*December 1, 2020*

**Meeting Minutes of the Commission on the Status of Women Meeting held on Zoom.**

Note: Please bring copies of Agenda and Minutes to meetings

1. **Call to Order**

Paulla Ufferheide called the meeting to order.

1. **Roll Call**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Commissioner (Initials)** | District | Present | Excused | Absent |
| Nancy Fiske (NF)  | 1 | X |  |  |
| Meghan Madsen (MM)  | 1 | X |  |  |
| Maria Escobedo (ME)  | 1 | X |  |  |
| Paulla Ufferheide, (PU) | 2 | X |  |  |
| Dixie Walker (DW) | 2 | X |  |  |
| Paula McCambridge (PM) | 2 |  | X |  |
| Beverly Abrah Younger (AY) | 3 | X |  |  |
| Kathy Veder (KV) | 4 | X |  |  |
| Stacy Meko (SM) | 4 | X |  |  |
| Lorna Glen (LG) | 4 |  |  | X |
| Shirley Summers (SS) | 5 | X |  |  |

1. **Guests/Introductions/Announcements**

Deb Gieseland was present. and will be joining the SLO Commission on the Status of Women as a new member representing District 1.

1. **Public Comment Period**

No public comments were made.

1. **Approval of Meeting Minutes for**

Motion to approve meeting minutes for November, 2020 was made by Nancy Fiske (NF), seconded by Dixie Walker (DW*)*, all approved. Move to file.

1. **Treasurer’s Report** (*SS*)

Shirley Summers provided the current financial information:

The Commission account balance is currently $2301.61

The Friends account balance is currently - $2793.84

* The following points were discussed: An expense payment to Stacy Meko was taken by error from the Friends account credit card, and will be credited, and then will be deducted from the SLO COSW account.
* A payment was made to Russell for his work on the website in the amount of $500.00
* Shirley (SS) made a payment that was taken from the SLO COSW account, that needed to be deducted from the Friends’ account. This will be corrected.
* A payment made to Iron Dog for website costs was made and the amount is being researched, as well as the process for how the payment was made.
* Regarding the budget for regular COSW operating expenses:
	+ $4450 was the proposed and requested amount.
	+ The budget was modified to $3550 by the supervisors, unless other expenses are needed.
* The COSW Post Office box is still being used and costs should be included in the financial report. The Friends organization may need to have a different Post Office box. Paulla (PU) discussed the proposed costs for the Friends’ mailbox and noted that it may cost about $75 per month. Shirley noted that postage is also needed and proposed a $100 budget for postage annually. Abrah agreed to routinely pick up the COSW mail from the PO Box.
* Stacy Meko asked to consider an increase in the Survey Monkey functions, which would cost $75.00 per month, in addition to the $300 annual costs for Survey Monkey. This is for the computer version only. She noted that a discussion regarding possibly making the survey process occur every other year is needed.
* Stacy made a motion proposing to change the allocation for Survey Monkey services from $300 to $1200 annually to obtain the multilingual version. Kathy Veder seconded the motion. All present approved the motion. It was noted that the Board of Supervisors will need to approve this increase.
* The possibility of writing a community grant for the Survey Monkey costs was raised. Requesting an NACW grant was discussed. Stacy noted that there is a $300 cost annually for Survey Monkey. It was also noted that the annual cost for Survey Monkey will occur regardless, and that the extra cost for a Spanish language version may also include other languages; is it referred to as a multilingual version.
* Paulla will confirm the potential costs discussed above, and the only budget increase will be the Post Office Box and stamps, or about $55 per month. She noted that the Women’s Wall of Fame postage comes from the Friends’ budget specifically.
* The Association of California Commissions on Women (ACCW) membership includes a $50 cost. It is provided through a grant and is not a line item budget.
* Discretionary funds are approved by the Board of Supervisors (BOS), and for discretionary funds, we do not have a budget. These funds must be granted by the BOS. Shirley noted that she has a BOS contact and she volunteered to discuss the amount needed with that contact.
* Friends of the Commission – Additional comments: Deb Gieseland noted that the actions of this non-profit have to be kept separate from the actions of SLO COSW. It will need to function as a non-profit. A credit card is needed as checks are not received for online orders, such as Survey Monkey. The Treasurer should hold the debit card. For the Friends’ account, there is no current Treasurer. One existed but is no longer active. Currently, a 501C3 takes about 7 months to be approved.
* A fiscal sponsor will be needed for the Wall of Fame. Deb Gieseland offered to be the fiscal sponsor.
* The cost of applying will be $500 or more. Each sponsor will be charged 3 to 5% on top of

that amount. By having Deb’s organization be our fiscal sponsors, they are likely take 3-5% of our profits.

**Treasurer’s Report Continued**

Motion to approve Treasurer’s Report was made by Stacy Meko (MK), and seconded by Maria Escobedo (MO), all approved. Move to file.

1. **Commissioner Vacancies**
2. District 1 – John Peschong – 0 vacancies
3. District 2 – Bruce Gibson – 0 vacancies
4. District 3 – Deb Ortiz-Legg is the new District 3 Supervisor – 2 commissioners needed
5. District 4 – Lynn Compton – 0 vacancies
6. District 5 – Debbie Arnold – 2 commissioners needed
7. **Social Media and Other Communications – (SM)**

A social media report was made by Stacy Meko, noting that we need to continue to participate by sharing articles and information that may encourage our social media contacts to become familiar with SLO COSW and to participate with the survey.

1. **Committee Updates/Reports** (*initials*)

Stacy (SM) raised a question as to how often we report on the survey. The response was that it is normally reported annually. Another question was raised, asking if there is an obligation to complete the survey. Paulla (PU) responded that it is not an obligation, but it serves as data to support our need in SLO County. The survey was first developed about 10 to 15 years ago. Originally, the survey was completed only every other year, yet what we report annually, that draws the BOS attention is the Survey Report.

Stacy (SM) raised regarding the possibility of revising the survey, and Paulla noted that she supports this idea. Paulla also noted that it may be useful to create a sub-committee for the survey process. Paulla is able to authorize a sub-committee. Stacy, Maria and Abrah are potential sub-committee members. Meghan noted she is also interested in serving on the sub-committee. Actionable items may be directed by the survey.

A recommendation was made by Stacy to possibly create two sub-committees; one could be the Survey Committee, and the other could be the Actions Committee (or actions that may be guided by the results from the Survey Committee). Everyone present agreed that these names are acceptable.

One action item may be promoting the Equal Pay Tool Kit, using the kit to encourage local businesses to commit to bringing equity to their salaries. Another resource introduced was the Contra Costa Commission’s project called the Cookies Project, that demonstrates how to achieve gender equity. Shirley (SS) noted she has contacts within this organization.

1. **Women’s Issues Survey Update** (*initials*)

Paulla noted that there is a need to get the Survey out early in 2021. Meghan had shared a note that currently 252 surveys are completed.

1. **Additional Current Agenda Items**

**Board of Supervisors information:** A discussion among members included the fact that there is now an all-female city council in San Luis Obispo, including Heidi Harmon, who was re-elected.

Holiday Zoom Party: Paulla provided information on activities and other plans for creating our COSW Zoom party, to be held on 12/15 at 6:00 pm.

**Motion to Adjourn:** A motion to adjourn was made by Paulla and all present agreed.