



Oregon

Theodore R. Kulongoski, Governor

Oregon Commission for Women
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MINUTES
Oregon Commission for Women
Friday, July 24, 2009
10 AM - 2 PM
Sussman Shank LLP
1000 SW Broadway, Suite 1400
Portland, OR 97205-3089

ATTENDEES

Chairwoman: Donna Harris
Vice Chair: Megan Jacquot
Commissioners: Becky Anderson (*teleconference*), Sue Castner, Nena Cook, Karen Shimada
Guest: Tammy Yasrobi (*Sen. Schrader's Chief of Staff*)
Staff: Joy Howard

I. Call to Order

Chair Harris called the meeting to order at 10:07 AM.

II. Team Building Exercise

Chair Harris passed out a chart titled "[Communicating with the Four Major Personality Types](#)" and encouraged commissioners to review and practice the techniques listed.

III. Goals and Objectives for 2009-2010

- 1) Commissioner availability to OCFW:
 - a) Vice Chair Jacquot –
 - i. A couple of hours a week and will try to make bi-monthly meetings.
 - b) Commissioner Shimada –
 - i. Things need to be tightly organized and prioritized on how she can be used as a commissioner. Have project-based assignments. Not in a position right now to lead any projects but can be a co-chair.
 - c) Commissioner Cook –
 - i. Schedule now allows her to dedicate more time to OCFW.
 - ii. Meetings need to be tightly run with clear guidance and direction.
 - d) Senator Schrader (Tammy speaking on her behalf) –
 - i. Available to assist whenever possible when in the district.
 - e) Commissioner Castner –
 - i. Available to assist whenever possible but things need to be organized and project based.
 - f) Commissioner Anderson –
 - i. A couple of hours a week with things project oriented and clear directions.

2) 2009-2010 Meeting Schedule:

The [OCFW Bylaws](#) state in Article VI, Section 1:

Regular Meeting Schedule. The Commission shall hold at least six regular monthly meetings annually. A regular schedule including time of day and day of the week will be established in July of each year. Locations will vary in an effort to reach all geographic areas of the state.

a) Dates:

- i. September 18, 2009
- ii. November 20, 2009
- iii. January 22, 2010
- iv. March 19, 2010
- v. May 21, 2010
- vi. July 2010

- a. July date will be predicated on the Joint Commission meeting schedule. OCFW will meet for one hour prior to the Joint meeting.

b) Time:

- i. All meetings will take place 11:30 AM – 1:30 PM.

c) Location:

- i. With the exception of the July 2010 meeting, all OCFW meetings will take place at Commissioner Cook's Office: Sussman Shank LLP, 1000 SW Broadway, Suite 1400, Portland, OR 97205-3089.

3) Areas of Interest:

a) Commissioner Anderson –

- i. Domestic violence, post-traumatic stress disorder
 - a. Create a complete and accurate listing of county resources and post to the OCFW website.
 - b. Commissioner Shimada already has a list of domestic violence resources by county and will forward the list to Commissioner Anderson.

b) Vice Chair Jacquot and Commissioner Cook –

- i. Update the "Oregon Women and the Law" book that OCFW published in 1997
 - a. Find an expert in every practice area.
 - b. OACO will forward copies to Vice Chair Jacquot and Commissioner Cook.

c) Commissioner Cook –

- i. Coordinate efforts more with the Oregon Women Lawyers (OWLS)
- ii. Get more involved in the legislative process to get laws changed

d) Commissioner Shimada –

- i. Aging women
 - a. Look into partnerships with older women and organizations focused on aging women.
 - b. Create a resource list of information and send to Joy to be added to the OCFW website (e.g., Life by Design, Encore, etc.)

e) Senator Schrader –

- i. Identify legislative priorities
 - a. Begin the conversation early with legislators on key areas of interest
 - b. Look at laws/bill that are of interest to OCFW now
 - i. Vice Chair Jacquot and Commissioner Cook will assist in identifying bills/laws that disproportionately affect women and children.

- ii. Veterans Reintegration –
 - a. Identify and add to the OCFW website resources to support families of the National Guard (e.g., mental health, job education and training, employment, childcare, domestic violence, etc.)
 - f) Commissioner Castner –
 - i. Intern
 - a. Acquire an intern through PSU or the Governor’s Office to identify vacant official offices throughout the state and work to get women appointed in those positions.
 - ii. Website
 - a. Add an Educational Services page with links to Pell Grants and Federal opportunities
 - iii. Workshop
 - a. Partner with different organizations (e.g., PCC Services for Women, Intel, Encore, etc.) and host a workshop for women to identify resources available to women.
 - g) Chair Harris –
 - i. Women with disabilities
 - a. Develop ways to recognize throughout the state
 - b. Identify resources
 - ii. Childcare
 - a. Identify ways women and can find these resources
 - iii. Women’s Conference
 - a. Partner with Peggy C. Ross in the Governor’s Office and other organizations to conduct a Women’s Conference.
 - b. OCFW would participate but not be in charge of the event.
- 4) Group Discussion:
- a) Recruitment
 - i. Work with legislators to recruit women from different regions in Oregon to be part of the Commission.
 - ii. Have Town Halls in other regions to recruit women.
 - iii. Focus efforts to recruit women knowledgeable in different areas (e.g., small business, tradeswomen, etc.).
 - b) Website:
 - i. Family Resources (by county)–
 - a. Use the Oregon State Bar as a resource to identify county resources.
 - b. Commissioner Cook will find out what the Bar has done and see what OCFW can use.
 - c) Email account:
 - i. Commissioner Shimada will create a Gmail account for the OCFW to receive emails from various listservs on topics of interest.
- 5) Strategic Goals:
- a) Website – access and visibility
 - b) Recruitment – increase diversity in geographic and special skill areas
 - c) WOA Brunch – add business women as honorees
 - d) Legislation –
 - i. Identify bills/laws and get started early

- ii. Get at least one legislator on board early and begin having conversations about making amendments to bills/laws
- iii. Lobby for bills/laws that fall within OCFW areas of interest
- iv. Get a legislative package together
- e) Strategic partnerships – Health and Wellness Alliance, mental health, domestic violence, etc.

IV. Women of Achievement Brunch

1) Recap from Co-Chairs:

- a) Commissioner Shimada –
 - i. In June the Commission supported Commissioner Shimada and Castner as being co-chairs for the brunch.
 - ii. Scope of work for co-chairs (with assistance from OACO) included:
 - a. Updating contact info for invitees and honorees
 - b. Publicity and marketing
 - c. Logistics
 - d. Venue
 - e. Food
 - f. Silent auction
- b) Commissioner Castner –
 - i. Stepped down as co-chair on Tuesday, July 21, 2009 because of distinct differences in Chair Harris’ styles of management and how to approach things.

2) Governor’s Office:

- a) A letter was sent to the Governor’s Office on July 9, 2009 inviting the Governor and First Lady Mary to the brunch and requesting he make a short introductory speech and present the awards to the recipients. In the event the Governor or First Lady is not able to attend, Secretary of State Kate Brown will be invited as their surrogate.
- b) OACO will follow-up on status of attendance next week and report back to the Commission.

3) What’s been done/needs to be done:

- a) Venue –
 - i. DONE:
 - a. The Nines has been reserved for the brunch and gave a rate of \$36 a plate [\[click to view menu\]](#)
 - ii. TO DO:
 - a. Find local distributors for some of the products: champagne, wine
- b) Friends of OCFW
 - i. TO DO:
 - a. Finalize negotiation over funds in account and how their future role with OCFW is going to work
- c) Logo and Theme
 - i. DONE:
 - a. Theme is the State motto “She flies with her own wings”
 - b. Logo was donated
 - ii. TO DO:
 - a. Thank you to design lab for logo
- d) Sponsorship letter and packet

- i. DONE:
 - a. Co-chairs drafted/edited an introductory sponsorship letter
 - b. Developed sponsorship names and levels along with benefits and perks for each
 - e) Invitation list
 - i. TO DO:
 - a. Far from complete. Co-Chair Shimada had an intern go through the list and clean it up.
 - b. Compile list together of invites including (but not limited to):
 - i. Previous attendees and/or donors and sponsors
 - ii. All elected officials
 - iii. Fellow commissioners from the joint commissions
 - iv. Boyle/Schnitzer top donors and contacts
- 4) Event Website
 - a) A website is in the process of being developed for the WOA brunch and future events. The website will be linked to the OCFW website and will include all the information about event including online registration. Negotiations are being made to allow online payments.
- 5) Marketing
 - a) A press release and frequently asked questions page has been drafted. Looking into seeing who will advertise event for free.
 - b) Got a cheap deal for save the date postcards – double sided (\$150-\$200).
- 6) Sponsors
 - a) Create one master sponsor spreadsheet and breakdown into categories (lawyers, health, etc.) and distribute to commissioners. Each commissioner will select a group to contact and send out letters to their contacts.
- 7) Gift bag ideas with theme
 - a) Button with branding from Hands on Greater Portland
 - b) Co-chair Castner has a contact for chocolate
 - c) Kentucky Fried Chicken coupons
 - d) Leaflets of what OCFW does and their priorities
- 8) Next Steps
 - a) Leadership Role:
 - i. Commissioner Cook asked Chair Harris if she was interested in taking on the leadership role for the brunch.
 - a. Chair Harris expressed that she has no desire to neither coordinate the event nor be involved in every aspect of the decision making process.
 - ii. Commissioner Cook asked Chair Harris if she would ok if Commissioner Castner copied her and Vice Chair Jaquot on everything about the brunch.
 - a. Chair Harris stated she would be fine being copied on emails.
 - b) Master Task List
 - i. After further group discussion, it was decided that a Master Task List spreadsheet with deadlines would be created.

- ii. Chair Harris and Commissioner Shimada will create a spreadsheet this weekend to identify what has been done and what needs to be done and send to commissioners to sign up for tasks.

V. Roslyn Farrington and Regan Gray - Friends of the Commission

[click here to view handout](#)

Roslyn created a packet with information about Friends of OCFW including the history and account information.

Both Roslyn and Regan expressed that they are ready to pass on the torch of operating Friends of OCFW. They recommended the Commission nominate someone to become a member of the Friends to continue fulfilling the needs for OCFW. The Chair and someone not affiliated with the Commission needs to be part of the board.

Repayment to Friends:

Q: Chair Harris asked if there will need to be a memo of understanding that the Friends are going to make the deposit with the understanding the OCFW will pay them back. Or is it a donation from the Friends?

A: Roslyn and Regan said the funds are there for OCFW to use as they choose. They do not have an obligation to repay the funds.

Action:

Chair Harris will draft letter to Friends of OCFW this weekend asking for a donation of funds to pay the \$4,500 fee to The Nines. A vote was not taken to repay the funds to the Friends.

VI. Adjournment at 2:15 PM