

BYLAWS
OF
CONTRA COSTA FRIENDS OF WOMEN

ARTICLE I. OBJECTIVES

Section 1.01 The primary objectives and purposes of the corporation shall be to provide support to The Contra Costa Commission for Women in Contra Costa County and to help implement the policies of equal economic and social opportunities for all, provide support for facilities and programs to further those policies, and to improve the quality of life for women and girls in the County of Contra Costa.

ARTICLE II. MEMBERSHIP

Determination of Members

Section 2.01 This corporation shall make no provisions for members; however, pursuant to Section 5310(b) of the Nonprofit Public Benefit Corporation Law of the State of California, any action which would otherwise, under law or the provisions of the Articles of Incorporations or Bylaws of this corporation, require approval by a majority of all members or approval by the members, shall only require the approval of the Board of Directors.

Determination of Associates

Section 2.02 Nothing in this Article II shall be construed as~ limiting the right of the Corporation to refer to persons associated~ with it as "members" even though such persons are not members, and no such references shall constitute anyone a member, within the meaning of Section 5056 of the California Nonprofit Corporation Law. Persons who contribute money to the Corporation, who participate in the Corporation's activities, or who in other ways support the Corporation's purposes may be called "members," even though there are no formal members. These nonformal members may be liable for dues or fees to the Corporation. The Corporation may confer by amendment of its Articles or of these Bylaws some or all of the rights of a member, as set forth in the California Nonprofit Corporation Law, upon any person or persons who do not have the right to vote for the election of Directors or on a disposition of substantially all of the assets of the Corporation or on a merger or on a dissolution or on changes to the Corporation's Articles or Bylaws, but no such person shall be a member within the meaning of said Section 5056.

ARTICLE III. BOARD OF DIRECTORS

Powers

Section 3.01 Subject to limitations of the Articles and these Bylaws, the activities and affairs of the Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the activities of the Corporation to any person or persons, a management company or committees however composed, provided

that the activities and affairs of the Corporation shall be managed and all .corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board shall have the following powers in addition to the other powers enumerated in these Bylaws:

- a) To select and remove all the other officers, agents and employees of the Corporation, prescribe powers and duties for them as may not be inconsistent with law, the Articles or these Bylaws, fix their compensation and require from them security for faithful service.
- b) To conduct, manage and control the affairs and activities of the Corporation and to make such rules and regulations therefor not inconsistent with law, the Articles or these Bylaws, as they may deem best.
- c) To adopt, make and use a corporate seal and to alter the form of such seal from time to time as they may deem best.
- d) To borrow money and incur indebtedness for the purposes of the Corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations or other evidences of debt and securities therefor.
- e) To carry on a business and apply any profit that results from the business activity to any activity in which the nonprofit corporation may lawfully engage.

Number of Directors and Term of Office

Section 3.02 The Board of Directors shall consist of a minimum of three (3) and a maximum of seven (7) Directors to hold office for a period of two years. The terms of office of one-half of the Board members shall expire each year. Directors shall serve without financial remuneration. The initial directors will be appointed by the Contra Costa Commission for Women. The Board of Directors shall always consist of a majority of its members being Commissioners who are currently serving on the Contra Costa Commission for Women. The Treasurer of the Contra Costa Commission for Women will serve as the Treasurer of the Board of the Contra Costa Friends of Women.

Election

Section 3.03 Directors shall be elected by the Board of Directors annually at such time and in such manner as directed by the Board of Directors.

Removal and Vacancies

Section 3.04

- a) Absence from three consecutive meetings of the Board of Directors without satisfactory cause shall, at the option of the Board, be equivalent to a resignation. It shall be the duty of the Secretary to notify the absent Director by letter that his or her office may be declared vacant at the next meeting of the Board unless a satisfactory reason for the absence is presented. At the next meeting the Secretary shall inform the Board of the Action taken and the results thereof. The Board may approve or change the results.

(b) Notice of a meeting need not be given to any Director who signed a waiver or a written consent to hold the meeting or an approval of the minutes, thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of such notice to such Director.

Place of Meetings

Section 3.11 All meetings of the Board shall be held at the place provided by the Board or at such place within or without the State of California which has been designated from time to time by resolution of the Board of Directors.

Business To Be Transacted at Meetings

Section 3.12 Any business which might be transacted at the regular meeting of the Board of Directors may be transacted at a special meeting or at any adjourned meeting.

