

**Mayor's Commission on the Status of Women  
Meeting Minutes (DRAFT)  
Monday, March 6, 2023  
WebEx Video Conference  
5:30 p.m.**

**Attendees:** City Staff: Jenny Garcia, City Manager's Office; Shreya Shah, City Attorney's Office; Rocio Guenther, Mayor's Office

**Commissioners:**

Mayoral Dr. Adena Loston	D6 Letty Gonzales, Chair - PRESENT
D1 Kayla Carter - PRESENT	D7 Dr. Diana Sanchez Lira - PRESENT
D2 Jae Ricks, Treasurer – PRESENT (audio only)	D8 Brenda Morgan - PRESENT
D3 Vanessa Martinez, Vice Chair – PRESENT	D9 Sue Hernandez, Secretary - PRESENT
D4 Fernanda Cardenas	D10 Naomi Miller, Parliamentarian – PRESENT
D5 Sara Gerrish - PRESENT	

**Meeting called to order by Chair Gonzales at 5:36 p.m. Quorum met.**

**Approval of Minutes**

1. Approval of the minutes from the Mayor's Commission on the Status of Women Meeting on February 20, 2023

Commissioner Sanchez Lira motioned to approve the minutes from the February 20<sup>th</sup> meeting. Second by Commissioner Miller. **Motion carries 8-0** (*Commissioner Ricks was off camera for vote*)

**Public Comment**

2. Public Comment: [Interested speakers will have 3 minutes to address the Mayor's Commission on the Status of Women on agenda related matters]

There were no individuals signed up to speak.

**Briefing and Possible Action on**

3. Treasurer's Report: briefing on the status of the FY23 Budget

Commissioner Ricks presented the status of the FY23 Budget after discussion of International Women's Day.

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as of 03/03/23**

	<b>Expense</b>	<b>Balance</b>
<b>FY23 Beginning Balance</b>		\$ 15,000.00
Linegraphix (table covers, banners, step & repeats)	\$ 2,630.48	\$ 12,369.52
Wage Equity Summit - SA Food Bank - rescheduled from 10/22/22	\$ 995.00	\$ 11,374.52
Mammogram Bus Screenings - 20 @ \$135 each ( <i>16 screenings</i> )	\$ 2,160.00	\$ 9,214.52
Strategic Planning Facilitator	\$ 1,000.00	\$ 8,214.52
IWD Summit Lunch (Peace of Cake)	\$ 2,999.99	\$ 5,214.53
<b>Balance</b>	\$ 9,785.47	\$ 5,214.53

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The Commission discussed sponsoring tickets for MCSW members to attend the Boardroom Project International Women's Day event on Wednesday, March 8<sup>th</sup> at TechPort. Chair Gonzales shared information on the event. Tickets at \$65.00.

Commissioner Miller motioned to approve purchasing a ticket for Commissioner Gerrish to attend. Second by Commissioner Morgan. **Motion carries 7-0.** (*Commissioner Ricks & Commissioner Martinez were off camera for vote*)

4. International Women's Day – debrief on the MCSW International Women's Day event

Venue – Commissioner Gonzales received feedback that sessions were too spread out across three floors. Session leads on the first floor felt like they didn't get as much traffic from attendees.

The building was difficult to find for many people.

Commissioner Hernandez suggested the Commission explore live streaming options for future events. Quality of the broadcast would have to be considered. Jenny will ask TVSA if they can prepare an estimate for that type of production.

Commissioner Carter suggested working with a venue that is set up as a conference venue, perhaps the Norris Conference Center. Commissioner Miller brought up the Convention Center as an option, or a venue where we can have all session on one floor and offer one main exhibit space.

Agenda – Agenda was very tight. For next year, think about ways that there could be more breathing time between sessions. It would be helpful if speakers introduce breakout sessions at the beginning of the event.

We also need to work to keep time for all sessions.

Registration – Digital version of the registration at the registration table would be helpful. Laptop and/or tablet at registration table would also be helpful. Include ASL and Interpretation services as an option on the registration. Registration form should also include zip code.

One singular registration (rather than separate from YWCA and MCSW). Commissioner Gonzales spoke with YWCA and they will share list are working on a survey to send to attendees. We could also use the registration list as the start of a marketing list to begin outreach for future events. For future events, we could include a note for "opting in" for future notifications.

Marketing & Promotion – ensure save the dates are shared with Council members and Chief of Staff. Additionally, sending out a Save the Date, the earlier the better with date/venue and more info to come so people can get the information on their calendars.

Food – lunch option was small (half sandwich) for price point (\$15/each) but overall, we had plenty of food with breakfast and snacks. We ran out of coffee and should consider more coffee throughout the event.

Resource Tables – no indication that resource organizations that RSVP'd did not show up. Reach out to resource tables for feedback. One resource table shared with Jenny that they felt didn't get

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the visibility they expected on the 2<sup>nd</sup> floor. More signage for resource tables would be helpful.

Transportation – coordinated with VIA but no passes were requested

ASL/Translation Services – n/a

Sponsorships – Usually the person who secured the sponsorship will send a thank you note. Include information on services (resume workshop and headshots) to the flyer and promotion so attendees will show up prepared.

Volunteer – could have used 5 more volunteers. Volunteer opportunities are a great opportunity to get Council Districts involved.

Other – One Councilmember commented on increasing male turnout to raise awareness on what women experience. For future marketing, we might need to be explicit that men are also welcome.

Commissioners should sign up for volunteer shifts as well so we can be prepared for set up and take down.

Suggested timeline for future Summit planning - Initial run of show in October, venue visit in January and rehearsal concept in February. Jenny will work to develop a plan (60, 90, 120 days out) for International Women's Day planning.

5. Subcommittee Updates – briefing and possible action on proposed activities and expenditures

Entrepreneurship/Workforce Development – no report

Women's Health – no report

Domestic and Intimate Partner Violence – no report

6. Announcements and Future Items

For future meetings, include an agenda item to discuss upcoming events.

The Girls Empowerment Summit will occur on Friday, March 17<sup>th</sup> from 9am – 1pm at The Neighborhood Place. Event for girls 13-18 years old. The planning committee has requested 3-4 MCSW Commissioners to serve as mentors during the lunch hour. Jenny will send more information.

7. Motion to Adjourn

Commissioner Hernandez motioned to adjourn the meeting. Second by Commissioner Miller.  
**Meeting adjourned at 6:46 p.m.**