Minutes  
Oregon Commission for Women (OCFW)  
Friday, January 24, 2014  
12:00 pm - 3:00 pm  
State Office Building, 800 NE Oregon St., Room 368, Portland, OR 97232

ATTENDANCE:  
Chair: Stephanie Vardavas  
Vice Chair: Jeanne Burch  
Commissioners: Jessica Rodriguez-Montegna, Dr. Barbara Spencer, Mariahm Stephenson, Stephanie Swanson, Sen. Monnes Anderson  
Absent: Megan Jacquot, Rep. Komp  
Staff: Lucy Baker  
Guests: Jodi Ballard-Beach, Chair, and Katharine Quince, Friends of the OCFW

I. Call to Order  
The Commission was called to order at noon, a quorum was established.

II. Adoption of the Agenda  
The agenda was adopted by common consent.

III. Approval of the November 2013 Regular Meeting  
The minutes of 11/13 OCFW regular meeting were adopted by common consent.

IV. Public Comment  
There was no public comment.

V. OCFW Old Business  
A. Women of Achievement Awards & event update – Stephanie V. & Katharine Q.  
Katharine Quince reported on the venues she is exploring which includes the Portland Art Museum and Mercy Corp. The Heathman is available both dates with a $4500 minimum. The capacity is only 90 for a seated audience. Mercy Corp is available and tight for seating at 120 maximum. April 5th and April 26 are the dates. Eco Trust is available with capacity for 150 people. A number of Commissioners have attended events at EcoTrust and consider it to be nice and a good value. There is parking nearby and the food (via caterers) is good. The cost is $500 for 3 hours. After discussion, the OCFW was most interested in pursuing the Eco Trust as the site for the 2013 WOA.
B. Commissioner Handbook update – Barbara Spencer
Commissioner Spencer reviewed her work on the draft of the OCFW handbook and asked the OCFW for their comments over the next several weeks. The handbook will be on the website with hotlinks to the resources cited in the document. The Commission thanked her for her work and noted that the tone is engaging and the information helpful.

C. Collective Impact Model (CIM) update – Jodi Ballard Beach
Jodi Ballard Beach reported from the Friends of the OCFW regarding their work on the Collective Impact Model. She has been working with PSU for the statistics needed for the report. They will approach funders for next steps with the model. Andrea Palluso from Family Forward has reached out to former partners to engage them including Sen. Rosenbaum and others. A group of Friends, OCFW Commissioners and partners will meet again in March. Stephanie Vardavas has connected with Karol Collymore who will also attend that meeting.

D. OCFW Social media update – Stephanie V.
Stephanie discussed the needed social media support she wants to help raise the profile of the OCFW and WOA starting this year and extending for 5 years. She encourages the Commissioners to reach out to their friends directing them to the OCFW Facebook page that will have engaging pieces about the awardees and other information. Commissioner Spencer asked how many Commissioners have administrative access to the OCFW Facebook as administrators. The Commission decided that all Commissioners and staff will have administrative rights.

VI. OCFW New Business
A. Labor trafficking internship – Barbara S.
Commissioner Spencer reported on her work with other interested OAC Commissioners regarding Human Trafficking. Lucy reported on her meeting with Dr. Christopher Carey at PSU who did the research on the recent report on sex trafficking of children in Multnomah County. She will soon set a time for interested Commissioners to meet with US Attorney Amanda Marshall and Dr. Carey to select a focus for an internship on the subject with the Advocacy Commissions.

B. Joint meeting of the OACs inviting the Governor – Stephanie V.
Stephanie reported on her work with the other Commissions' Chairs and Vice Chairs to plan the first annual joint meeting of the OAC's with the Governor. Lucy also discussed her work to organize new Commissioner orientation with the Governor's Sr. Staff on the same day as the Commissions' meeting with the Governor.

C. Women of Achievement awards nominees – Stephanie V.
1. Voting for Awardees
The Commission used a weighted ranking for their choice of the 2013 WOA Awardees. All were agreed that the 7 nominees are outstanding. After the ranking was complete a motion was entertained for the final choices:
MOTION: Swanson/Spencer: To select as the 4 WOA Awardees for 2013 Cecilia Girón, Gun Denhart, Mary Katherine "Kappy" Girton Eaton, and Sheila North.
CARRIED unanimously.
The Commission thanked Nancy Kramer, OACO Staff, for her great work getting the information about the awardees to all the Commissioners.

