

Solano Commission for Women and Girls

AGENDA

June 15, 2023, 6:00 PM

601 Texas Street Fairfield, CA 94533

Conference Room B



Solano Commission
For Women And Girls

Solano Commission for Women and Girls (SCWG) meetings are held in an accessible facility. If you wish to attend this meeting and require special assistance to participate, please call the Clerk of the Board of Supervisor at (707) 784-6100 at least 24 hours in advance of the event to make reasonable arrangements.

MISSION

The mission of the Solano Commission for Women and Girls is to improve the economic status, health and social welfare, and overall quality of life for women and girls in Solano County.

CALL TO ORDER, WELCOME & ROLL CALL

6:00 p.m.

COMMENTS FROM THE PUBLIC

This is your opportunity to address the Commission on matters not listed on the agenda, but within the subject matter jurisdiction of the SCWG. Please limit your comments to three minutes.

1. Additions/Deletions to the Agenda, Approval of the Agenda
2. Approval of the May 18th, 2023, SCWG Meeting Minutes

REGULAR CALENDAR

3. Treasurers Report – **Informational**
 - a. Friends of the Commission
 - b. MOU draft
4. Membership update
5. Period Project 2023 update
6. Future Planning:
 - a. October event – 5th anniversary celebration
 - b. Other events and workshops for 2023 – calendar
7. Items for Consideration on the August agenda and future speaker suggestions
8. Commissioner Comments
9. Reception for outgoing Commissioner Sofia Cruz

8 p.m. ADJOURN - Next Meeting is August 17th at 6pm

**Solano Commission for Women and Girls
AGENDA April 20, 2023, 6:00 PM
601 Texas Street Fairfield, CA 94533
Conference Room B**

CALL TO ORDER and WELCOME: 6:07PM

COMMENTS FROM THE PUBLIC

This is your opportunity to address the Commission on matters not listed on the agenda, but within the subject matter jurisdiction of the SCWG. Please limit your comments to three minutes.

ROLL CALL

Members Present: Executive Committee

Mary Henderson Solano County, District 1

VACANT Solano County, District 2

Sullina Sanchez Solano County, District 3

Jennifer Hamilton Solano County, District 4 Chair

Jacqui Nguyen Solano County, District 5 Secretary

Miki Paul City of Benicia

Pat Nicodemus City of Dixon

VACANT City of Fairfield

Patricia Kohn City of Rio Vista Treasurer

Dr. Tiffani Thomas City of Suisun

Eddie Thomas City of Vacaville

Sofia Cruz City of Vallejo

Andrea Lemos Solano County Office of Education Membership

VACANT Adult Member at Large

Absent:

Rayshawnda Madison Member-at-Large

Bonika Gudeta Youth Commissioner

Guests: Frances McCullough (Friends of the Commission); Caitlin Hall (Touro University AMWA), Megan Wong (Solano County Library); Kimberlee Staking

1. Additions/Deletions to the Agenda, Approval of the Agenda:

- Commissioner Paul made a motion to approve.
- Commissioner Thomas made a motion to second that motion.
- Unanimous vote.

2. Approval of the April 20, 2023, SCWG Meeting Minutes

- Commissioner/Dr. Thomas made a motion to approve.
- Commissioner Cruz made a motion to second that motion.
- Unanimous vote.

REGULAR CALENDAR

3. Treasurer's Report – Informational

- a. Friends of the Commission \$9619.69
- b. Grant: Chair Hamilton reported that SCWG has received the official letter from the California Commission on the Status of Women & Girls which has awarded SCWG \$25,000. Some of the funds will go toward hiring a consultant for several events such as Birth Justice 2024, collecting resources to include on SCWG website;

Period Project 2024 (products & ads), Women in Money Workshop (financial literacy).
Commissioner Nicodemus made a motion to approve the Women's Recovery Response
Commissioner Paul made a motion to second.

Unanimous vote.

- MOU: provides clarity of the roles and responsibilities of Friends and SCWF. Commissioners are provided with a draft of the MOU. Chair Hamilton says if there are edits, please provide them to her by June 21. Friends will meet to discuss, take edits, and vote to approve the MOU. Final MOU then will be presented to the SCWG in June. SCWG will need to vote and approve.

