Meeting Summary
Bellingham-Whatcom County Commission Against Domestic Violence
March 29, 1999

Commission Members Present: Ione Adams, Chuck Benjamin, Cheryl Boal, Glenn Butler, Marybeth Chappell, Patricia Fabiano, John Hooper, Jerry Hunter, Carolyn Jensen, David Lynch, Kathleen Marshall, Marijo Olson, Barbara Revey, Marty Snyder, Linda Storck, Dawn Sturwold, Fred Thompson, Rick Todd, Manca Valum, Kathy Washatka

Commission Members Unable to Attend: Dale Brandland, Bryan May, Dave McEachran, Jon Ostlund, Don Pierce

Staff Present: Sue Parrott

Guests/Public Present: Pete Kremen, Louise Bjornson, Jim Parmenter

Whatcom County Executive Pete Kremen opened the meeting at 11:40 am by welcoming all to the first meeting of the Bellingham-Whatcom County Commission Against Domestic Violence. He shared the story of how he and Bellingham Mayor Mark Asmundson made the commitment to create a Commission at the Domestic Violence Summit held in March 1998. Louise Bjornson, Bellingham City Council Member, welcomed the group and spoke to the importance of a multi-disciplinary effort and to the value of City-County collaboration.

Members of the Commission were introduced. See attached list.

Chuck Benjamin introduced the interim staff, Sue Parrott. Sue’s primary role is to provide support to the formation, organization, orientation and work of the Commission until more permanent staffing decisions are made by the Commission. Sue can be reached at:

Phone: 650-9065
Fax: 647-6015
e-mail: [parrottdv@yahoo.com]

Sue asked that members complete the two surveys included in the notebook in order that a meeting date could be set for the Orientation and for the regular Commission meetings.

After a short break for lunch Pete Kremen introduced Manca Valum as the individual he and Mark Asmundson selected to serve as the Commission Chair for the remainder of the year.

Manca made the following comments:

- She welcomed and encouraged all Commission members to provide her with feedback and input throughout the development and ongoing work of the Commission.
- Manca thanked everyone for making a commitment to the Commission and recognized and thanked those in the community and on the Commission who have been working hard for many years on domestic violence issues.
- Manca spoke to the opportunities and challenges of the diversity of perspectives within the Commission and in the community on the issue of domestic violence. Diversity provides opportunities to create new solutions and it challenges our abilities to work with differences.
• She expressed her hope that the work of the Commission would be meaningful, satisfying and fun.
• She spoke of the importance of listening. Listening is not about waiting for your turn to talk, but hearing what others have to say.
• She shared that a critical challenge for the Commission will be to examine the root causes of domestic violence and work to design solutions that are preventive in nature.
• She stated that victims and survivors of domestic violence are the individuals who are most knowledgeable about this issue. Their input and perspective is critical to the Commission.
• She asked that we fight against cynicism. Domestic violence is a complex social problem; there are no overnight solutions and change is incremental. Commitment and integrity will help move the Commission forward in a positive direction.

Manca shared some of the upcoming tasks for the Commission:
• How will we measure our success?
• What will be our outcomes?
• How will we organize and structure ourselves?
• How will we find ways to include the broader community in our work?

Commission members were asked to share some hopes and visions for the Commission. Some of the ideas shared included:
  Asset mapping of current resources  
  Design prevention programs  
  Ensure full faith and credit for Protection Orders between Lummi and Whatcom County  
  Increase funding (state level) for domestic violence services  
  Expand education and outreach- in schools and in the community  
  Expand awareness of domestic violence in the workplace

Sue Parrott introduced a proposal for an interim structure that was developed by the DV Commission Planning Group. The Commission will need to make its own decisions about these issues, however it was hoped an interim structure would help move things along.

Executive Committee:
  Comprised of Commission Chair and the Convener of each action/work group. The Executive Committee would need to meet prior to each Commission meeting and would provide general leadership.
  • There was agreement with this proposal.

