

Mayor's Commission on the Status of Women
Meeting Minutes (DRAFT)
Monday, January 22, 2024
WebEx Video Conference - 5:30 p.m.

Attendees: City Staff: Jenny Garcia, City Manager's Office; Gabrielle Herrera, Mayor's Office; Shreya Shah, City Attorney's Office

Commissioners:

Mayoral Mara Posada – PRESENT	D6 Larissa Martinez - PRESENT
D1 Monica Garza - PRESENT	D7 Dr. Diana Sanchez Lira
D2 Jae Ricks, Treasurer	D8 <i>vacant</i>
D3 Vanessa Martinez, Vice Chair - PRESENT	D9 Dr. Jacqueline Pugh - PRESENT
D4 Fernanda Cardenas - PRESENT	D10 Anamaria Suescun-Fast - PRESENT
D5 Sara Gerrish - PRESENT	

Meeting called to order by Chair Martinez at 5:34 pm

Approval of Minutes

1. Approval of the minutes from the Mayor's Commission on the Status of Women Meeting on December 13, 2023.

Commissioner Pugh motioned to approve the minutes from the December 13th meeting. Second by Commissioner Garza. **Motion carried 8-0.**

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]

Eliana Sanchez addressed the Commission.

Briefing and Possible Action on the following items

3. Chairwoman's Report: briefing from Commissioner Martinez, acting Chair of the Mayor's Commission on the Status of Women

Commissioner Martinez reminded the group that the Treasurer position is currently open for anyone seeking to fill that seat.

4. Treasurer's Report: briefing on the status of the MCSW Budget

The FY24 Budget for the MCSW is \$15,000. No expenses have been incurred this Fiscal Year.

5. International Women's Day – briefing and possible action on proposed activities and expenditures

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- Location – Plaza de Armas Culture Commons Gallery have been secured for the event on Friday, March 8th. The reservation includes tables and chairs for 80. Commissioners recommended directional signage to help guide attendees to parking garages/options. Information can also be shared with registrants ahead of the Summit to include an area parking map.
- Programming – Chair Martinez shared the current draft agenda with the full Commission (attached). Unfortunately, the Mayor has a prior speaking engagement and will not be able to attend to offer opening remarks. The Commission discussed the possibility of an all-female mariachi group and associated expense. Shreya (City's Attorney Office) reiterated that Commissioners follow the City's ethic code and there should be no conflict of interest or affiliation with a Commission member, when using City funds.
 - a. Entrepreneurship – not discussed
 - b. Women's Health – not discussed
 - c. Domestic and Intimate Partner Violence – not discussed
- Marketing & Outreach – not discussed
- Registration - not discussed
- Catering – Two catering quotes were presented (attached). Commissioner Cardenas motioned to approve the use of a maximum of \$2,860 for catering services for the International Women's Day event. Second by Commissioner Suescun-Fast. **Motion carried 8-0.**

The Commission agreed to delegate the catering decision to Chair Martinez and Commissioner Posada.

- Audio Visual – The Commission considered live streaming and/or recording the event and reviewed a preliminary quote (attached). Commissioner Pugh motioned to approve a budget up to \$3,000 for audio/visual needs. **Motion carried 7-0.** (*Commissioner Garza left the meeting before this action was taken*)
- Promo Materials (shirts/signage/etc) – Chair Martinez presented a quote for MCSW branded t-shirts for Commissioners (attached). Commissioner Martinez motioned to approve the purchase of branded t-shirts for an amount not to exceed \$1200. Second by Commissioner Posada. **Motion carried 7-0.** (*Commissioner Garza left the meeting before this action was taken*)

The Commission agreed to delegate the purchasing decision to Commissioner Martinez and Commissioner Cardenas.

- Other – the Commission can use branded table covers along with banners and step and repeats. The City's Diversity, Equity, Inclusion and Accessibility Office is securing International Women's Day branded materials for the event.

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6. Announcements and Future Items

- Annual Financial Disclosure Reports username and passwords will be sent to the Commission to complete.
- Thursday's A Session will include an appointment for Coda Rayo-Garza for the District 7 seat on the Mayor's Commission on the Status of Women.

Meeting adjourned at 6:42 p.m.

DRAFT

IWD Summit Itinerary Draft

DATE 3/8/2024 / START TIME: 11:00 AM / LOCATION: CULTURE COMMONS

Attendees

City and Community Leaders

Key Partners

City and Community Leaders as panelists

Tentative Schedule of Events

10:30 am - 11:00 am

MCSW arrives to prepare

11:00 am - 11:30 am

Summit Opens:

EMCEE: MCSW Commissioner

Color Guard: SAPD & Bexar County Sheriff's Office All Female Color Guard (?)

National Anthem (?)

