

Pima County/Tucson Women's Commission

FULL COMMISSION

Wednesday, September 3, 2025, 6:00 p.m.

APPROVED Minutes

1. Call to Order:

The meeting was called to order by Chair Kim Fitch at 6:05 p.m.

2. Roll Call:

Attending Commissioners:

Kim Fitch	Pima County District 3
Molly Ring	Pima County District 1
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
Cathy Bosch	PCTWC Commission
Joyce Wong	PCTWC Commission (arrived at 6:08pm)
Halle Aquino	PCTWC Commission (virtually)

Absent:

Roberta Vance	City of Tucson Ward 4
Ashley Rubin	City of Tucson Ward 6

3. The Pledge of Allegiance was recited.

4. Review and Approval of Minutes from meeting of August 6, 2025:

It was moved by Ana Marrufo, duly seconded by Cathy Bosch, to approve the minutes of August 6, 2025. Motion carried by a voice vote of 9 to 0.

5. Finance and Operations:

- a. Molly Ring provided the Treasurer's Report. As of August 31, total cash reserves stand at \$45,468, reflecting a stable financial position. Expenses are running 23% under budget. Overall, net operating income is well above expectations. Cash flow is strongly positive at \$5,993 against a projected deficit.
- b. Income remains slightly under budget and donation income has been lower than expected with several online donations through Act Blue received in August. Discussion ensued regarding sending all donors a thank you note. Molly Ring said

she would look into the Act Blue account to see if it would trigger a thank you note directly as soon as the donors contribute to the commission.

It was moved by Annie Sykes, duly seconded by Sierra Yamanaka, to accept the financial report. Motion carried by a voice vote of 9 to 0.

6. Chair Report

a. The Big Collab 2025

Chair Kim Fitch provided an update regarding the well-attended Big Collab on August 26, 2025. This event highlighted and supported local non-profit organizations dedicated to women and girls. Several attendees shared any takeaways from the event. Chair Kim Fitch said the hosts were looking for an organization to host it next year and to think about PCTWC being of that.

b. Emerge! 50th Anniversary Celebration (9/28/25)

This event will be held at the ASDB Arts Center. The cost is \$50 per person and it was suggested for members of the Domestic Violence Subcommittee to attend. The commission nominated Roberta Vance and Annie Sykes to attend. Since Roberta did not attend this meeting, Chair Kim Fitch said she would reach out to her to see if she'd be interested in representing the PCTWC.

c. United Hearts of Arizona Breast Cancer Conference (10/4/25)

Discussion was held regarding the PCTWC sponsoring this event for \$750 as it has in previous years. This event educates women regarding heart issues, mental well-being, and breast cancer treatment and prevention. Maria Vianey Valdez-Cardenas said she provides bilingual education to attendees.

It was moved by Molly Ring, duly seconded by Cathy Bosch, to sponsor this event for \$750. Motion carried by a voice vote of 9 to 0.

d. Review / Pass Out PCTWC Brochure

Chair Kim Fitch, Molly Ring, and Ana Marrufo finalized the PCTWC brochure. 250 copies were printed and the commissioners were advised to take a few copies each to pass out to friends and prospective commissioners.

7. Subcommittee Reports:

- a. Nominating Subcommittee** – Halle Aquino's Letter of Interest was reviewed Chair Annie Sykes. Based on her work history and volunteer experience, Annie

Sykes nominated her for a seat with the PCTWC. With her appointment, the commission now has 12 voting members.

It was moved by Annie Sykes, duly seconded by Maria Vianey Valdez-Cardenas, to accept Halle Aquino as an at-large member. Motion carried by a voice vote of 9 to 0.

- b. **Website / Social Media Subcommittee** – Sierra Yamanaka reported the website is now live but needs help building it. She will contact Facebook to get access to the PCTWC Facebook page as well. Molly volunteered to be the new chair and will help Sierra Yamanaka with the website. Discussion ensued regarding printing a business card with a QR code directing visitors to the website and any resources the PCTWC provides.
- c. **Strategic Planning Subcommittee** – Sierra Yamanaka reported she received feedback from Chery House regarding the goals and will forward them to the commissioners.
- d. **DV Resource Guide Subcommittee** – Kim Fitch said there is no update. She will schedule a meeting and report back at the next meeting.
- e. **Building Maintenance Subcommittee** – Joyce Wong reported that some small projects are still being done around the building. The contractor working on the roof recoating on the flat roof surface over the kitchen area is out of the country and will resume the project when he returns. The subcommittee is still looking for adobe repair bids. Joyce Wong agreed to take the chair position.

8. Strategic Plan Deep Dive – Goals 1 and 2

Due to lack of time, Sierra Yamanaka began the discussion and said we'd only discuss Goal 1. She broke down the document into sections and went through the Goal 1 objectives. Sierra recommended the commissioners bring a copy and review it at every meeting as it is a dynamic document. She said all the commissioners have edit access.

9. Old Business

Roberta Vance will continue to work on a logo for the PCTWC. Once the commissioners agree on a logo we will order business cards and t-shirts.

10. New Business

Suggestions were made to plan a gathering in December for all the commissioners and have activities that may include a gift exchange.

It was moved by Maria Vianey Valdez-Cardenas, duly seconded by Sierra Yamanaka, to plan this event for December. Motion carried by a voice vote of 10 to 0.

11. Call to the Public / Announcements: None

12. Upcoming Meetings:

Next meeting will be held on October 1, 2025, at 6:00 p.m.

13. Adjournment:

Meeting adjourned at 7:30 p.m.