Meeting Times:
  The Commission will meet monthly for the first three months and then re-evaluate. Quarterly meetings may be a possibility after the first three months. Commission meetings are subject to the Open Meeting Law.
  • There was agreement with this proposal.

Orientation:
  A four-hour orientation should occur within the next month. The Orientation would cover the following:
    Historical overview
Define a common definition of domestic violence.
Overview of domestic violence services in Whatcom County, including an update on the Whatcom County DV Task Force and findings from the DV Summit.
Information on the Pierce County Commission Against Domestic Violence
Define vision and values to guide the work of the Commission
Goal, outcome, action plans

- There was agreement that an Orientation was important. Sue asked people to share input. Sue and Manca will plan the Orientation and the date will be selected ASAP.

**Attendance:**
There was a discussion about whether or not Commission members could select one designee to attend in their absence. There was general agreement that allowing for designees would provide for better communication and attendance. However, there were specific issues that needed further discussion, such as voting power.

- This issue was referred to the committee that will work on structure.

**Decision Making:**
Until the Commission defines its own decision making structure, the Commission Chair will facilitate meetings in a manner that is participatory and based on consensus.

**Work Groups:**
It was suggested that the following work groups be formed:
- Funding/Staffing
- Orientation/Training (for Commission members- on-going training)
- Work Plan with outcome based evaluation
- Operating Guidelines

- It was agreed that Commission members should receive an orientation prior to starting the work in the work groups. The one exception was with the Funding/Staffing committee as decisions need to be made quickly about staffing. The following agreed to work on this committee: Chuck Benjamin, Kathleen Marshall, Carolyn Jensen, Kathy Washatka, Rick Todd.

- Work group assignments will be made after the Orientation.

Members were reminded to fill out surveys and were informed that they would be notified as soon as possible about the Orientation date and the regular Commission meeting dates.

The meeting ended at 1:35 p.m..

**Written by:**
Sue Parrott, Interim Coordinator
Enclosed is a meeting summary from the May 4th Commission Against Domestic Violence meeting. At the next (June 1st) Commission meeting a portion of the agenda will be spent dividing into the three or four committees which were identified at the May 4th meeting. If you have time prior to the next Commission meeting, please review the proposed committees (last page of attached meeting summary) so that you will be more prepared to determine which committee(s) you wish to join.

A packet of handouts is enclosed for those of you who were not able to attend the May 4th meeting. If you sent a designee, they should have provided you with a set of those handouts. If not, let me know.

The next Commission meeting is scheduled for Tuesday, June 1st, from 11:00 a.m. until 12:30 p.m. An agenda will be mailed out one week prior to the meeting and will indicate the location of the meeting.
Welcome and Introductions:

Manca Valum opened the meeting at 11:05 a.m. and welcomed members to the meeting. She reminded people that for the next few months the regular Commission meeting will be held the first Tuesday of the month from 11:00 a.m. until 12:30 p.m. She hoped that members would make Commission meetings a priority and encouraged people to communicate that message to the members who were not able to attend today.

Report on Orientation:

Sue Parrott reviewed the meeting summary notes from the April 28th orientation. Members were asked to review the section on values and to comment on any missing or problematic values. Rick requested that the value of “a single voice” be added to the list of values under how the Commission works with the community. Sue asked if the Commission wanted to define its style of leadership as a value. Dave Lynch responded that the style would be dependent on the work plan and until the Commission was clear about its “work” it was too early to say what type of leadership would be needed. An ad-hoc committee to draft “Principles of Unity” or “Statement of Values” was requested. Chuck Benjamin and Kathleen Marshall agreed to work on a draft.

The list of training and information needs was reviewed. Dawn Sturwold asked that information and training needs around diversity within Whatcom County and how that interfaces with domestic violence be added to the list. There was also some discussion about questions that arose during the data presentation at the orientation. The need for more meaningful data seemed to capture those concerns.

