

CITY OF WEST HOLLYWOOD
WOMEN'S ADVISORY BOARD
AGENDA

THURSDAY, October 27, 2011 at 7:00 p.m.

Location: West Hollywood City Hall
8300 Santa Monica Blvd
West Hollywood, CA 90069

In accordance with the Americans with Disabilities Act of 1990, if you require special assistance to attend or participate in this meeting, please call the Administrative Services Department at (323) 848-6460 at least 48 hours prior to the meeting. Assistive Listening Devices (ALD) will be available for checkout at the meeting.
The City TDB line for the hearing impaired is (323) 848-6496.

- I. CALL TO ORDER:**
 - A. Administer Oath of Office to New Boardmembers
 - B. Roll Call
 - C. Introductions

- II. APPROVAL OF THE MINUTES:**

Meeting of July 28, 2011

- III. ITEMS FROM THE PUBLIC:**

Members of the public are invited to address the Board on any subject for 2 minutes.

- IV. UNFINISHED BUSINESS:**

None.

- V. NEW BUSINESS**

Board Orientation (60 – 90 min)
Staff will conduct an orientation briefing on Board roles and responsibilities, policies and practices.

 - o The Brown Act
 - o Code of Conduct
 - o By-Laws
 - o Roberts Rules of Order
 - o Conducting Effective Meetings
 - o The Role of the Chair and Vice Chair

- Sub-Committee Formation, Policies & Procedures
- Board Calendar of Events
 - Annual Commission and Board Congress
 - Upcoming Board Meeting Schedule
- Board Work Plan and Annual Report

B. Co-sponsorship of NCJW/LA Event on Homeless Women (5 min)

The Board will consider co-sponsoring an educational event with the National Council of Jewish Women/LA about women who are homeless.

Recommendation: Review and Discuss

VI. LEGISLATIVE SUBCOMMITTEE REPORT

Subcommittee: Betsy Johnson (Chair)

VII. SUB COMMITTEE REPORTS

(10 – 15 min)

A. Women’s Equality Day

Follow-up report on the recent event commemorating the 91st anniversary of women’s right to vote in the United States.

Subcommittee: Carla Browning, MaryAnn Szyskowksi (Chair)

Recommendation: Receive and file.

B. WAB Book Club: Women And Books

Report on upcoming book club activities.

Subcommittee: Carla Browning (Chair)

Recommendation: Receive and file.

C. Board Participation in the West Hollywood Book Fair

Follow-up report about the Boards participation in the 10th annual West Hollywood Book Fair on Sunday, October 2nd at West Hollywood Park.

Carla Browning, and Amy Walia-Fazio (Co-Chair).

Recommendation: Receive and file.

D. WAB Survey of Women

The subcommittee will report on survey ideas.

Subcommittee: Amy Walia-Fazio and Carla Browning

Recommendation: Receive and file.

VIII. BOARD AND COMMISSION LIAISON REPORTS

(5 min)

Brief reports from board members who serve as liaisons to other city Boards and Commissions.

Recommendation: Receive and file.

IX. MONTHLY REPORTS TO CITY COUNCIL

(2 min)

The Board will designate a member to report back to the City Council each month.

X. ITEMS FROM THE BOARD: (10 min)
Brief remarks from Advisory Board members

XI. ITEMS FROM THE STAFF: (2 min)
Staff will update the Women's Advisory Board on issues within the Board's purview.

XII ADJOURNMENT:
The Women's Advisory Board will adjourn to their next regularly scheduled meeting at 8pm on **November 17, 2011** in the Community Conference Room at City Hall, 8300 Santa Monica Blvd, West Hollywood, CA 90069.

AFFIDAVIT OF POSTING

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I declare under penalty of perjury that I am employed by the City of West Hollywood in the Administrative Services Department in the Office of the City Clerk and that I posted this agenda on:

Date: Oct. 24, 2011

Signature 
Catherine Ross, Deputy Clerk