

Pima County/Tucson Women's Commission

FULL COMMISSION

Thursday, June 5, 2024, 6:00 p.m.

1. Roll Call: Attending Commissioners: Maria Vianey Valdez-Cardenas, Kim Fitch, Lisa Nutt, Cathy Bosch, Annie Sykes and Sierra Yamanaka.
2. Call to Order Upon Quorum: Treasurer Lisa Nutt called the meeting to order at 6:20 p.m. Attending members achieved a quorum.
3. Review and Approval of Minutes: Motion from Sierra Yamanaka to approve the minutes from the 5/9/24 meeting with the words "Virtual Meeting" removed from the top. Seconded by Annie Sykes. Motion carried.
4. Finance and Operations:
 - a. Treasurer's Report:
 - Treasurer Lisa Nutt reported that the checking account has \$5,822.83 and the savings account has \$33,172.60.
 - Lisa reported that the HVAC repair was completed, and additional cleaning was required due to heavy construction dust. All work has been paid in full.
 - The building needs some adobe repairs. Bids had been obtained some time ago. Lisa Nutt will get updated bids.
 - PCTWC received a couple letters of missed IRS 990's but these have all been filed. The IRS updated its on-line reporting system, and it is much more user friendly. We recently received letters from the IRS requesting documentation from 2021 and 2023. Lisa submitted requested items to the IRS.
 - There is no update to our tax-exempt status from the Pima County Board of Supervisors currently.
 - b. Operations:
 - The discussion to review tenant rental rates and set prices for the 2 smaller spaces has been tabled to the next meeting.
 - Website: Lisa reached out to a company she is aware of that can help us with updating our website. We will have an updated bid by our August meeting.
5. Revitalizing PCTWC
 - a. Statutory Agent. Kim Fitch has filled out and submitted all documents necessary to become the Statutory Agent in person on 5/8/24. Also submitted on 5/8/24 were the Annual Reports for 2021, 2022 and 2023. She was advised that it will take approximately three weeks for these documents to be reviewed and updated on the Corporation Commission website. The website for the Arizona Corporation Commission had not been updated prior to our meeting tonight and Kim will follow

up again, in person, before our next meeting. No letters were received at the PCTWC from the Corporation Commission as to any document deficiencies.

- Potential new member, Shannon Wesche, did not attend the meeting. Kim reached out to her prior to the meeting to remind her of the meeting. No response/no show.
 - Ideas for revitalizing PCTWC,
 - a. Update the website (see above)
 - b. We currently have a Facebook page and associated password. Our social media needs to be updated, formalized, and structured.
 - Meeting dates/times. It was agreed that the next scheduled meeting, to be held on July 3rd, has been cancelled due to proximity to the Independence Day holiday. The
 - c. Review by-laws. This topic is tabled until the next meeting.
6. Call to the Public/Announcements: Maria Vianey Valdez-Cardenas announced a July 20, 2024 back to school event. In the past, backpacks have been distributed to children in need of these. Maria also announced that the Breast Cancer Conference that her non-profit has held in the past is to be held on October 5, 2024. She requested this item be on the PCTWC's August agenda.
7. Upcoming Meetings – all meetings are held at 6:00 p.m.
August 7, 2024
September 4, 2024
October 2, 2024
November 6, 2024
8. Adjournment. The meeting was adjourned at 7:15 p.m.