The list of next steps was reviewed and no additions were made.

Budget Committee Report:

Chuck Benjamin reported and reviewed the history of the Commission’s budget. Last fall the planning group prepared a budget and requested $40,000 each from the County and Bellingham
City Councils. The County Council approved $26,000 and the City chose to match that amount for a total budget of $52,000, which was $28,000 less than requested. These funds are available until December 31, 1999. Unexpended funds must be returned. During the budget request the County Council clearly stated that they would not support the creation of a county position for any of the Commission staff. Chuck explained that this is the reason why the Commission must now contract out for staff support.

The budget committee reviewed and finalized a draft RFP soliciting requests for staff support to the Domestic Violence Commission. Responses to the RFP are due May 7th. The committee is meeting from 10:30 am until 1:30 PM on Wednesday, May 12th to review the proposals. The committee will make a recommendation to Chuck, who makes a recommendation to the County Executive. This recommendation requires final approval by the County Council. Chuck asked if anyone else wanted to join the committee. No one did. He asked if there would be support to invite a non-Commission person to join the review committee to provide an outside perspective. He would like to invite Sue Sharpe, who facilitated the planning process that created the ordinance establishing the Commission. It was agreed that he should invite Sue Sharpe.

Kathleen Marshall declared a conflict of interest as Whatcom Crisis Services is submitting a proposal. She indicated this would preclude any Whatcom Crisis Services’ staff from working on the budget committee.

Dave Lynch asked if the full Commission would have an opportunity to endorse the recommendation made by the Budget Committee. He indicated that he would like the opportunity to review how the recommended bidder proposes to spend the funds. Chuck stated that the recommendation could be brought to the June 1st Commission meeting, however that would delay County Executive and County Council approval by up to a month. A check for consensus was taken as to the request to bring the budget committee’s recommendation to the June 1st meeting. There was full agreement with Kathleen Marshall declaring a conflict of interest and Cheryl Boal stating she was not informed enough to vote as she had just arrived at the meeting.

**Community Input**

Sue Parrott reviewed a list of input and ideas for the work of the Commission as expressed by community members. Dave Lynch added that Interfaith has offered to host one of the Commission meetings and he wondered if the Commission might want to consider moving its meetings. Marijo Olson suggested that the Commission meet at some of the key domestic violence agencies. This discussion was referred to the last agenda item.

The Commission has been asked to be a key collaborator for a Safe Start Grant proposal, issued by the Office of Juvenile Justice and Delinquency Prevention. Kathleen Marshall circulated a summary of the grant proposal. The grant is due June 14th. Twelve proposals nationwide will be selected. The Whatcom County Health and Human Services Department has agreed to be the lead agency (must be a public agency). Staff from Whatcom Crisis Services and Brigid Collins House are writing the grant proposal with assistance from Opportunity Council and the Community Network/Commission on Children and Youth.

There was a lengthy discussion about the merits of the proposed project and about the role of the Commission. Fred Thompson expressed his support for the grant but requested more clarification on the role of the Commission. The general concern seemed to be that this grant project (if
approved) should not become THE work of the Commission. The Commission’s task is broader than the focus of the grant (which targets children 0-6 years of age). There was overall agreement and support for the concept of the project. It was agreed that the Commission would write a letter of support and that Kathleen would bring a draft of the grant proposal to the June 1st meeting in order to provide further clarification.

Next Steps

Manca Valum reviewed the list of “next steps” that were generated at the orientation. Members were asked to add other items to the list. The following items were proposed:
- Rotate meeting locations
- Produce a publication(s)- i.e., brochure, manual, cards
- Plan activities for Domestic Violence Awareness Month (October)
- Develop a community plan- to include educating the community

Members were asked to organize the ideas for next steps into work groups. In addition to the ideas on the list, Manca reminded members that the Commission still has work to do on organizing and educating itself, such as by-laws, operating guidelines, and budget issues.

