



**Commission for Women
MINUTES**

**REGULAR MEETING
December 4, 2009**

The Commission for Women convened in a regular meeting on December 4, 2009 at City Hall, 301 W. 2nd Street, Room #2017 in Austin, Texas.

Vice – Chair Angela Frederick called the Board Meeting to order at 2:40 p.m.

Board Members in Attendance:

Marilyn Bostick, Angela Frederick, Laurie Jones, Kim Skotak and Rose Spector

Staff in Attendance: Karen Sharp and Carla Johnson

Guest in Attendance: Laurie Eiserloh – LAW Dept.

1. **APPROVAL OF MINUTES-** The minutes from the meeting of November 4, 2009 was approved by Board Member Laurie Jones, second by Kim Skotak.
2. **OLD Business**
 - a. None
3. **NEW BUSINESS**
 - a. **Renewal of the National Association of Commissions for Women (NACW)**

Karen Sharp, Executive Liaison discussed the rules and responsibilities for Board Members and the staff liaisons support Complying with the Robert's Rules of Order, ordinance, and the Public Information Act. Explaining as a commission there are certain boundaries that we are not to cross. This commission is not an investigatory body but their mission is to act as a central clearinghouse and coordinating agency for activities and information relating to the status of women in the Austin Community. Advising the city council and city manager of the concerns, needs and problems of the women in the Austin area.

Laurie Eiserloh, COA Law Department discussed the charter responsibilities/boundaries

Carla, Johnson, Staff Liaison discussed the Robert's Rule of Order why they are important to follow, and the basic procedures. Also, reminding the Board of the on-line training that is mandatory to watch and understanding what is required of this board so that they may not step outside of their boundaries as commissions. Staff Liaison will begin to record all meetings instead of writing the minutes.

Laurie Eiserloh and Karen Sharp discussed the Face book as a networking tool which was requested by Board Member Jones. Laurie Eiserloh stated Director of PIO Doug Matthews is about to pass a strict policy for the COA in regards to these functions of chat. Board Member

Spector requested to table this item until the COA have finished their planning of this new policy. Vice – Chair Frederick 2nd this motion.

Karen Sharp discussed the COA grievance process overview according to the personnel policies Chapter A of discrimination and harassment.

Questions were asked regarding the Austin Water Utility women coming to speak with the ACW. The advice offered by staff was that as an advisory board, ACW can provide a forum for citizens to express concerns during citizen communication. However, once the Commission becomes aware of concerns regarding City of Austin employees, those concerns should be referred to the City Manager.

4. PUBLIC HEARINGS- None

5. CITIZEN COMMUNICATION: Renewal of NACW Membership

6. STAFF BRIEFINGS: None.

7. FUTURE AGENDA ITEMS- Strategic Plan 2010; Update COA/Travis County Healthcare District and resources facilitator

8. ADJOURN: Board Member Bostick moved to adjourn meeting at 4:31 p.m. and was second by Board member Jones without objection.