

County of Riverside  
Commission for Women  
4080 Lemon Street-5<sup>th</sup> Floor  
Riverside, CA 92501

Minutes for July 17, 2008 @ 9:00 a.m.

Meeting began at 9:26 a.m.

Present:

Lori Stone, Chair – District 3  
Lisa Pina, Vice Chair – District 2  
Cherie Curzon, Secretary – District 1  
Carol Lynn Anderson – Financial Officer – District 2  
Michele Broad – District 3  
Evelyn Brown – District 4  
Lynne Stalmaster Nobles – District 4  
Kathi Scott – District 5

Absent: Eileen Fry-Bowers – District 1 and Ruthee Goldkorn – District 5

Guests: Cynthia Fraser, Energy Tour Café

#4. Website: Cynthia Fraser has the background on our website and the need to refurbish it. Lori requested that our events, calendars, applications, etc. are on the website. Michelle Broad suggested we get a new domain name that makes it easier for people to get to our website. Lisa Pina said the County IT will still host our site. We need someone to design, maintain and update our website.

Cynthia needs revised “bios” from the Commissioners. All events will be listed but the upcoming event will be the front page feature. Cynthia will create and update with events. Our liaison can make little changes/updates. Carol Lynn, Kathi, Michelle and our liaison will be our contacts with Cynthia. All subcommittees will provide information to our PR Committee for the website. Nothing will go on our website without Commission permission. We need to have management oversight.

Lori stated that Cynthia should feel free to attend our monthly meetings. Lori requested a report regarding the Website for our next meeting. Lisa will be the lead on coordinating the individuals regarding the website. Carol Lynn asked to have a demo of the website available in 30 days. Cynthia said she could provide us with a “design shell.” Our Marketing committee will provide her with the text for the website. We will have subcommittee meeting regarding the “look” of our website. We need to appeal to our constituents and have something that grabs attention immediately.

Lori: Marketing materials – brochure for the legislative forum testimonials - \$3,000, save the date for our 3<sup>rd</sup> Annual Luncheon/Symposium – brochure and application for vendors – applications for Women of the Year. Costs: Advertising - \$6,485, Printing - \$4,580, Graphic Consultant \$3,590. Lori thinks we can use a “Peach” sheet instead of all that. They would cost \$.75 to \$1.00 each. We can put all of our info, including applications,

DVD and "media kit" in them. This would have a longer shelf life than the brochure and would save us money. Each commissioner can use them for individual district events.

**Action Items:**

Slate of Officers 2008-2009 – Motion Lori Stone, second Michelle Broad. Motion carried.

Amendment of By Laws – CEO Larry Parrish had allotted time for our Liaison. We needed more time. CEO Parrish believed that our needs could be better met through County Human Resources. Motion to amend our By Laws to reflect that we will be under the umbrella of County HR was made by Lori, second by Michelle and the motion was approved with the amendment to include vote on by laws regarding terms of our officers.

Job Description of liaison from HR – Carol Lynn had two job descriptions – one was Secretarial II. The Commission Secretary Duties would include Brown Act, Robert's Rules of Order, Conflicts of Interest, signing off on the minutes and presenting them at the Commission Meetings and function as the Sergeant at Arms at the meetings. Second job description was Accounting Tech II to assist us in getting checks issued. Our liaison will be a Human Resources Analyst II. The Analyst II will find us secretarial staff to do the work. Diane Harris will be our Analyst II, Marilyn Barker will be secretarial and Robert Lee will be our Account Tech II. The Liaison overview will be in our amended by laws. Carol Lynn made the motion to approve the job descriptions with 286 hours of secretarial support and 60 hours of Account Tech II support. Michelle seconded the motion – motion carried.

Budget – Carol Lynn presented our budget for the new year. She has made sure each expense is listed under the proper accounting codes. As the budget now stands we are \$10,000 over. Lori motioned that we approve the budget, less salaries, and the \$10,000 over budget. She requested that each commissioner contact their supervisor to see if they will give us an additional \$2,000 to make the shortfall. Carol Lynn seconded the motion – motion approved.

Adjourned at 12:10 p.m. for lunch

Reconvened: 1:45 p.m.

We need current contact information for each Commissioner.

**Commission Committees:**

Events: Michelle Broad and Kathi Scott

Desert Open House – Chairs – Evelyn Brown and Lynn Stalmaster Nobles – The 4<sup>th</sup> District Commissioners want to have their Open House in January or February 2009. They want a positive logo on all publications for this "The Wonders of Wellness for Women." They have found a possible site, the Eisenhower Medical Facility. This open house should be interactive – a partnering with various groups who are doing similar things – get the groups talking. Eisenhower has a person who does this. The groups get together for 40 minutes to discuss what they do – then have the groups share what they have learned from one another and how they can partner with another.

Open House Riverside and Outstanding Woman of the Year – County Administrative Center - April 2009. Chairs of the event are Carol Lynn and Lisa. Chairs of the Outstanding Woman of the Year are Lori Stone and Kathi Scott.  
Third Annual Luncheon and Symposium – September 2009  
Chairs are Michelle Broad and Linda Bradley (volunteer)

The luncheon will be the first week October 2009 (October 8<sup>th</sup>) .

Women and Heart Disease, Breast Cancer, Environment, Nutrition – Location needs to be determined by October 1, 2008. Sponsorship levels – Silver \$500, Bronze \$1,000, Gold \$2,500 and Platinum \$5,000. 250 people is our goal for attendance. Lori will contact the convention center. We will be dark November and December 2008. Our next Legislative Forum will be October 2010

Legislative Forum 2008 – Lori wants to schedule a follow up Legislative Forum Meeting. We need to format our document for the testimonials – then we need to know what items we want to take action on – then each of us will go to our local representatives to see if they can take these issues forward. Our first stop will be to the Board of Supervisors.

Lori stated that we need to update our current brochure.

Legislation: Ruthee Goldkorn – absent.

We need to confirm the verbiage regarding unexcused absences – 3 and the position is considered vacated?

Volunteers:

Evelyn and Lynne will develop volunteer application to go on the Website. Evelyn and Lynne's contact information will be on the applications.

Meeting adjourned at 3:30 p.m.

**“We must open new doors for women. But above all we must see that those doors remain open”**

**Margarita Zavala**

**First Lady of Mexico**