Conduct of Meetings

Section 3.13 The President of the Board or, in his or her absence, any Director selected by the Directors present shall preside at meetings of the Board of Directors. The Secretary of the Corporation, or in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such a meeting can hear one another. Such participation shall constitute personal presence at the meeting.

Adjournment

Section 3.14 A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of adjournment to another time or place must be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

Action Without a Meeting

Section 3.15 Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board individually or collectively consent in writing to such action. Written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the unanimous vote of such Directors.

- b) Any Director may be removed or replaced by a majority vote of the Board of Directors at any time without cause.
- c) All vacancies, including those caused by an increase in the number of the Board and by removal, may be filled by a majority of the remaining Directors though less than a quorum, or by a sole remaining Director. Each Director so appointed shall hold office thenceforth for the remainder of the unexpired term, or until the election of a successor, whichever event occurs last.

Quorum

Section 3.05 A majority of the Directors then in office shall constitute a quorum, but such number shall not be less than one-fifth of the authorized number of directors.

Majority Action as Board Action

• Section 3.06 Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation or Bylaws of this corporation, or provisions of the California Nonprofit Public Benefit Corporation Code prohibit the act or decision or require a greater vote than a majority.

Voting Privileges

Section 3.07 All Directors shall be entitled to vote at any meeting of the Board of Directors. Voting by proxy is not permitted by law.

Regular Meeting of the Board of Directors

Section 3.08 The regular meeting of the Board of Directors shall be held at least quarterly on a day and hour designated by the Board of Directors.

Annual Meeting

Section 3.09 At the annual regular meeting of Directors the Directors shall be elected by the Board of Directors. Cumulative voting for the election of Directors shall not be permitted. The candidates receiving the highest number of votes up to the number of Directors to be elected shall be elected. Each Director shall cast one vote for each position, with voting being by ballot only.

Special Meetings of the Board of Directors

Section 3.10 (a) Special meetings may be called at the discretion of the President, Vice President, Secretary or Treasurer or upon the request of any two (2) Directors. Special meetings of the Board shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone or telegraph.

Nonliability of Directors

Section 3.16 A Director of the Corporation shall not solely because of such membership, be personally liable for debts, obligations, or liabilities of the Corporation.

ARTICLE IV.. OFFICERS

Number and Titles

Section 4.01 The officers of the Corporation shall be a President of the Board, a Vice President, a Secretary, a Treasurer, and such other officers with such titles and duties as shall be determined by the Board and as may be necessary to enable it to sign instruments. The President of the Board is the General Manager and Chief Executive Officer of the Corporation. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the President of the Board. The Corporation may also have, as determined by the Board of Directors, one or more Vice Chairs, Vice Presidents, Assistant Secretaries, Assistant Treasurers or other officers. Only designated members of the Board of Directors shall be authorized and empowered, in the name of the Corporation, for its purposes to execute checks, notes, drafts and other documents. There shall be two such authorized signatures required on all corporation checks. One shall be the Treasurer and the other shall be the President.

Qualification and Election of Officers

Section 4.02 All officers of the Corporation shall be elected by the Board of Directors. The exception being the Treasurer of the Board who shall be the Treasurer of the Contra Costa Commission for Women and will have been duly elected by that Commission. The Board of Directors shall elect all other officers annually. These officers shall serve for a period of two years or until their successors be duly elected, whichever event last occurs. Officers may succeed themselves for two years only (except in special circumstances approved by the Board).

Powers and Duties of Officers

Section 4.03

- a) The President. The President of the Corporation shall also act as Chair of the Board of Directors. The President shall have, subject to the control and direction of the Board of Directors, general supervisory powers over all of the business and affairs of the Corporation, and is the General Manager and Chief Executive Officer of the Corporation. The President shall preside at all meetings of the Board, and shall have the general powers and duties usually vested in the office of President, and such other powers and duties as may be prescribed by the Board of Directors from time to time, and the Bylaws. The President shall be an ex-officio member of all committees.
- b) Vice President. In the absence or disability of the President, the Vice President shall perform all the duties and have all of the powers of the President. The Vice President shall have such other powers and perform such other duties as may be from time to time prescribed by the Board of Directors, by the Bylaws and by the President.

