



# AGENDA

WOMEN'S COMMISSION  
JULY 28, 2021  
5:30 PM  
ATTEND VIRTUALLY

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## SPECIAL PROCEDURES FOR WOMEN'S COMMISSION MEETING

Attendance: In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, the ban on public gatherings in excess of those permitted in the current Public Health Order, and the need to incorporate technology and practices to re-institute in-person meetings consistent with the limitations established by the Order, the Women's Commission meeting will be conducted virtually.

Viewing: Members of the public may join the Zoom meeting by internet or phone, as follows:

Internet: To join the Zoom meeting on the internet using a computer, laptop, smartphone, or tablet, use the following link: <https://santafenm-gov.zoom.us/j/99641817715?pwd=SkRtNjIYaeJyT0txd3RmbDFFZ3I3QT09>

**Passcode: 726884**

Attendees should use the "Raise Hand" function to be recognized by the Chair to speak at the appropriate time.

Phone: To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: **US: 1 (346) 248-7799 - Webinar ID: 996 4181 7715 Passcode: 726884**

Phone attendees should press \*9 to use the "Raise Hand" function to be recognized by the Chair to speak at the appropriate time.

The agenda and packet for the meeting will be posted at <https://santafe.primegov.com/public/portal>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
  - a. Approval of Minutes from June 30, 2021



# AGENDA

**WOMEN'S COMMISSION**  
**JULY 28, 2021**  
**5:30 PM**  
**ATTEND VIRTUALLY**

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- b. Approval of Minutes from July 14, 2021
- 5. **ACTION ITEMS**
  - a. Discuss and Approve: FY22 Budget (Candice Flint)
  - b. Review and Approve: Strategic Plan (Val Alarcon)
- 6. **DISCUSSION ITEMS**
  - a. Discussion: Election of Vice Chair (Candice Flint)
- 7. **MATTERS FROM STAFF**
- 8. **MATTERS FROM THE COMMITTEE**
- 9. **MATTERS FROM THE CHAIR**
- 10. **NEXT MEETING: Tuesday, August 10, 2021**
- 11. **ADJOURN**



# MINUTES

WOMEN'S COMMISSION  
JUNE 30, 2021  
ATTEND VIRTUALLY

1. **CALL TO ORDER**
2. **ROLL CALL**

**Members Present:**

Voting Member Olivia Sloan  
Voting Member Candice Flint  
Voting Member Fatima Van Hattum  
Voting Member Gabriela Schwenker  
Voting Member Vickie Gabin

**Members Excused:**

Voting Member Sascha Anderson  
Voting Member Araseli Varela  
Voting Member Kate Cleaver  
Voting Member Carla Bachechi

**Others Attending:**

Anna Cale, Clerk

3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
  - a. Approval of June 16, 2021 meeting minutes

**MOTION:** moved, seconded by , to Fatima moved to approve, Vickie seconded. All members voted to approve.

**VOTE:** The motion was on the following Roll Call vote:

**For:** None

**Against:** None

**Abstain:** None

## 5. PRESENTATION

- a. Presentation: Operational Procedures draft (Candice Flint)

Candice: Ongoing work has been happening offline with City staff (Julie and Anna) to develop operational procedures, primarily based on procedures established by other City committees of a similar nature. There are some areas that are more specific to this group. The first item that needs to be set is the meeting calendar for regular meetings after the special planning sessions. Another item that needs to be set are budget priorities and specific asks. During this meeting, we would like to finalize the meeting schedule for the remainder of the year and plan to discuss budgeting in the next meeting. Fatima asked about the timeline for the Commission to review the proposed budget. Candice said that a draft budget will be sent out to Commission members prior to the next meeting for review.

## 6. ACTION ITEMS

- a. Discuss and Approve: 2021 Meeting Calendar (Candice Flint)

Candice shared the City meeting calendar with existing meetings including the governing body. She also shared the language from the resolution that states that the commission must meet at a minimum of once per quarter. Candice suggested either the second or fourth Tuesday of each month as a regular meeting day.

Candice also asked when the group would like to do an annual review of the strategic plan. July-August was identified as a good time to review the strategic plan in the next year so that goals can be reviewed in that time and budgetary considerations can be discussed in September-October and the Commission can be prepared to propose a budget to the City for the coming year.

Vickie suggested a meeting once a month on the second Tuesday. The group agreed to this.

