

Pima County/Tucson Women's Commission

FULL COMMISSION

Wednesday, April 2, 2025, 6:00 p.m.

Approved Minutes

1. Call to Order:

Attending Commissioners:

Molly Ring	Pima County District 1
Kim Fitch	Pima County District 3
Annie Sykes	Pima County District 5
Ana Marrufo	City of Tucson Ward 1
Sierra Yamanaka	City of Tucson Ward 2
Maria Vianey Valdez-Cardenas	City of Tucson Ward 5
Roberta Vance	City of Tucson Ward 4 (arrived at 6:05pm)
Cathy Bosch	PCTWC Commission
Joyce Wong	PCTWC Commission

Guests:

Lauren Burson
Ashley Rubin (joined via Zoom)
Claudia Bungard (joined via Zoom at 6:15pm)

2. Roll Call

The meeting was called to order by Chair Kim Fitch at 6:00 p.m.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Review and Approval of Minutes from meeting of March 5, 2025:

It was moved by Maria Vianey Valdez-Cardenas, duly seconded by Cathy Bosch, to approve the minutes of March 5, 2025. Motion carried by a voice vote of 9 to 0.

5. Finance and Operations:

a. Treasurer's Report –

Molly Ring provided the Treasurer's Report. The current balance in the checking account is \$10,365.71 and the savings account balance is \$33,209.84. She and Cathy Bosch shared a financial summary report that included Income vs. Budget, Expenses vs. Budget, and Net Operating Income & Cash Flow.

There are some expenses that are higher than budgeted, such as SW Gas and other small expenses. Other income such as PathFinder Rent included catch up payments from prior years and \$790 needs to be classified in the report. Chair Fitch will look

into both since the banking system does not show copies of checks. Some donations fell short of the budgeted amount by \$100. Attached with the Minutes is the Financial Report as presented by the Treasurers.

It was moved by Sierra Yamanaka, duly seconded by Roberta Vance, to accept and approve the Treasurer's Report. Motion carried by a voice vote of 9 to 0.

b. Operations –

- i. Adobe Repair** – Kim Fitch and Joyce Wong identified 11 areas inside the building that needs repair. They met with two vendors who will submit a bid to do the following: 1) adobe repair and repaint interior; 2) adobe repair and repaint exterior; 3) brick repair outside the Presidio office (interior of the building). Kim Fitch will ensure the vendor selected is licensed and bonded. She suggested organizing a subcommittee to determine and select any costs and bids. The new subcommittee will have three members: Kim Fitch, Joyce Wong, and Molly Ring.

Status of The Presidio – Kim Fitch will draft a new lease before the next meeting in May for the full commission to approve. Also, The Presidio wants to install and pay for a new multi-directional street sign at the corner of 240 N. Court Ave. Ana Marrufo will reach out to the El Presidio Historic Zone Advisory Board (EPHZAB) regarding the process to authorize the installation of said sign.

There was a motion from Kim Fitch to allow The Presidio to bring back a signed proposal with a mock-up sign. Sierra Yamanaka added a friendly amendment for The Presidio to maintain it and include the PCTWC in the directional sign. It was moved by Kim Fitch, duly seconded by Annie Sykes, to accept and approve the installation of the sign. Motion carried by a voice vote of 9 to 0.

6. Discussion of Revitalizing the PCTWC:

- a. Commissioner Update** – Lauren Burson is on the Pima County Board of Supervisors agenda for the meeting of April 15, 2025, to be the Pima County District 2 appointee. She will have more information at the next meeting.
- b. Possible New Commissioners** - Guests Ashley Bursin and Claudia Bungard attended the meeting virtually via Zoom. Ashley expressed interest in joining the PCTWC and will notify Kim Fitch when she makes a decision.

c. Subcommittee Breakout/Reports:

- i. **Website/Social Media Subcommittee** – Members of this subcommittee met virtually on February 26, 2025. They discussed the project to revamp the website, content development, timelines and deadlines. Sierra Yamanaka suggested the commission to use Wix.com again. They have a non-profit organization discount that applies to the PCTWC. The cost would be a \$35 annual service fee with a small monthly fee added once it is up and running. The subcommittee plans to meet in April for further discussion.

It was moved by Sierra Yamanaka, duly seconded by Annie Sykes, to accept and approve the use Wix.com as our hosting platform website. Motion carried by a voice vote of 9 to 0.

- ii. **Strategic Planning Subcommittee** – Kim Fitch and Sierra Yamanaka will meet with Cheryl House from TeamUp on April 4, 2025, to plan a retreat for the members of the PCTWC. Sierra will send out a doodle poll to all the members to agree on a date to meet for the retreat before June 30, 2025.

- iii. **DV Resource Guide** – The subcommittee will meet on April 5, 2025 and will share any information at the next meeting.

- d. **Possible Event with the Women's Foundation** – This event is in conjunction with the retreat Cheryl House is hosting. She wants to do an open house with the PCTWC. More information will be available at the May meeting.

7. Old Business –

Kim Fitch thanked the members for nominating her for the Women of Worth Awards Ceremony the United Hearts of Arizona hosted on March 23, 2025.

8. New Business –

Kim Fitch will reach out to Alison Hughes about any ideas she has for growing the commission and how to reach the community better.

Roberta Vance said her employer, Bill Roe, will donate \$1,000 to the PCTWC. She suggested establishing a way to thank donors as soon as they donate and update them with follow-up emails and/or annual reports explaining how the PCTWC is in re-organization mode so they can see how we are spending the funds. The PCTWC will discuss this further at the ensuing meetings.

9. Call to the Public / Announcements: None

10. Upcoming Meetings:

Next meeting will be held on May 7, 2025 at 6:00 p.m.

11. Adjournment:

Meeting adjourned at 7:06 p.m.