2. Deciding on the WOA event details
After discussion, April 5th was decided to be the date of the 2013 WOA.

**Notification of Awardees and nominators and those not selected**: The Commissioners discussed the method of notifying the honorees. The Commissioners will contact all those who have nominated the honoree and the honoree. There will also be a formal letter from the OCFW to the honorees.
- Stephanie Vardavas will reach out to Gun and Sheila.
- Jessica Rodriguez-Montegna will contact Andrea and Cecelia.
- Dr. Barbara Spencer is reaching out to Kappy.

Stephanie will review the letter of notification from past years and buff it for these awardees. Stephanie will also reach out to those who nominated individuals who were not selected. She will let them know that those nominated will remain in the consideration list for WOA in future years.

**Sponsorships and table donations**: League of Women Voters, the AAUW, Portland Business Alliance, Oregon Business Association, Celilo Media Group, DePaul, Hanna Andersson, and others will be approached for tables or in-kind donations.

Stephanie Swanson will work with Commissioners to prepare the outreach wording to potential sponsors. She will help prepare the asks for varying levels of giving. Under consideration are the benefits to sponsors at varying levels of donation.

**Event timing**: The event will run from 11am - 1 pm and the room will be open for an hour later so people can continue to socialize. Set up will begin at 9 am.

**Honoree videos**: Jodi and Steph Swanson will explore making video interviews with those nominated and prepare a short set of videos of the nominees.

**Invitations**: We will ask the nominees if there are other specific individuals that they would like us to invite.

**Event staffing**: The primary organizing for the WOA 2013 will be done by the Friends of the OCFW and the Commissioners. The Oregon Advocacy Commissions Office staff is also available for specific support activities as needed.

D. **Ongoing strategy for budget advocacy for OACO initiatives** – Stephanie Swanson Commissioner Swanson has noted in budget related e-mails to the Commission that in an atmosphere of budget reductions, a strategy for budget support and growth will be needed by the OCFW and all the Advocacy Commissions as we move ahead to the next biennium. The Commission agreed and thanked her for keeping this in the forefront.
E. Legislative protocol about prohibiting/accepting in-kind donations or funds – Stephanie Swanson.
Commissioner Swanson asked whether in-kind donations, like copy paper, or other donations are permissible to directly support the OACO and the OCFW? Lucy Baker answered, yes, all such donations are permissible, appreciated, and tax deductible.

F. Other business. There was no other business.

VII. Administrator’s Report – Lucy Baker
Lucy discussed the permanent budget reductions being required from the Legislative Fiscal Office for many state agencies, which for OACO amounts to $2,896 for the 2013-15 biennium. These reductions are different from and in addition to the 2% holdback of the current budget required of all state agencies. The Commission discussed the list of budget line items that Lucy is suggesting to the Advocacy Commissions as potential for permanent reduction. The list is appended as part of these minutes.

MOTION: Swanson/Spencer: To approve the permanent reduction of the OACO budget in the following way:
$749 reduction: In state travel
$80 reduction: Out of state travel
$180 reduction: Staff training
$354 reduction: Office expenses
$1500 reduction: Telecommunications/teleconferencing. CARRIED.

B. Upcoming Staffing of the OACs
Lucy reviewed with the Commission the staff positions the Advocacy Commissions have identified as needed to accomplish their statutory work. The overview of staffing types related to supporting OAC strategic plans is appended as part of the minutes. The Commission’s next steps to adding additional staffing to their 2015-17 budget will include reviewing an integrated staffing plan that will include the cost of the potential positions. Lucy will prepare this for their next meeting.

C. Stalking Protections Internship
Lucy reported that she and Commissioner Jacquot are reaching out to potential partners for the internship and hope to have a Fall intern in place. The Oregon Law Center and Lewis and Clark Legal Clinic are already interested in partnering with the OCFW on the internship.

D. Diversity & Inclusion Recognition
Lucy shared the certificate of recognition that the Oregon Advocacy Commissions have received from the Governor’s Diversity and Inclusion Kitchen Cabinet for their public policy internships and the resource to state agencies.

The Commission thanked Ms. Baker for her report.
VII. Good of the Order
   A. Next OCFW meeting March 21, 12:00 PM – 3:00 PM, Room 1A, 800 NE Oregon Street, Portland, OR 97232

   B. Other announcements
      AAUW Lobby day: Barbara will attend on behalf of the OCFW. She is also a member of the AAUW.

VIII. Adjourn
The meeting was adjourned at 3:10 by common consent.

Appendix A: OACO Permanent budget reduction options

Appendix B: OACO proposed staffing 2015-17