Gabriela asked if zoom would continue to be an option for joining meetings. Anna reported that the City has not yet made a determination on this but there are factors such as the Open Meetings Act and technological needs in how that decision would be made. Others have expressed a desire to continue to have the zoom option in the future.



# MINUTES

The group decided to meet at 5:30-7:30 on the second Tuesday of the month, each month.

Vickie moved and Olivia seconded, the group unanimously voted to approve.

Candice: regarding the scheduling of the strategic plan review, when would the group like to plan to review the plan?

The group agreed that an annual review, with the first review happening in July 2022, would be sufficient.

Vickie moved to approve and Gabriela seconded. The group unanimously voted to approve.

- b. Discuss and Approve: Finalize and approve Guiding Principles (Val Alarcon)

Val reviewed the guiding principles draft that had been worked on in previous meetings and asked Fatima to help with defining the term “intersectionality” as that had been identified as a need. Fatima asked that she could spend some time putting something together offline to better craft a definition. Fatima spoke to the meaning of the term, including the origins of the term as a place to speak to the intersection of race and gender but that it has grown to become a term that encompasses more of the ways that oppression layers based on so many factors beyond race and gender. Olivia felt that Fatima’s explanation was very helpful in understanding the term and its role within the work of this group. Vickie agreed that the explanation was very well put and supports a framework for this commission. Gabriela also agreed and added that “intersectionality” is something that can be understood but difficult to explain and Fatima stated it very clearly.

Adjustments were made to that piece of the guiding principles to reflect the words Fatima contributed.

Fatima noted that while there was acknowledgement of elders, is there any discussion to add an acknowledgement of younger generations or other intergenerational collaboration? Additions made to include the voices of youth in this statement.

The group made some adjustments to this and adjusted how the use of the term “wisdom” was applied.

Vickie moved and Gabriela seconded. Everyone voted unanimously to approve.

## 7. DISCUSSION ITEMS

a. Discussion: Short Term and Long Term Goals (Val Alarcon)

Val: review of SMART goals framework, distinguishing between short and long term goals.

Val shared the compilation of goal suggestions that were put forth via jamboard. She also shared a longer form proposal that Vickie had sent out. Vickie spoke to her proposal, sharing the goals identifying three short term and three long term goals in alignment with the goals noted in the jamboard. The group reviewed Vickie's proposal.

The group discussed the first goal identified which addressed providing childcare to members of this commission, other City board and meetings, and eventually to larger civic engagement activities. Anna shared that Councilor Cassutt had shared information about a nonprofit group in Oregon that provides both direct childcare and stipends to parents who want to engage in civic activities. The group agreed that this model could be applied to the City of Santa Fe. The group agreed that providing stipends to members for childcare and/or on site childcare for in person meetings would be beneficial. This will need to be figured out on a deeper level in the next meeting during budgetary conversations.

Gabriela noted that stipends for participation might also be needed for those who do not have children but have other barriers to participation. Fatima echoed that women typically carry a significant burden of unpaid work in our society and this commission should not be contributing to that. Candice expressed concern that there wouldn't be sufficient research to support a large budget ask. Fatima noted that she has looked into the City budget and saw that some City departments had multimillion dollar line items and that a small ask for something that is clearly tied to the resolution shouldn't be an issue. The group agreed that focusing on stipends for members and guests at this point with a longer term goal of ensuring participation stipends for larger events later on.

Val will have a smaller meeting with a few members as a subcommittee to continue to work on the goals and bring them back to the group at the next meeting.

8. **MATTERS FROM STAFF**

9. **MATTERS FROM THE COMMITTEE**



City of Santa Fe

# MINUTES

WOMEN'S COMMISSION  
JUNE 30, 2021  
ATTEND VIRTUALLY

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10. **MATTERS FROM THE CHAIR**
11. **NEXT MEETING: July 14 2021**
12. **ADJOURN**

*Anna Cale Pendas*

Anna Cale Pendas (Jul 1, 2021 08:13 MDT)

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Liaison

*C. Flint*

Candice L. Flint (Jul 1, 2021 08:27 MDT)

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Chair



# MINUTES

WOMEN'S COMMISSION  
JULY 14, 2021  
ATTEND VIRTUALLY

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1. **CALL TO ORDER**
2. **ROLL CALL**