- c) Secretary. The Secretary shall maintain Minutes of the Board and Committee meetings, conduct correspondence, provide required notice of all meetings, and perform all duties incident to the office of secretary and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or which may be assigned from time to time by the Board of Directors.
- d) Treasurer. The Treasurer shall render such financial reports as requested by the Board. The Treasurer shall keep and maintain adequate and correct accounts of the properties and of the business transactions of the Corporation, including the accounts of its assets, liabilities, receipts, disbursements, gains and losses. The Treasurer shall also act as chief financial officer. The Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws, or which may be assigned from time to time by the Board of Directors.

Vacancies

Section 4.04 A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall be filled by the Board within sixty (60) days.

Liability of Officers

Section 4.05 An officer of the Corporation shall not, solely because of such membership, be personally liable for the debts, obligations, or liabilities of the Corporation.

ARTICLE V. COMMITTEES

Committees of Directors

Section 5.0]. The Board of Directors may, by resolution, designate one or more committees, each consisting of two or more directors to serve at the pleasure of the Board. Appointments to such committees shall be by majority vote of the Directors then in office. Any committee, to the extent provided in the resolution, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- a) Fill vacancies on the Board of Directors or on any committee;
- b) Fix compensation of Directors for serving on the, Board or on any committee;
- c) Amend or repeal bylaws or adopt new bylaws;
- d) Amend or repeal any resolution of the Board of Directors which by its express terms is not so amendable or repealable;
- e) Appoint any other committees of the Board of Directors or the members of these committees;
- f) Spend corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected;

- g) Approve any transaction to which. this Corporation is a party and in which one-or more of the Directors has a financial interest, except as expressly provided by these Bylaws.

Meetings

Section 5.02 Meetings and actions of committees shall be governed by the provisions of these Bylaws concerning meetings of Directors, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the Board of Directors and its members.

Other Committees

Section 5.03 The Corporation shall have such other committees as may from time to time be designated by resolution of the Board. Such other committees may consist of persons who are not Directors. These additional committees shall act in an advisory capacity to the Board and shall be clearly titled as "advisory" committees.

Attendance

Section 5.04 All Directors may attend all committee meetings, -except that a personnel committee may close its meeting when discussing matters directly relating to the status, salary, and performance of specific employees of the Corporation, prospective employees, or former employees. Only committee members may vote on their respective committees.

ARTICLE VI. CORPORATE RECORDS, REPORTS, SEAL AND FISCAL YEAR.

Maintenance of Corporate Records

Section 6.01 The Corporation shall keep at its principal office:

- a) Minutes of all meetings of Directors, committees of the Board, and of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice give, and the names of those present and the proceedings conducted;
- b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
- c) A copy of the Corporation's Articles of Incorporation and Bylaws, as amended to date, which shall be open to inspection by the members of the Corporation at all reasonable times during office hours.

Annual Report-

Section 6.02 The Board shall cause an annual report to be sent to all Directors and any and all members within one hundred twenty (120) days after the close of its fiscal year.

The report shall contain all the information required by Section 6321(a) of the Corporations Code and shall be accompanied by any report thereon of the independent accountants, or if there is no such report, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the Corporation.

Annual Statement of Certain Transactions and Indemnifications

Section 6.03 The Corporation shall furnish annually to its directors a statement of any transaction or indemnification described in Section 6322(d) and (e) of the Corporations Code, if such transaction or indemnification took place. Such annual statement shall be affixed to and sent with the annual report described in Section 6.02 of these Bylaws.

Corporate Seal

Section 6.04 The Board of Directors shall not adopt a corporate seal.

Fiscal Year

Section 6.05 The fiscal year of this Corporation shall commence on the first day of July of each year and shall end on the 30th day of June of the next year.

ARTICLE VII. POLICIES

Nondiscrimination -

Section 7.01 This Corporation shall not discriminate on the basis of race, religion, national origin, disability, sexual preference, age or gender.

Nonpartison Activities

Section 7.02 This Corporation . has been formed under the California Nonprofit Benefit Corporation Law for the public purposes described above, and it shall be nonprofit and nonpartisan. No substantial part of the activities of the Corporation shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office. The Corporation shall not, except in an insubstantial degree, engage in any activities or exercise powers that are not in furtherance of the purposes described above.

