be updated !

Hannah

- Unity within the commission -> participation and value from all members
- Support in the community -> participation in events in the community
- Added value to community -> creating events and guidance
- Structure within commission -> item champions
- Events

PRIORITIES FOR 2020:

1. Funding opportunities for grants
2. Focus on 1-3 projects - events
3. Bring back workshops (small business, health and wellness, and self-esteem/confidence)
4. Commit to commission - unity
5. Onboarding in dropbox
6. Plan out the year
7. Bring youth to playing field
8. Binder for the commission
9. Invite supervisors to the meetings
10. Social media
11. Legislative
12. FUN
13. Better structure/ item champions
14. Accountability for commissioners
15. Legislative



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16. Get back and focus on HOF

17. Community presence

Hall of Fame Event

- Invitations for each honoree (12 for each nomination)
- Need a program - potential template available?
- Ariana to create a Google Doc with deadlines for the upcoming

Events 2020

- HOF is priority
- VOA through churches
- Additional 1-2 events, need timeline for legislation
- Look for an event where we focus on the census - election

DRAFT MINUTES

WHAT	DEADLINE	TASK	WHO
VENUE/FOOD			
MC			
THEME			
NOMINATIONS	August 31	Forms distribution	
	November 15	Submission deadline	
	August 31	Publicity/solicitation	
	Sept/Oct	Securing judges	
	January 3	Announce winners	
	January 5	Publicity announcement	
REGISTRATION/INVITATIONS	January 5	Order invitations	
		Assemble invitations	
	Jan. 9th/13th	Distribute invitations	
ORIENTATION	January 12	Orientation packets assembled	
	January 16/17	Orientation and picture taking	
	January 17	Bios finalized	
WEBSITE		Event announcement	
		Registration form up	
	Ongoing	Event updates	
	December	Confirm Paypal account is current and link to website along with reservation form	
PRINTED PROGRAM		Solicit for ads in Program	
		Sponsor solicitations immediately?	
	March 14	Program ads deadline	
	March 20	Print program	

WHAT	DEADLINE	TASK	WHO
LOGISTICS/RUN OF SHOW		Entertainment (Gold Star Moms)	
		Female ushers (Carondelet?)	
		Table sponsors/seating	
		Table decorations (Mary Kemp & Roseanne Lazio)	
		Flowers for honorees	
		Keynote speaker	
		Check in table VIP escort welcome	
MISCELLANEOUS			
	January 8	Secure Gov./BOS/State Assembly/State Sen/Congressional Proclamations	
	January 15	Order plaques	

STATUS	NOTES

EXAMPLE TASK LIST/TIMELINE IN ORDER OF IMPORTANCE, VENUE/FOOD, MC, THEME

NOMINATIONS: Forms distribution (END OF August) Submission deadline November 15

Publicity/solicitation(end of August)

Securing judges((Sept/Oct) send judges applications end of Nov. to be returned by Dec. 15.

Announcing winners Jan 3

Publicity Announcement 1/5

Order invitations Jan 5 to be assembled for distribution week of 9th/13th

Orientation packets assembled by 1/12

Orientation Jan.16/17

Bios to be finalized by the 17th and pictures taken during the Orientation

Once Bios finalized and pics taken start program development.

Solicit for ads in Program

SPONSOR SOLICITATIONS immediately ?August 2011

Entertainment(Gold Star Moms)

Female ushers Corondelet?

Table sponsors/seating

Table decorations(Mary Kemp & Roseanne Lazio)

Flowers for honorees

Keynote speaker

Secure Gov./BOS/State Assembly./State Sen/Congressional Proclamations. Jan. 8th

Order Placques Jan.15

Dec. confirm Paypal acct. is current and link to Website along with reservation form.

Dead line for Program ads March 14 programs complete and printed by Tuesday, March20th.

Check in table VIP escort welcome