**Members Present:**

Voting Member Olivia Sloan  
Voting Member Candice Flint  
Voting Member Araseli Varela  
Voting Member Gabriela Schwenker  
Voting Member Kate Cleaver  
Voting Member Carla Bachechi

**Members Excused:**

Voting Member Sascha Anderson  
Voting Member Fatima Van Hattum  
Voting Member Vickie Gabin

**Others Attending:**

Anna Cale, Clerk

3. **APPROVAL OF AGENDA**
4. **ACTION ITEMS**

- a. Discuss and Approve: Short and Long Term Goals (Val Alarcon)

Val: presentation of the framework for the short and long term goals. The clear need and most immediate goal universally being the need for research and evaluation of the issues internally in the City and externally community-wide. Val went into detail explaining the goals identified.

Carla asked for clarification on the difference between research done by an analyst and the research done by the commission. Val responded that the commission could hire an analyst to do much of that work on behalf of the commission. There was some discussion about how a data consultant may be utilized to work towards these goals.

There was concern that these goals are too intensive and can't be achieved in the timeframe allotted. The group discussed that concern and agreed

that while these goals may entail a lot of work, that work is worth doing and is doable.

Kate moved to approve the goals, Carla seconded. The goals were unanimously approved.

b. Presentation and Approve: Communication Plan (Val Alarcon)

Val: presentation of the communications plan detailing guidance on public statements, marketing and the website for the Women's Commission.

Candice noted that the communication plan seemed very doable within the next year and that many other commissions/committees within the City already have this established and can function as examples. The resource list would be a living process and very fluid in nature.

Olivia asked how the website will be marketed to the community. Carla reiterated that this was a concern. Julie answered these concerns sharing that there is a variety of ways that the City shares information externally, including through our PIO/Communications Director, websites, public information releases, newspapers, Twitter. Olivia noted that Commissioners can also speak about their work and spread the word that way.

Carla asked if the one-stop resource list would have a set criteria of which organizations would be included in the list and a protocol for how to manage responding to organizations that will not be included. Candice agreed that the development of the resource list will include setting a criteria and selection process.

The group discussed ways to ensure that people who are not "tech savvy" can engage with the Commission, including newspaper notices, phone access, and other platforms of communication.

Carla asked for clarification regarding how public this meeting is and how we might include other members of the public in these meetings. Val clarified that yes, these meetings are public and can and should be attended by members of the public to advance the work of this Commission.

Araseli moved to approve the communication plan, Carla seconded and the vote was unanimous in approval of the communication plan.

5. **DISCUSSION ITEMS**

a. Discussion: Budget (Candice Flint)



# MINUTES

Candice: presentation of the budget draft sent out by Anna late last week. The budget is for \$20,000 to cover the costs of childcare at Women's Commission meetings when those begin to happen in person and for funding to support a consultant to support the short term/immediate goals of the Commission. Both items would fall under the category of professional services contracts. Julie added that many of our committees and commissions have budgets to support their work and others don't. If you want meaningful work coming from a commission, you need a budget attached to those asks. She said that the mid-year budget review is happening in December and this will likely be approved.

Carla asked if as a City commission, can people give money as donations? Julie said that yes, people can donate to the City and to a specific project but it's challenging to add funding to a budget with line items that don't exist. Carla asked if the group can give money. Julie said that we can't give money to individuals without going through standard procurement processes such as an RFP.

Anna clarified that the proposed budget is for the remainder of the current fiscal year, 2021-2022 and the commission can review and reassess the needs of the commission and budgetary asks at a later point.

Olivia asked if marketing costs should be added. Julie noted that as the City has an internal PIO and other services internally to support marketing, this will not likely be approved.

The item was not set for a vote at this meeting and will be presented as a item for vote along with the rest of the plan at the next meeting on July 28<sup>th</sup>.

6. **MATTERS FROM STAFF**
7. **MATTERS FROM THE COMMITTEE**
8. **MATTERS FROM THE CHAIR**
9. **NEXT MEETING: July 28 2021**
10. **ADJOURN**

*Anna Cale*

Anna Cale (Jul 15, 2021 12:11 MDT)

Liaison

*C. Flint*

Candice Flint (Jul 15, 2021 12:55 MDT)

Chair



City of Santa Fe

# MINUTES

WOMEN'S COMMISSION  
JULY 14, 2021  
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