Dedication of Assets - -

Section 7.03 The properties and assets of this nonprofit Corporation are irrevocably dedicated to public and charitable purposes. No part of the net earning, properties, or assets of this Corporation, on dissolution or otherwise,

shall inure to the benefit of any private person or individual, or any member or Director of this Corporation. On liquidation or dissolution, all properties and assets and obligations shall be distributed and paid over to an organization dedicated to charitable purposes, provided that such organization continues to be dedicated to the exempt purposes as specified in Internal Revenue Code Section 501(c)(3)

ARTICLE VIII. AMENDMENT TO BYLAWS

Section 8.0'1 Subject to any provision of law applicable to the amendment of bylaws of public benefit nonprofit corporations, the Bylaws of this Corporation, and any part thereof, may be altered, amended, or repealed by a majority vote of the Board of Directors present at any regular or special meeting, provided that written notice of the proposed change or changes shall have been mailed to all Directors at least seven (7) days prior to the date of the meeting.

CERTIFICATE

I hereby certify that I am the duly-elected and acting Secretary of said Corporation and that the foregoing Bylaws, comprising **nine (9) pages**, constitute the Bylaws of said Corporation as duly adopted at a meeting of the Board of Directors held on _____, 2003.

Dated: _____, 2003

Secretary, Contra Costa Friends of

Women

2809639

**SECRETARY OF STATE**

I, *Kevin Shelley*, Secretary of State of the State of California, hereby certify:

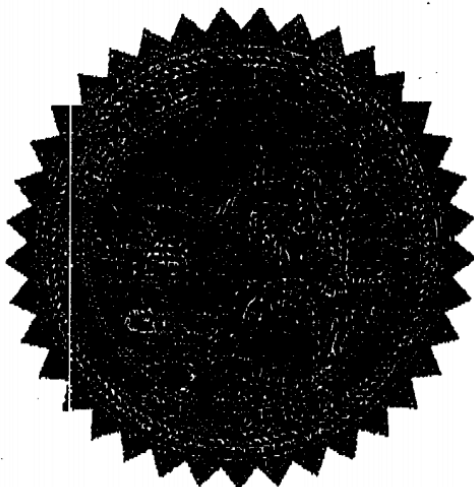
That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

MAY 12 2003

Kevin Shelley

Secretary of State



2509639

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

MAY 12 2003

KEVIN SHELLEY
Secretary of State

**ARTICLES OF INCORPORATION
OF
FRIENDS OF THE CONTRA COSTA COMMISSION FOR WOMEN
A CALIFORNIA PUBLIC BENEFIT CORPORATION**

I.

The name of this corporation is Friends of the Contra Costa Commission for Women.

II.

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit ~~Public Benefit Corporation Law~~ for public and charitable purposes.

B. The specific purpose of this public benefit corporation is to raise funds to provide support to the Contra Costa Commission for Women in Contra Costa County and help implement the policies of equal economic and social opportunities for all, provide support for facilities and programs to further these policies and improve the quality of life for women, men and children of Contra Costa County.

III.

The name and address in the State of California of this corporation's initial agent for service of process is Diana Jensen, 19 Dudley Court, Pleasant Hill, CA 94523.

IV.

A. This Corporation is organized and operated exclusively for public and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code or (b) by a corporation contributions which are deductible under section 170(c)(2) of the Internal Revenue Code.

C. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V.

The authorized number and qualifications of membership, if any, and the property voting and other rights and privileges of members shall be as set forth in the by-laws provided, however, that the members of this corporation shall have no liability for dues or assessments.

VI.

The names and addresses of the persons who are appointed to act in the capacity of initial directors until the election of their successors are:

NAME:	ADDRESS
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Mitzi Sales	
Patricia Johnson	
Diana Jenson	

VII.

The property of this corporation is irrevocably dedicated to public and charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for public, charitable or cultural purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

IN WITNESS WHEREOF, we the undersigned, being the persons named above as the first directors, have executed these Articles of Incorporation.

DATED: April 15, 2003 _____

April 15, 2003: _____

April 15, 2003 _____

We hereby declare that we are the persons who executed the foregoing Articles of Incorporation, which execution is our act and deed.

