



Michael Chavez Center, 2699 Monument Blvd Ste G ❖ Concord, CA 94520

Tuesday, October 4 2012

6:00 p.m. – 7:00 p.m.

Minutes

Carlyn Obringer
Chair

Vacant
Vice Chair

Erin Beable
Treasurer

Nati Flores
Secretary

Commissioners
Cecilia Valdez

District I
Judy

District II

Dana Wellington
District III

Carlyn Obringer
District IV

Argentina Davila-Luevano
District V

AT-LARGE MEMBERS

Erin Beable
Joan Conley
Sean Duckworth
Nati Flores
Nimfa Gamez
Phyllis Gordon
Julianna Hynes
Marie McDonald
Kerri Ryer

1. Purpose of the Public Relations Committee
 - a) Creating, maintaining, and protecting the organization's reputation,
 - b) Enhancing its prestige, and present a favorable image
 - c) Fielding complaints and advertising the CCCW's service effectively and accurately.
 - d) This Committee shares responsibility for the CCCW website
2. Public comment: No public comment
3. Roles and responsibilities
 - a) Newsletter
 - i. October newsletter goal to be ready by the 12th.
 - ii. Password for mailchimp will be shared with PR and Outreach Committee. Commissioner Sean will plan mini training.
 - iii. Committees will set up monthly/bi-monthly meetings to meet specifically for newsletter content. (open to all Commissioners)
 - iv. Will ask all Commissioners to provide content.
 - v. PR and other Committees will work jointly to collaborate on newsletter.
 - b) Website
 - i. Needs constant updating.
 - ii. Need commissioner bios and picture.
 - iii. Need to look and upload more pictures.
 - c) Facebook
 - i. Can use FB to advertise Commission and highlight projects put on by the CCCW.
 - ii. Create guidelines for Commissioner's posts on FB.
 - d) Resources
 - i. Update resources to reflect diverse community. (Nati will do this)
4. Proposals for CCCW meeting on October 30.
 - ii. Propose items 3.a.iii, 3.a.iv, 3.b.iii, 3.c.i and 3.c.ii
5. Other
 - iii. Give deadline for Commissioner bios and photos.
6. Adjournment

The Contra Costa Commission for Women will provide reasonable accommodations for persons with disabilities planning to attend this meeting. Please contact us at least 48 hours prior to the meeting, at www.womenscommission.com

Dates to Remember
Next Public Relations Committee meeting To be determined.

Sponsored by the Contra Costa County Board of Supervisors
womenscommission@gmail.com

