

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the PIMA COUNTY/TUCSON WOMEN'S COMMISSION and to the general public that the

Pima County/Tucson Women's Commission Held an Executive Committee Meeting on Tuesday, February 7, 2012 at 240 North Court Ave, Tucson, AZ 85701

Legal Action Report

1. Call to Order/Roll call. The meeting was called to order at 5:40 pm. Present were Executive Committee members Alison Hughes, Sheila Tobias, Lucinda Hughes-Juan, and Lori Mennella. A quorum was called
2. The Minutes of the January 18 Executive Committee meeting were approved by unanimous vote. Motion Mennella/Second Hughes-Juan.
3. Mennella reported she is preparing the fiscal report for Commission meeting in February. No legal action was taken.
4. The agenda for the February Commission meeting was prepared. No legal action was taken.
5. Informal agreement was reached that the 2012 Strategic Plan be updated and presented at the February Commission meeting. A draft update was distributed by Hughes. No legal action was taken.
6. A brief discussion occurred regarding the status of commissions on women in other states, with no legal action taken.
7. A brief discussion occurred regarding plans to begin sorting Commission files that will be retained for official and legal purposes. Hughes agreed to send a reminder to Commission members. No legal action was taken.
8. A brief discussion occurred regarding the lease with a lessee, with the prospect of lessee vacating premises. No legal action was taken.
9. Various administrative items were discussed with informal agreement reached on the following issues:
 - a. Plans for international visitors at PCTWC on February 14. Hughes will send reminder to Commissioners.
 - b. Meeting with the Mayor to be confirmed by his staff, with possible token for presentation.
 - c. Need for leadership succession planning in the commission. Hughes will draft a job description that outlines the tasks she has undertaken.
 - d. Update of Domestic Violence Guide, and need for updating the Spanish edition. Suggested that Donna Whitman be asked to translate the updates of the Spanish edition.
 - e. Constant contact marketing packet was discussed, with Mennella suggesting that the Commission create a Google G-mail account due to our volume levels. Hughes to let the Women in Government Committee know this decision,
 - f. Need to contract a small amount of funds to someone to help with administrative functions, with informal agreement to pursue possibilities.

10. Call to the public was held with no public members present to provide input.
11. Meeting adjourned at 6:45 p.m.

IV. Call to the public. No members of the public were present.