DATED: April 15, 2003 --

April 15, 2003 --

April 15, 2003 --





State of California Secretary of State

N

Statement of Information

(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)

Filing Fee: \$20.00. If this is an amendment, see instructions.
IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

F653305**FILED**

In the office of the Secretary of State
of the State of California

JUN-09 2015**1. CORPORATE NAME**

FRIENDS OF THE CONTRA COSTA COMMISSION FOR WOMEN

2. CALIFORNIA CORPORATE NUMBER

C2509639

This Space for Filing Use Only

Complete Principal Office Address (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY CITY STATE ZIP CODE
PITTSBURG, CA 94565

4. MAILING ADDRESS OF THE CORPORATION CITY STATE ZIP CODE
P.O. BOX 6695, CONCORD, CA 94520

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/ ADDRESS CITY STATE ZIP CODE
PHYLLIS GORDON PITTSBURG, CA 94565

6. SECRETARY ADDRESS CITY STATE ZIP CODE
ARGENTINA DAVILA-LUEVANO ANTIOCH, CA 94531

7. CHIEF FINANCIAL OFFICER/ ADDRESS CITY STATE ZIP CODE
HAZEL LILLIAN WETHERFORD SAN RAMON, CA 94582

Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS [Note: The person designated as the corporation's agent MUST have agreed to act in that capacity prior to the designation.]
PHYLLIS GORDON

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE
PITTSBURG, CA 94565

Common Interest Developments

10. ☐ Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act, (California Civil Code section 4000, et seq.) or under the Commercial and Industrial Common Interest Development Act, (California Civil Code section 6500, et seq.). The corporation must file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code sections 5405(a) and 6760(a). Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

06/09/2015

HAZEL LILLIAN WETHERFORD

TREASURER

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE

FriendsMinutes 11/9/,2016

Meeting was called to order by President Phyllis Gordon at 6:05 pm.

Attendance: Present were Phyllis Gordon, Hazel Wetherford, Erin Beable and Patricia Ramirez. Absent Argentina Aleuvano and Kathi Reed and Iris Wong.

A large part of the meeting was dedicated to the sustainability of the Friends:

In terms of membership, Stacey Howard who is stepping down from the Commission will be hopefully be joining the Friends at their next quarterly meeting in February 2017.

Fundraising: Erin raised several ideas about fundraising, one of those being a Stella and Dot event, screening of Equal Means Equal, and a wine tasting party and a possible luncheon celebrating corporations that promote women and stem jobs and promotions and workplace accommodations..

There was a brief discussion about fees charged for our investments and Treasurer Hazel Wetherford will discuss with our advisor Steve Amos. She also discussed/shared the small amount of income generated from the Seminars the Women's Commission.

Meeting was adjourned at 7:15 pm.

Phyllis Gordon,President

**Friends of the CCCW
February 2, 2017 6:00pm
Crowne Plaza Hotel
Concord, Ca.**

AGENDA

1. Call to Order
2. Approval of Meeting Minutes from November.2016
3. President's Report
 - Membership
 - Reorganization of Friends Board
4. Treasurer's Report
 - Financial Statements
 - i. Finance Review with Morgan Stanley Rep Steve Amos
5. Commissioner's Report
 - Strategic Plan
 - Projects
6. Funding Programs and Grants
7. Future Agenda Items
TBD
8. Next Meeting May, 2017
10. Adjournment

The Friends of the Contra Costa County Commission for Women

February 2, 2017 Quarterly Meeting Minutes

Meeting was called to order by Board President, Phyllis Gordon at 6:30 p.m.

Attendance: Jennifer Cohen, Phyllis Gordon, Stacey Howard, Hazel Wetherford, Iris Wong and Guest – Steve Amos, Morgan Stanley Financial Advisor

Approval of Meeting Minutes:

Iris Wong motioned to approve the minutes from the 11/9/2016 Friends Quarterly Meeting and Hazel Wetherford seconded the motion.

Approval of Board Membership:

- Stacey Howard was added to the Friends Board as an At Large Member for a 2-year term.
- Phyllis Gordon will continue to be Board President
- Argentina Davila-Luevano board membership was renewed
- All appointments were included in a motion by Hazel Wetherford and seconded by Jennifer Cohen

Treasurer's Report:

- January Financial Statement is not ready
- \$5,000 deposit received from Supervisor Federal Glover in November 2016 to apply toward 2016 Hall of Fame expenses
- Commission Domain name is up for renewal. Jennifer Cohen will take over this responsibility and follow up with the Treasurer on what we owe.
- Steve Amos provided an update on the Status of the Friends Checking and Investment Accounts. Members agreed to leave current asset allocation as-is.

