

Effective Meetings

Boards and Commissions

Tanya Beat

3/3/2022



Meeting Basics



COUNTY OF SAN MATEO COMMISSION ON THE STATUS OF WOMEN

AGENDA

Tuesday, May 28, 2019
San Mateo County Office Building
455 County Center, Redwood City - Room 101 (first floor)
6:30 PM

S

ITEM	PERSON RESPONSIBLE	TIME
1. Call to Order	Anisha Weber, President	6:30pm
2. Roll Call	Anisha Weber, President	6:30pm
3. Public Comment <i>is an opportunity for members of the public to address the commission on any topic that is not on the agenda. If your subject is not on the agenda, the President will recognize you at this time. Speakers are customarily limited to two minutes. (speaker cards are not required)</i>	Anisha Weber, President	6:32pm
4. Approval and Adoption of Agenda <i>(Action)</i>	Anisha Weber, President	6:35pm
5. Approval of April Minutes <i>(Action)</i>	Anisha Weber, President	6:36pm
6. Living the Mission & Vision <i>(Discussion)</i> <i>The Commission on the Status of Women, an advisory body to the Board of Supervisors, seeks to improve the quality of life for women of all ages in San Mateo County. Through strategic partnerships and collaboration, the commission identifies women's needs, advises the board of supervisors, and educates the community on matters concerning women.</i>	Manufou Liaiga- Apai Vice President	6:37pm
7. County of Santa Clara Commission on the Status of Women <i>(Presentation)</i>	Shay Franco-Clausen, Chair	6:42pm
8. Report from Commission President <i>(Update)</i> • Present the Google Sheet Timeline Tracker	Anisha Weber, President	7:20pm
9. Report from Commission Director <i>(Update)</i> • Vacancy Update • Community Collaboration for Children's Success Initiative - Shireen Malekafzali, Public Health	Tanya Beat, Director	7:25pm
10. CSW Workplan <i>(Discussion)</i> Share Out SMART Workplans: Goals, objectives, timelines	ALL	7:30pm

11. Work Groups / Project <i>(Update)</i> • Community Conversations • Women's Leadership Conference / Women's Hall of Fame	• Anya Drabkin, Dana Linda, Rebecca Oyama • Dana Linda, Anya Drabkin	8:10pm
12. Announcements • Youth Commission updates - Monique Ray	ALL	8:25pm
13. Adjournment	Anisha Weber, President	8:30pm

The Commission on the Status of Women Group agree to arrive on time/start on time; take turns speaking; speak loud enough for everyone to hear; be courteous of other opinions; listen to hear a different perspective than your own; mute phones; allow the chair to guide the process; Chair will check in about remaining time at 8:15 PM.

Public records that relate to any item on the open session agenda for a regular or special meeting of the Commission on the Status of Women are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. Those public records are available for public inspection at the Human Resources office located at 455 County Center, 5th floor, Redwood City, CA 94063 by appointment. The documents are also available to be sent electronically by emailing tbeat@smcgov.org or calling 650-363-4467.

IN COMPLIANCE WITH THE CALIFORNIA GOVERNMENT CODE AND THE AMERICANS WITH DISABILITIES ACT: The meetings of the Commission on the Status of Women are accessible to individuals with disabilities. Contact Tanya Beat at (650) 363-4467, or at tbeat@smcgov.org as soon as possible prior to the meeting, if (1) you need special assistance or a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting; or (2) you have a disability and wish to receive the meeting notice, agenda packet or other writings that may be distributed at the meeting in an alternative format. Notification in advance of the meeting will enable the Commission on the Status of Women to make reasonable arrangements to ensure full accessibility to this meeting and the materials related to it.



Agenda Setting

- Two weeks before Meeting
- Outstanding Agenda Items
- Milestones for the Year
- Draft, Discuss, Assignments

Rosenberg's Rules of Order

- Simplified version of Robert's Rules
- Provides structure & process
- Chair, Vice-Chair Facilitates