Welcome (5 mins)- Chair, Mayor's Commission on the Status of Women (Acknowledgement of Elected Officials)

Opening Remarks (5 mins)- Ron Nirenberg, Mayor, City of San Antonio (and First Lady of San Antonio?)

Guest Speaker on Inclusivity: Dr. Jennifer Mata, DEIA Director, City of San Antonio DEIA Office

11:30 am - 12:15 pm

Lunch and networking, light background music

12:15 pm - 1:00 pm

Session 1: Economic Subcommittee topic

1:15 pm - 2:00 pm

Session 2: Health Subcommittee topic

2:15 - 3:00 pm

Breakout Session 3: Domestic and Intimate Partner Violence Subcommittee Topic

3:00 pm

Summit Ends,

Notes

- DEIA Office has ordered IWD swag for this event for us.

Action Items

1. Obtain approval from MCSW on event location and agenda
2. Catering quote for approval from MCSW
3. Shirt quote for approval from MCSW
4. Determine how many invitees each subcommittee is allowed to invite (80 max seats - 25 reserved for MCSW and city officials attending max = 55 spaces left?)
5. Jenny to email confirmed info on Save the Date to MCSW commissioners for distribution
6. Jenny to email Vanessa info on Livestream provider
7. Create formal invitation with full details on:
 - Location Name
 - Location Address
 - Location Written Directions
 - Parking Information
 - Parking Lot Address
 - Timeline of Events
 - ?



Longhorn Catering- 1615 N. Laredo, SATX 78207

Family Operated and Owned

Proposal: City of San Antonio

March 8, 2024

Thank you for giving us the opportunity to give you a proposal for this event.

Menu:

Option 1: Rotisserie Chicken Plate - \$ 18.95pp

- ¼ Rotisserie Chicken
- Green Beans
- Penne Pasta
- Side Salad with Ranch & Italian Dressing
- Garlic Bread
- Sweet Tea & Water
- Dessert

Option 2: 1 Meat Plate - \$ 21.95pp

- 6oz. Marinated Skirt Stake
- Spanish Rice
- Pinto Beans
- Guacamole
- Pico De Gallo
- Tortillas
- Sweet Tea & Water
- Dessert

Option 3: Chicken Divorciado -\$ 21.95pp

- Chicken Divorciado -a Lightly Pan-Fried Chicken Breast with a Roasted Poblano sauce and a fire roasted chipotle sauce
- Cilantro Lime Rice
- Grilled Asparagus
- Side Salad
- Garlic Bread
- Sweet Tea & Water

- Dessert

Option 1: Rotisserie Chicken

Food 80 Guests	\$18.95	\$1,516.00
Beverage Per Person	\$1.00	\$80.00
Dessert Per Person	\$2.00	\$160.00
Table Serving Fee (3x waiter)	\$150.00	\$450.00
Taxes		\$181.99
Total Due at time of event		\$2,387.99

Option 2: 1 Meat Plate

Food 80 Guests	\$21.95	\$1,756.00
Beverage Per Person	\$1.00	\$80.00
Dessert Per Person	\$2.00	\$160.00
Table Serving Fee (3x waiter)	\$150.00	\$450.00
Taxes		\$201.79
Total Due at time of event		\$2,647.79

Option 3: Chicken Divorciado

Food 80 Guests	\$21.95	\$1,756.00
Beverage Per Person	\$1.00	\$80.00
Dessert Per Person	\$2.00	\$160.00
Table Serving Fee (3x waiter)	\$150.00	\$450.00
Taxes		\$201.79
Total Due at time of event		\$2,647.79

We will provide plates, utensils, cups and ice. We will arrive approximately 1 hour prior to serving and serve for 1 hour. Black Tablecloths will be provided.

Please contact me with any questions. If you would like to move forward with our services, please let me know as soon as possible so I can put you on the books.

Thank you,

Elisa

Longhorn Catering



Phyliss D. Williams

Founder

Ph/F: (210) 648-7848

Cell: (410) 410-7342

Emails: phylwms_06@yahoo.com

Website: www.flavourworks.com

MENU

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Mayor's Commission on the Status of Women Event

Friday, March 8, 2024, 11:00 am - 1:00 pm
(80 Persons)

Flavour Works Signature Salad

Crispy Fried Boneless Chicken Breast

Lemon Butter Chicken

Velvet Mashed Potatoes

Green Beans w/Warm Bacon Dressing

Rolls & Butter

No-Bake Cherry Cheesecake

Peach Cobbler

Sweet Tea and Non-Sweet Tea

Coffee

Total Cost for Event: \$2,860.00

Total Number Persons: 80



ZOOM PACKAGES

Questions or to Schedule: PH: 210 288-9744 or email: info@cosmoaudiovisual.com

~~STANDARD ZOOM 2 WAY CALL~~

- (1) Audio, Post Aux Out of House Mixer/ House Sound
- (1) USB Webcam (Stationary) Webcam
- (1) Wireless Hand Held Microphone
- (1) Berringer USB & Laptop Audio Interface
- (1) 1080 Laptop Audio Connection
- (1) A1 Audio Technician (4 hour Minimum) (SUPPORT ONLY)