After much discussion the following three work groups were identified:

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<tr>
<th>Operations Committee</th>
<th>Program</th>
<th>Outreach</th>
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<td>By-laws</td>
<td>Community Plan</td>
<td>External Education</td>
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<td>Values-principles</td>
<td>Projects</td>
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<td>Public Relations</td>
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<td>Membership</td>
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<td>Diversity</td>
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The need for education/training for Commission members (Commission Development?) was not clearly assigned to any committee. Does it fit under membership? Its own committee? This needs to be addressed at the next meeting.

During this discussion a number of points were made:
- Planning efforts should parallel the ordinance.
- Products/projects can be produced even while the community plan and planning process is being conducted.
- How much work can Commission members be expected to do? View staff as a resource.
- How will the Commission involve the community in carrying out the work?

Rather than make committee assignments now, Marijo Olson suggested that at the next meeting some time is spent dividing into work groups to begin the process of identifying tasks and timelines.

The meeting ended at 12:35 p.m.

Submitted by: Sue Parrott, Interim Coordinator
Meeting Summary
Bellingham – Whatcom County Commission Against Domestic Violence
June 1, 1999

Commission Members Present:  Ione Adams, Chuck Benjamin, Cheryl Boal, Glenn Butler, Marybeth Chappell, Carolyn Jensen, Dave Lynch, Kathleen Marshall, Bryan May, Marijo Olson, Don Pierce, Marty Snyder, Linda Storck, Dawn Sturwold, Fred Thompson, Rick Todd, Manca Valum, Kathy Washatka

Designees Present:  Doris Kent (for Pat Fabiano)

Commission Members Unable to Attend:  Dale Brandland, Jerry Hunter, Dave McEachran, Jon Ostlund, Barbara Revey

Staff Present:  Sue Parrott

1. Welcome

Manca Valum opened the meeting at 11:04 a.m..  She reminded Commission members that Commission meetings are public and therefore the first few minutes of each meeting shall be open for public comment.  There were no requests for public comment.

Chuck Benjamin circulated a handout with corrected data re: domestic violence arrests for the Whatcom County Sheriff and Bellingham Police Department.  It also included statistics for the City Attorney’s Office, City of Bellingham.

Cheryl Boal invited all members to attend all or a portion of the CLE on “Complex Issues in Child Custody Cases, Special Focus: Domestic Violence”, June 17th, 8:30 a.m. until 4:30 p.m..

2. Committee Reports

Ad Hoc “Values” Committee:
Chuck Benjamin circulated a draft document for feedback.  The following comments were given to the committee to incorporate into revisions:

- Accountability for perpetrators should be included in the mission.
- Consider including a statement to the effect that the primary victims of domestic violence are women.
- Include language that demonstrates the Commission will value, honor and rely on the experience of battered women and survivors.
- Use gender neutral language.
- Clarify what is meant by single “message”
- Clarify what is meant by “serve as advisory body to local governments” - is it only local government?
- Principles look more like work plan, goals and objectives.  List them as such.
- Include language that states Commission will build on what is in place.
- Ensure public input.
- Values will be more impactful if written as a paragraph.
- Clarify values that are around internal working of Commission vs. values of the work.
The committee will incorporate these revisions and bring another draft to the Commission.

Budget Committee:

Chuck Benjamin presented the report. He thanked committee members (Carolyn Jensen, Rick Todd, Kathy Washatka, and Sue Sharpe) for their work. One response to the RFP (from Whatcom Crisis Services) was received. The Committee did not make a recommendation to award the contract to Whatcom Crisis Services as numerous questions arose during the meeting. The Committee chose to present these questions to the Commission and seek further direction.

The committee presented the following questions:

What are the Commission goals for 1999?
How does the Commission want to prioritize resources to support goals?
Is the Commission planning to conduct fundraising?
Should staff be full or part time?
Will the staff be the spokesperson for the Commission?
How much of the present resources shall the Commission invest in purchasing supplies such as computers and office equipment?