Commission Report:

- Iris Wong gave an update on the strategic plan for the Commission to focus on gender bias.
- Planning future events to educate public about gender bias
- Each Commission Sub-Committee will be setting goals for the year
- Executive Committee working on budget
- Revamp website with new logo
- Exploring an event which would honor businesses who promote women
- Julianna Hynes has hired an intern from Los Medanos College to help with the CCCW Survey. Discussed a possible stipend for the intern.
- Survey report will help to request future funding programs/grants

Future Meeting Agenda Items:

- 5-10 year funding plan – endowments; planned giving, life insurance beneficiaries

Meeting was adjourned at 8:00 p.m.

Submitted by: Stacey Howard, At Large Board Member

**Friends of the CCCW
May 30, 2017 6:00pm
Crowne Plaza Hotel
Concord, Ca.**

AGENDA

1. Call to Order
2. Approval of Meeting Minutes from February 2017
3. President's Report
 - Membership
 - Reorganization of Friends Board
4. Treasurer's Report
 - Financial Statements
 - i. Renewal of Insurance D&O and Liability
5. Commissioner's Report
 - Budget (Iris)
 - Projects
6. Funding Programs and Grants
7. Future Agenda Items
TBD
8. Next Meeting August, 2017
10. Adjournment

Friends of the Contra Costa County Commission for Women Quarterly Meeting
May 30, 2017 6:00pm
Crowne Plaza Hotel, Concord, CA

MINUTES

Present: Jennifer Cohen, Kathi Reed, Phyllis Gordon, Iris Wong, Hazel Wetherford (via phone)
Absent: Stacey Howard, Argentina Davila-Luevano, Patricia Ramirez

1. Call to Order

The President called the meeting to order at 6:22 pm.

2. Approval of Meeting Minutes from February 2017

The following amendments were proposed:

- Under "Approval of Board Membership," Jennifer Cohen was added as Treasurer.

Action: Approve February 2017 minutes as amended.

Motion: Iris/ Second: Jennifer/ Abstain: Hazel/ Consent: Unanimous

3. President's Report

A. Membership

- Erin Beable has stepped down from the Board as of May 23.
 - The Friends are at capacity with 7 members
 - *Action: Renew Board Membership of Kathi Reed*
- Motion: Jennifer/Second: Iris/ Consent: Unanimous

B. Reorganization of Friends Board

- President: Phyllis Gordon
- VP: (vacant)
- Secretary: Argentina Davila-Luevano
- Treasurer: Jennifer Cohen
- Commission Representative: Iris Wong or Beth Mora
- At-Large: Stacey Howard, Kathi Reed, Hazel Wetherford
- Non-voting: Patricia Ramirez, who can step in for Jennifer Cohen when necessary.

4. Treasurer's Report

Once the Commission's proposed budget is approved, Jennifer will incorporate it into the Friend's budget and present it altogether at the next Friend's meeting.

Phyllis noted that the P.O. Box will expire in June or July, so it will need to be renewed soon.

Financial Statements

- Jennifer will send out the financial report to the Board members after the meeting, but she noted that there is \$100 less than last quarter.
- Jennifer also found about \$84 in cash in the Friend's binder, and it was agreed the money should be deposited.

- There are no outstanding payments
- Renewal of Insurance D&O and Liability
 - The current policy expired on May 29, 2017.
 - Phyllis clarified with Hazel that the “Wages” portion should be removed, and she will renew it.

5. Commissioner’s Report

A. Commission FY 17-18 Budget

- The following amendments were proposed:
 - Remove “Revenue,” “Scholarships/Grants,” “Fundraising,” headings, as well as “Total Revenue” on the bottom.
 - Clarify that Fiscal Year runs July 1st to June 30th on the top of the document.
 - Add statement to clarify the role of the Friends at the top of the document.
 - Add the date of budget approval on the bottom of the document
- *Action: Approve the Commission FY 17-18 budget as amended*
Motion: Hazel/ Second: Kathi/ Abstain: Jennifer/ Consent: unanimous
- Jennifer will edit the document per the amendments and present it to the Commission at its next meeting in June.

B. Projects

- Iris will let the webmaster know that the Commission no longer needs her services starting in June, and Jennifer will ensure that she is paid up to May 2017.
- Iris described the Commission’s upcoming projects as noted in the Commission budget
- Phyllis mentioned an idea to organize a team-building event for the Commission and the Friends sometime in August, such as a barbeque at someone’s house or at a park.

