



Contra Costa  
County  
Commission for  
Women

**March Commission Meeting**  
3338 Mt. Diablo Boulevard  
Lafayette, CA 94549  
Tuesday, March 17, 2020  
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 January minutes.*
- 4. New Business**
  1. IOC update
  2. New Meeting location-Discussion
- 5. Old Business**
  - A. Update-Women's HOF
- 6. Committee Reports**
- 7. Announcements and Upcoming Community Events**
- 8. Adjourn**  
*Action: Adjourn meeting*

#### Officers

**Kirsten Upshaw** Chair  
**Argentina Davila-Luevano** Vice Chair  
**Lanita Mims** Secretary  
**Joey D. Smith** Treasurer

#### District Members

**Joey D. Smith** District I  
**Kelly Clancy** District II  
**Open** 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**  
**Dr. Michelle Hernandez**

Twitter @CoCoCountyWomen

Facebook: Contra Costa Commission for Women

[www.womenscommission.com](http://www.womenscommission.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](mailto: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**

February 25, March 10

9 am

Board of Supervisors Chambers - 651 Pine Street, Martinez

*Meetings occur on Tuesdays, but not every Tuesday. Please visit [www.contracosta.ca.gov](http://www.contracosta.ca.gov) for the calendar.*

#### **Womens Commission Meeting**

**March 17, 2019**

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

#### **Internal Operations Committee (IOC)**

**March 9, 2020**

651 Pine Street, 1st Floor, Rm. 101

Martinez, Ca. 94553

#### **Events**

Women's Hall of Fame

March 19, 2020

Crowne Plaza Hotel

45 John Glenn Dr. Concord CA. 94520



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## January 2020 Minutes

Gayle B. Uilkema Memorial Board Room Room  
2477 Arnold Industrial Way, Concord, Ca, 94520  
Tuesday, January 21, 2020  
7:00 pm – 8:30 pm

### Meeting Minutes

**Present:** Kirsten Upshaw, Joey Smith, Kelly Clancy, Argentina Davila-Luevano, Deborah Cowan, Ariana Rickard, Hannah Brown, Phyllis Gordon

**Absent:** Dayanna Macias-Carlos, Lauren Babb, Lanita Mims

**Guests:** Silvia Young, Shailaja Dixit

1. Call to Order and Roll Call

- Meeting called to order at 7:07 p.m. by Kirsten Upshaw

2. Approval of Minutes from December Meeting

- Motion: To approve the minutes of the November meeting, with amendment to change from November to December
- Motioned by Hannah Brown
- Seconded by Kelly Clancy, motion carried
- Abstained N/A

3. Public Comment

- There was no public comment

4. Additions to the Agenda

- *No additions to the agenda*
- *Motion to approve agenda* by Hannah Brown
- *Seconded by Deborah Cowans*, motion carried

5. New Business

- 2020 Calendar: Confirming that the meeting is the 3rd Tuesday of each month - July is the only month that is intentionally dark
- Reminder that three consecutive meetings missed are an immediate “dropped” from the commission.
- Kirsten to send a follow-up email to the *suspect* chronically absent members.

6. Old Business

- Hall of Fame
  - Nominate woman of the year vs. women in each category.
  - Get nominations out to the judges
  - Need to host some sort of a meeting so that people have clear expectations for the nominees



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- Two tickets for free per person + parking
  - Joey is going to scan the nomination forms and send them out to the judges
  - Argentina to update the letter so that it's updated - then send to Deborah so that she can send out to the nominations.
  - Dinner starts at 6:30 p.m., 7 p.m. entertainment starts,
  - We need to send the logo link to Argentina
  - Hannah to create the evite - to whom are we sending the invitation?
  - Reception:
  - Honoree reception 2/8 at 10 a.m.
  - Kirsten to talk to Emlyn to make sure that the room is available for the Saturday 2/8
  - Can't sell tickets online unless the friends create it. They'll have to create it.
  - More discussion about the commission accounts being run through the county...
  - Kelly to reach out to friends
  - Argentina needs a letter created
  - Hannah to help with the program
  - Entertainment
  - Kelly to help with reservations - if someone buys a whole table it will be reserved, otherwise it's open seating.
  - Kelly to reach out to potential volunteers to help with registration/ volunteer table
  - Theme: yellow purple and white
  - Commissioners to be there early - 3:30
  - Kelly to run proclamations - contact folks | Kelly needs a copy of all nominations-
  - At the reception each nominee is to receive a packet with information
  - Each nominee gets 100 words for their acceptance speech
  - Bring a potluck on the 8th
  - Budget - \$2300
- Voices of American Women
    - Voices of American Women- is dead - as of January 31 the collection stops

## 7. Committee Reports

- Membership
  - Waiting for members to be approved some applications coming in
  - Kirsten will contact Emlyn for status update
  - Waiting on Diane Burgis to appoint a new member
- Legislation



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- No report.
- Public Relations
  - No report.
- Events
  - Events Committee - The only event that we're planning as of right now is the Hall of Fame and we talked about that in old business.
- Announcements
  - No announcements at this time.

### Adjournment

- Motion: To adjourn the meeting
- Motion by Hannah Brown
- Seconded by Kelly Clancy, motion carried

### 8. Next Meeting February 18, 2019

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