Chuck presented three options:

1. Award contract as proposed to Whatcom Crisis Services
2. Award contract to Whatcom Crisis Services but only after negotiating some changes once the Commission has answered the above questions.
3. Continue current situation (contract with Sue Parrott) with the addition of some clerical support and the creation of a committee to provide direction to staff so that Chuck is not the only Commission member monitoring/directing staff.

After a lengthy discussion, there was general agreement that the Commission needed to move forward as fast as possible and that staffing was essential in order to move forward. Some of the concerns expressed were in regards to staffing level, whether or not funds would be remaining to conduct special projects, and the staff title. Kathleen Marshall indicated that Whatcom Crisis Services is very flexible and would be willing to negotiate around staffing level, scope of work and budget. Concern was expressed about delays in obtaining County Council approval.

DECISION: A decision was reached to negotiate a contract with Whatcom Crisis Services in a timely manner on the condition that the Budget Committee meet with Kathleen Marshall to address and work out some of the concerns. The Budget Committee and Chuck can move forward to obtain Council approval without needing to return to the Commission.

Yes: Ione Adams, Cheryl Boal, Glenn Butler, Carolyn Jensen, Kathleen Marshall, Bryan May, Marijo Olson, Linda Storck, Dawn Sturwold, Fred Thompson, Manca Valum, Kathy Washatka.
Pass: Marybeth Chappell, Marty Snyder
No (without blocking): Rick Todd
Not present for decision: Chuck Benjamin, Dave Lynch, Don Pierce
Presentation from Whatcom County Domestic Violence Task Force:

Karen Matson of the Opportunity Council, and a member of the Task Force for the past 8 years, presented a summary of the history and current efforts of the task force. She reviewed the mission and goals of the DVTF and stated that the task force has worked on both direct services and system’s change, with a focus on system’s change. The structure of the Task Force was reviewed and she highlighted the importance of diverse and comprehensive membership on the various DVTF committees. (Please note- prior to the April Orientation all Commission members received copies of the following DVTF material: Comprehensive Plan, Mission-Vision, Organizational Structure.)

Some of the values of the DVTF were shared: collaboration, each participant is a resource and has something to offer, all participants need to have equal power, and consensus decision making. The DVTF has learned that all levels of staff involvement are important in this work - direct service staff and policy makers. Since the DVTF is primarily comprised of direct service staff, Karen stated that the DV Commission would bring the added feature of individuals who can make change at a policy level.

Karen stressed that the commitment to process, more so than product, has been a very important aspect of the DVTF’s work. She stated that one of the biggest impacts the DVTF can make is to “do the work” differently. This means working in ways that challenge the concept of “power over” as well as finding new ways to tackle hard problems. The DVTF is strongly committed to dialogue as a tool for social change and to the value of building relationships as a foundation for change.

The DVTF developed a community plan thee years ago, however once the process was completed the group realized the plan was primarily strategies and activities rather than outcomes. As a result, the DVTF took some time to learn some new planning skills and has since focussed on using a problem and outcome focused planning process. This model was shared. The challenge to the DVTF has been how to support the work of the all the action groups without staff. Outcome based planning and evaluation takes time and skill and without staff support many of the DVTF action groups have made slow progress. Karen stated that the DVTF would be much further ahead if there had been resources for staff support.

Examples of the accomplishments of the Community Services and Health Care Action Groups were given. The Health Care Action group has been working on education and improving the ability of health care providers to assess, respond and code for domestic violence. As a result of the action group, St. Joseph’s Hospital has initiated a comprehensive staff training on domestic violence and outreach to patients. The Community Services Action Group has recently convened a new DV Team, whose purpose will be to assess and discuss cases where child protection and domestic violence issues overlap. Through dialogue and building relationships this group has overcome many barriers that existed between DCFS and domestic violence providers.