** Client Provides own Laptop, LCD Projector and Projection Screen

**Client to Provide ALL Content, Video and PowerPoint and Run their own meeting
(Tech is on hand for support, Streaming and will Monitor Audio Levels & Troubleshoot)

\$500.00

(Day before Set up and Test add \$250)

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## ~~ENHANCED ZOOM 2 WAY CALL~~

Audio: Post Aux Out of House Mixer/ House Sound

- (1) USB Webcam (Stationary) Webcam
- (1) Berringer USB & Laptop Audio Interface
- (1) 1080 Laptop Audio Connection
- NOTE: Venue Supplying Projector & Sound System
- (1) Microphone Shure Wireless Handheld ULXP4 Combo on stands
- (1) Panasonic AG-DVX200 4K Camera with Tripod on 4'x4' Platform  
(Back of Room –Wide Angle)
- (1) HDMI Seamless Switcher/Video Computer Toggle  
( To switch between Live & Presentation)
- A1 Audio Technician (4 hour Minimum) @65 per hour

\*Client Provides own Laptop, LCD Projector and Projection Screen

\*\*Client to Provide ALL Content, Video and PowerPoint and Run their own meeting  
(Tech is on hand for support, Streaming and will Monitor Audio Levels & Troubleshoot)

**\$1000.00**

(Day Before Set up and Test \$350)



# ZOOM PACKAGES

Questions or to Schedule: PH: 210 288-9744 or email: [info@cosmoaudiovisual.com](mailto:info@cosmoaudiovisual.com)

## ~~SYMPOSIUM STYLE ZOOM 2 WAY CALL~~

- (2) 8' Projection Screen /Dressed
- (2) LCD Projector- 5500 Lumens Short Throw with DA Splitter 1x4
- (1) Presonus Digital 16 Channel Mixer
- (6) Shure Handheld 5M58 Panel Mics with Table Stands
- (2) Wireless Handheld Microphone
- (2) EV 12" PA Speaker on stand / Dressed
- (1) Panasonic AG-DVX200 4K Camera Four Thirds Sensor with Tripod
- (2) Preview Monitor / Tech Table
- (2) Show Ready Laptops FOR Tech Table
- (1) 2 Way Audio Interface
  
- (1) ATEM Television Studio Pro HD Black Magic Switcher
- (6) LED Up Lighting
- AV Techs to Deliver, Set up, Test Equipment (2hr)
- TECHNICAL DIRECTOR on Site for Duration of Event (4 hours)
- ASSISTANT TECH (TECH TABLE) (4 hours)
- AV Techs to Strike, Clean up, Load, Trucking (2 hrs)
- \*\*Includes Advance Site Survey

**\$2500**

**(Day Before Set up and Test \$600)**



# **ZOOM PACKAGES**

Questions or to Schedule: PH: 210 288-9744 or email: [info@cosmoaudiovisual.com](mailto:info@cosmoaudiovisual.com)

**From:** Vanessa Martinez <[vanessa@talenttoteam.com](mailto:vanessa@talenttoteam.com)>

**Sent:** Thursday, January 04, 2024 10:52 AM

**To:** Ann Taylor <[AnnT@bigstarbranding.com](mailto:AnnT@bigstarbranding.com)>

**Subject:** Re: Quote Request - Mayor's Commission on the Status of Women Potential Shirt Order

Hi Ann,

Yes, this is the logo - thank you for checking.

Can you quote me on these three?

[https://catalog.companycasuals.com/p/7611\\_Black#?doScrollToGrid=true](https://catalog.companycasuals.com/p/7611_Black#?doScrollToGrid=true)

item L665

XS-XL \$29.98

2XL \$31.65

3XL \$34.99

4XL \$36.65

[https://catalog.companycasuals.com/p/6634\\_Blacktop](https://catalog.companycasuals.com/p/6634_Blacktop)

item LOG125

XS-XL \$35.85

2XL \$37.50

3XL \$40.85

4XL \$42.50

[https://catalog.companycasuals.com/p/4113\\_Blacktop#?doScrollToGrid=true](https://catalog.companycasuals.com/p/4113_Blacktop#?doScrollToGrid=true)

item # LOG105

XS-XL \$43.35

2XL \$45.00

3XL \$48.35

4XL \$50.00

Thank you for getting back to me so quickly.

Vanessa



# MCSW

Mayor's Commission on  
the Status of Women

— SAN ANTONIO —



**Ann Taylor**

Direct **210-590-3186**  
Office **210-590-2662**



[BigStarBranding.com](http://BigStarBranding.com)

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