

Pima County/Tucson Women's Commission

FULL COMMISSION

Wednesday, August 6, 2025, 6:00 p.m.

Approved Minutes

1. Call to Order:

The meeting was called to order by Chair Kim Fitch at 6:04 p.m.

2. Roll Call:

Attending Commissioners:

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 (virtually)
Maria Vianey Valdez-Cardenas	City of Tucson Ward 5 (virtually)
Roberta Vance	City of Tucson Ward 4
Cathy Bosch	PCTWC Commission
Joyce Wong	PCTWC Commission
Lauren Burson	City of Tucson Ward 3 (virtually)
Ashley Rubin	City of Tucson Ward 6 (virtually)

Guests:

Halle Aquino

Absent:

Molly Ring	Pima County District 1
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3. The Pledge of Allegiance was recited.

4. Review and Approval of Minutes from meeting of May 7, 2025:

It was moved by Ana Marrufo, duly seconded by Roberta Vance, to approve the minutes of May 7, 2025. Motion carried by a voice vote of 10 to 0.

5. Finance and Operations:

Cathy Bosch provided the Treasurer's Report. The current balance in the checking account is \$12,843.52 and the savings account balance is \$33,230.73. She shared a financial summary report that included the three previous months' checking and savings account balance.

Annie Sykes asked what the rent was for each tenant. Joyce Wong said her rent is \$775, The Presidion pays \$1,275, and the 12-Step Sisters paid \$60. Total monthly rent is \$2,110.

6. Chair Report – The Big Collab 2025:

Chair Kim Fitch received an email regarding The Big Collab. An event that highlights and supports local non-profit organizations dedicated to women and girls. In an effort to connect with the community, they will host an event on August 26, 2025 at 5049 E. Broadway, Ste 201. Organizations can have a table for free. Kim suggested some commissioners attend this event with PCTWC information and flyers. Volunteers include Kim Fitch, Cathy Bosch, Ana Marrufo, Roberta Vance, and Lauren Burson. Kim Fitch will update the current flyer and Ana Marrufo look into costs at the Gloo Factory.

It was moved by Cathy Bosch, duly seconded by Annie Sikes, to attend this event. Motion carried by a voice vote of 10 to 0.

7. Subcommittee Reports:

- a. **Nominating Subcommittee** – Lauren Burson was appointed by Ward 3 and Ashley Rubin was appointed Ward 6. Both are now full voting members. Halle Aquino will send a Letter of Interest to Chair Annie Sykes. Once they review her letter they will bring it to the full commission for consideration.

There was discussion on initiating an internship program under the Nominating Subcommittee. Kim Fitch will be on the committee and will set up a 3-way facetime phone call with Halle Aquino and Ashley Rubin to figure out the logistics.

- b. **Website / Social Media Subcommittee** – Sierra Yamanaka reported the subcommittee is still working on some details for the website and it has not been published yet. The commissioners need more time before going live. Lauren Burson expressed interest in being a member of this subcommittee. Ana Marrufo has stepped down and the subcommittee needs a new chairperson.
- c. **Strategic Planning Subcommittee** – Sierra Yamanaka reported she received the template from the instructor of the recent retreat with the commissioner's goals, strategies, and objective. Kim Fitch suggested breaking it up into sections at our net meeting in September where the commission can review all the items. She will place this item on the September agenda.
- d. **DV Resource Guide Subcommittee** – Kim Fitch reported they had a productive meeting. The commissioners reviewed the guide in its entirety. Each member was assigned different organizations to contact and will have a deadline of August 31, 2025 to provide feedback and updates back to the subcommittee. Kim Fitch suggested setting aside \$2,000 from the \$5,500 grant to go towards the website and

collateral materials such as, business cards, postcards, press releases, etc. She suggested having the guide available by October since that is Domestic Violence Month.

- e. **Building Maintenance Subcommittee** – Joyce Wong reported that some small projects were taken care of. The interior light fixtures were upgraded to LED lights, including the bulbs. In total, 18 fluorescent lights were replaced at a cost of \$530. The roof recoating on the flat roof surface over the kitchen area is currently being worked on and that cost is \$625. The outdoor leaking faucet was replaced at a cost of \$250. They are still getting quotes on the bigger projects for the exterior painting, and adobe repair. The subcommittee will have more information at the September 2025 meeting.

8. Old Business

Roberta Vance is working on a logo for the PCTWC. She demonstrated and shared a hard copy of a file she's been working on with several options. She'll send these graphics to the commissioners by email so we can select the ones that are appropriate for the PCTWC.

9. New Business

Congratulations to Maria Vianey Valdez-Cardenas who received LULAC's 2023 Women's Hall of Fame award. She was the keynote speaker at their National Convention in Long Beach, CA.

10. Call to the Public / Announcements: None

11. Upcoming Meetings:

Next meeting will be held on September 3, 2025, at 6:00 p.m.

12. Adjournment:

It was moved by Annie Sykes, duly seconded by Cathy Bosch, to adjourn the meeting. Motion carried by a voice vote of 10 to 0.

Meeting adjourned at 7:03 p.m.