In summary, Karen stressed the need for time and patience in addressing the complex problem of domestic violence. It requires learning new skills and continually evaluating the work. The DVTF hopes to continue its work and needs help in the areas of mobilizing funds, systems’ change, community education and training. There was very little time left for a discussion, however Karen was asked how the Commission could best support the work of the DVTF.
After the presentation, Commission members asked how the Commission could use and access the knowledge of the DVTF.

**Commission Committees:**

Commission members were asked to break into committees. Each committee was asked to select a convener and a meeting time in June. Tasks for the July 6th Commission meeting were given to each committee.

Operations Committee: Carolyn Jensen, Chuck Benjamin (convener), Fred Thompson, Dawn Sturwold, Kathleen Marshall, Glenn Butler. Meeting to be determined.

Program Committee: Marybeth Chappell, Marty Snyder, Kathy Washatka, Marijo Olson, Linda Storck, Cheryl Boal. No convener selected. Meeting: Tuesday, June 29th, noon at Opportunity Council.

Outreach Committee: Bryan May, Ione Adams, Don Pierce, Rick Todd (convener), Dave Lynch. Meeting: Tuesday, June 22nd, 11 am at Christ the King Church.

**Meeting Times:**

Regular Commission meetings will be held in July and August. A question was raised as to whether or not the Commission needed a two-hour meeting.

**Safe Start Grant Proposal:**

Kathleen Marshall reported. Sue was given a copy of the grant outline to review. (An abstract is attached to the minutes.) Kathleen explained that the first year would be spent developing a strategic plan. The Chair of the Commission Against Domestic Violence will be asked to sit on the Safe Start Consortium and their role will be to relay information back to the Commission. Commission members may be asked to participate in the strategic planning process and only a small amount of staff time may be involved. It was agreed that the Commission would write a letter of support indicating support for the project and a willingness to participate in the Safe Start Consortium.

The meeting ended at 12:45 p.m..

Submitted by: Sue Parrott, Interim Coordinator
MINUTES FOR THE
BELLINGHAM-WHATCOM COUNTY COMMISSION
AGAINST DOMESTIC VIOLENCE
July 6, 1999

Members Attending: Marybeth Chappell, Patricia Fabiano, Gerald Hunter, Kathleen Marshall, Dave McEachran, Barbara Revey, Marty Snyder, Dawn Sturwold, Fred Thompson, Manca Valum

Members Absent: Ione Adams, Cheryl Boal, Dale Brandland, Carolyn Jensen, Glenn Butler, David Lynch, Don Pierce, Bryan May, Marijo Olson, Linda Storck, Jon Ostlund, Rick Todd, Kathy Washatka

Designees Attending: John Hooper (for Chuck Benjamin)

Staff Attending: Sue Parrott, Interim Domestic Violence Commission Coordinator
Karen Sickert, Administrative Assistant, Whatcom Crisis Services

Guests: Vicky Larson

The regular monthly meeting of the Bellingham-Whatcom County Commission Against Domestic Violence was called to order by Manca Valum, Commission Chair, at 11:10 a.m., Tuesday, July 6, 1999, in Room F at the St. Luke’s Community Health Education Center, 3333 Squalicum Parkway, Bellingham, WA.

1. WELCOME / REVIEW AGENDA / COMMENTS
Manca Valum welcomed commission members, designees and guests.

2. ANNOUNCEMENTS – None

3. PUBLIC COMMENT
Vicky Larson, community member, was introduced as a guest and welcomed to meeting.

Members reviewed and discussed the letter from the Domestic Violence Task Force in response to the question of how the Domestic Violence Commission can support the work of the Domestic Violence Task Force. Members posed further questions such as: How might the relation between the Commission and the Task Force be explored? How should the Commission and the Task Force move forward together? Members agreed on the importance of continuing a dialog with the Task Force, sharing work and producing identifiable goods. The Program Committee indicated it planned further discussion on this issue later in the agenda.