6. Funding Programs and Grants

- There are no opportunities so far, but Phyllis has talked about it with the Robotics team in Pittsburg.
- Funding is usually \$500-\$750, with a maximum of \$1000-\$1500

7. Future Agenda Items

- Elect a Vice President
- Review Jennifer’s presentation about goals and options for the Friend’s endowment
- Presentation of Friend’s budget

8. Next Meeting

Confirmed for 6 pm on Tuesday, August 8, 2017 at Crowne Plaza Hotel.

9. Adjournment

Action: Adjourn meeting

Motion: Kathi/Second: Hazel/Consent: Unanimous

Meeting was adjourned at 7:15 pm

Contra Costa Commission for Women

Fiscal Year 2017-2018 Budget

		BUDGET	ACTUALS
REVENUES			
DONATIONS		\$ 1,000.00	\$ -
EXPENTIURES			
SCHOLARSHIPS/GRANTS		\$ -	\$ -
PROJECTS		\$ 2,700.00	\$ -
Implicit Gender Bias Committee	\$ 2,000.00		\$ -
Board Retreat	\$ 700.00		\$ -
			\$ -
SUBSCRIPTIONS		\$ 270.00	\$ -
Website - Wix	\$ 120.00		\$ -
P.O. Box	\$ 150.00		\$ -
Email Distribution System	\$ -		\$ -
DUES		\$ 1,900.00	\$ -
ACCW	\$ 50.00		\$ -
NACW	\$ 50.00		\$ -
National Conference Delegate	\$ 1,800.00		\$ -
Alliance for Girls	\$ 250.00		
FUNDRAISING		\$ -	\$ -
	\$ -		\$ -
EVENT ATTENDANCE & CONFERENCES		\$ -	\$ -
TBD			\$ -
OFFICE SUPPLIES		\$ 360.00	\$ -
Business Cards	\$ 160.00		\$ -
Name Badges	\$ 100.00		\$ -
Name Plates	\$ -		\$ -
Outreach Packets (Folders & Printing)	\$ 100.00		\$ -
MISCELLANEOUS EXPENSES		\$ 200.00	\$ -
TOTAL REVENUES		\$ 1,000.00	\$ -
TOTAL EXPENSES		\$ 5,430.00	\$ -
BUDGET TOTAL		\$ 4,430.00	\$ -

Last Updated 5/17/2017

Friends of the Commission Report of May 31, 2017

Submitted by Jennifer Cohen

Total Assets: \$ 41,185.18

Cash Balance: \$16,553.73

Expenses in last 90 days: \$971.87

Income in last 90 days: \$0.45

Things to note:

- CCCW Fiscal 2018 Budget Approved in the amount of \$5430
- Budget for Hall of Fame has not been created or submitted
- \$85 cash made up of \$1s, \$5s and \$10s, dated 2010 was found in the historical binders. Board recommended depositing it.
- \$300 in Quarterly payment to Lucy was sent 6/2 and is not reflected in register
- Approx. \$750 in Insurance fees for annual Board Insurance is due, but not yet paid
- Calendar Q2's payment to Lucy is likely to be the last. CCCW's budget does not account for any fees charged by Lucy for work after July 1.
- I am missing the invoice for the PO Box. The Secretary is requested to submit it.
- The Commission has requested, and was approved in the 2018 budget, for membership in the Alliance for Girls. I will pay on July 1 when the budget commences.
- A budget for the Friends of the Commission will be created and submitted to the members by July 1.

Friends of the Contra Costa Commission for Women Board of Directors**OFFICERS**

President

Phyllis Gordon*

Pittsburg, CA 94565

Cell:

Home:

Appointed in Position: February 2015

Term Renewed: May 2015

Vice President

Vacant Position

Treasurer

Vacant Position

Secretary

Argentina Davila-Luevano

Antioch, CA 94531

Cell:

Appointed in Position: February 2015

Term Renewed: February 2017

Kathi Reed

Brentwood, CA 94513

Cell:

Appointed: May 2016

- Term Renewed: May 2017

Stacey Howard

Danville, CA 94526

Cell:

Appointed: February 2017

MEMBERS-AT-LARGE

Hazel L. Wetherford

San Ramon, CA 94582

Cell: