**Marin Women’s Commission – Executive Committee Meeting Minutes**
Monday, October 17, 2016 – 1:30-3:00 pm
Civic Center - 3501 Civic Center Dr. Room #415 – San Rafael, CA 94903

**Minutes**

1. Call to order at 1:45pm
2. Present: Cecilia Zamora, Ann Morrison, Jacqueline Janssen

Staff: Lisa Baker & Chris Shaw

1. Motion to approve the amended minutes with December 5th, 2016 being the date of the Holiday Gathering. AM/JJ m/s/p
2. Motion to approve the drafted agenda with amendments to the order to the agenda suggested by Cecilia. Am/JJ m/s/p
3. Chris Reported on
	1. March 2017 – Civic Center Cafeteria Window Reserved for MWC
	2. MarinLink Balance reflected with the Women’s Hall of Fame sponsorship of $2500. Chris to ask MarinLink to send check to YWCA - ear marked for the WHOF.
	3. Chris to ask MarinLink about using the room for the Marin Teen Girl Ambassador meeting after closing the MarinLink account.
	4. Chris to give budget and financial status update at the Business meeting as Jacqueline will not be in attendance.
4. Lisa Reported on the applicants for the At Large Commissioner Position. The candidate applications have been reviewed by the nomination committee, Cecilia Zamora and Lisa Baker. The list contains 6 candidates for the BOS to review.

1. Executive Meetings as a serial and standing meeting need to be posted. Chris to ask County Counsel about participation of non executives in the Executive meeting.
2. Discussion on the By-Laws will be added to the next agenda; copies will be sent out for the full commission to review prior to the Business meeting.
3. Business Meeting Presenters like November’s presenter, Alice Cochran will be contacted for the future meetings in January, February and March. Possibly Lee Pullen, Mary Hao and Roger Crawford should be invited to speak for approximately 20 minutes to the full commission.
4. Holiday Party will be at San Rafael Joe’s on December 5th, 2016. Ann Morrison will be reporting on this at the Business Meeting.
5. Communications via Constant Contact has to be managed to get news out. Talking to the Website/Social Media Group as well as Catherine Hargrave to see who can take this on.
6. Regarding the Website Intern; questions on time parameters and job description need clarification as well as payment. Add to October Agenda.
7. Commissioner Orientation will be led by the Executive Group. CZ will send a drafted orientation template to the executive group for review. Target Date of the orientation to be January 2017.
8. Adjournment