4. Birth Justice Event on May 6th (Commissioner Henderson): In attendance were young members and babies. Vendors were amazing and there were a few that showed up who did not sign up to be a vendor. Feedback was positive from the public on the day of the event. Attendees were 50-60, including vendors. Chair Hamilton says a discussion to start planning for Birth Justice 2024 with planning starting in the Fall of 2023. Chair Hamilton will create a survey to for vendors and attendees to provide feedback. Survey will be sent to Commissioners, Friends, vendors, and attendees. KCRA 3 Sacramento covered the event via Zoom. Making it better for 2024: Offering transportation for mothers; provide a childcare provider for your children, and a nursing station for mothers. Suggestion to create a video highlights to post on SCWG. Documentarian is Jennifer Gilman.

5. Future Planning

- a. Period Project - \$500 from a grant to spend on the Period Project such as reusable diva cups, panty liners; Set up an Amazon "wish list" to purchase items for an individual. Megan Wong shared that unhoused individuals are using the bathrooms at the county public libraries. Solano County Library is looking to provide products for unhoused women. A concern was brought up to make sure that biodegradable items are considered. Megan shared that Kaiser Solano is having another round of grants and she hopes that the County will be a beneficiary of the latest grant. In the future, the intention is have SCWG partners with Solano County Library to replenish items for unhoused women.
 - Chair Hamilton suggests assigning a point person to manage the project.
 - Commissioner Sanchez is the Chair of the Period Project of 2023 and will take on the role of setting the goal, mission, and outreach efforts.
 - Goal is to have a flier in June to make the request for items from the public.
 - Commissioner Cruz will create graphics for the flier.
 - Working committee for the Period Project will hold its first meeting on Monday, June 5 at 6:00PM. The meeting will be virtual via Microsoft Team.
 - Commissioner Kohn says she will create a budget document to submit to the Friends.
- b. October 2023 - Celebration 5th Year Anniversary of SCWG - Commissioners, friends, public; could charge for the event - sponsorships, raffles; discussion to host the event at a venue and charge guests.
- c. Other Events and Workshops for 2023:
 - Suggestion to create a calendar to spend the grants and discussion to start planning for 2024.
 - SCWG needs to work with the Friends for the Women Literacy Workshop.
 - Chair Hamilton will create a draft of calendar for 2024 events - want to provide transparency with the use of state funds. Internal calendar for planning purposes and public calendar.
 - For website: create a page for Friends on SCWG with a photo, contact information. Create a way for people to share photos of events.

6. Items for Consideration on the June agenda and future speaker suggestions.

7. Team-building and Commissioner Comments

- Retreat in August with Friends and SCWG.
- Update on vacancy positions for SCWG.

ADJOURN -

Commissioner/Dr. Thomas made a motion to adjourn.

VC/Commissioner Lemos made a motion to second.

ADJOURNED: 7:55PM Next Meeting is June 15, 2023

Memorandum of Understanding
Between
Friends of Solano Commission for Women and Girls
and Solano Commission for Women and Girls
Draft 6.12.23

The Friends of Solano Commission for Women and Girls was formed to act as the fiscal agent for the Solano Commission for Women and Girls. The Friends of Solano Commission for Women and Girls (the Friends) purpose is to support the Solano Commission for Women and Girls (the Commission) by collaboratively providing funds to support the mission and programs of the Commission.

The Friends will:

- Account for all funds raised by the Commission and Friends collectively
- Give monthly accounting statements to the Commission, including income and expenses, and balance sheet
- Sign all contracts on behalf of the Commission when engaging in any outside vendors, contractors, venues, etc.
- Write checks to cover planned events in a timely manner and distribute to said outside vendors, contractors, venues, etc.
- Serve on the Commission's committees where events are planned that will require funds from the Friends.
- Be an equal partner in all events planned by the Commission, having our legal name on all publicity, programs, radio and news announcements.
- Provide certificate of insurance for all events and name the Commission as additional insured
- Require prior approval for any expenditures when funds are requested
- Disperse any grant funds according to the parameters written in the RFP consistent with the mission of the Commission

The Commission will:

- Have three seats on the Friends Board of Directors, one being the Commission Chair or her representative
- Submit a project/event budget to the Friends before any expenditures are approved, budgets must be submitted a minimum of one month prior to any expenditures or project execution.
- Invite Friends Board members to join committees that will require funds from the Friends
- Work collaboratively with the Friends on fundraisers initiated by the Commission
- Submit expense request using the proper form and procedures set by the Friends Treasurer
- To the extent possible, be organized in a way that requests for funds are given at one time for a specific event in accordance with the approved budget
- All receipts for reimbursement are due to the Commission Chair, Commission Treasurer and Friends Treasurer within one month of the date on the receipt for payment to be processed
- The Chair of the Commission will meet with the Friends President to resolve any grievances

FSCWG President of the Board

Chair, SCWG

Date _____

Date _____