4. COMMITTEE ACTION / REPORTS
Operations Committee
Kathleen Marshall presented for the Operations Committee. Ten thousand dollars will be set aside for projects in the upcoming six months. The committee explored ideas for Domestic Violence Commission projects in the upcoming months such as:
- Taking a leadership role in Domestic Violence Awareness Month
- Sponsoring a booklet or publication
- Sponsoring a domestic violence resource chart
- Sponsoring a conference or forum
Kathleen proposed a motion, from the recommendation of the Operations Committee, to form an Executive Committee to provide comprehensive and overall direction to staff and all activities of the Commission. The Executive Committee would be composed of representatives from each of the committees and the Chair of the Commission. Each committee would choose their representative to the Executive Committee. **The motion passed unanimously.** Clarification was made that the Executive Committee’s duties did not include the daily monitoring of staff.

The three month and six month work plans for the committee were reviewed. It was noted that the contract for WCS to provide staff support to the Commission will go to the County Council on July 27, 1999. Members agreed that it would be beneficial to have a representative(s) from the commission attend the meeting. Marty Snyder, Marybeth Chappell and Jerry Hunter will try to attend. Kathleen explained that the committee also discussed decision making processes and proposed that the Commission use a portion of its August meeting to discuss decision making processes including consensus decision making. **The motion was made to devote 20-30 minutes at the August Commission meeting to discuss decision making. The motion passed unanimously.** In preparation for the August meeting Manca encouraged members to contact either herself or Sue with any questions or goals they would like to see included such as: “What do I need to enjoy the process of making decisions in a group?”

A handout on the recruitment process for the Bellingham –Whatcom County Commission Against Domestic Violence Coordinator was distributed to members. The hiring team would consist of Executive Committee members. Kathleen would place advertisements during the week of July 16th - July 25th, screen resumes, arrange interviews and coordinate the interview team regarding interview dates sometime during the first week of August. The closing date for the position would be July 30th. Other members of the Executive Committee, could, at their option, review the complete pool of applicants to support the selection for candidates. In order to prevent delay of the proposed start date, September 15, 1999, members agreed that it would be beneficial to have the Executive Committee make the hiring decision. A recommendation was made to include the Skagit Valley paper in order to widen the recruitment pool.

**Program Committee**
Marty Snyder reported for the Program Committee. She explained that the committee will meet with the Coordinating Committee of the Domestic Violence Task Force on July 7th to discuss the working relationship between the two groups. The three month work plan for the committee was also reviewed which included working cooperatively with the Domestic Violence Task Force, beginning preparations for Domestic Violence Awareness Month and working cooperatively with the League of Women Voters on a candidate forum in September. **Jerry made a motion to extend an invitation to the Domestic Violence Task Force to designate one if its members to be a liaison and representative at the Bellingham –Whatcom County Commission Against Domestic Violence Commission committee meetings.** A friendly amendment was made to the motion to extend to the Task Force an invitation to join work efforts as much as possible and invite any Task Force members wishing to take part in Commission committee meetings to feel welcome to attend.
Outreach/Marketing Committee
Pat Fabiano presented for the Outreach Committee. The purpose of the committee is two fold, to promote Domestic Violence Awareness and to promote the existence of the Bellingham –Whatcom County Commission Against Domestic Violence. Pat reported that during the committee meeting members explored questions such as: What are the community norms we are striving for? Are we preaching to the choir? How do we expand the market? How can the commission identify with the whole community? The committee considered the idea of a marketing campaign focused on modeling and promoting positive values. Commission members agreed that more time was needed to think about the idea of promoting positive social norms, and that it would be beneficial to table the discussion until the September Commission meeting. Members also agreed, however, that the promotion of norms is a large project and that due to a lack of preparation time should not be considered as an option for this year’s Domestic Violence Awareness Month.

5. DISCUSSION / DIRECTION
Structuring Productive Meetings
Members discussed the current meeting time and place for the Commission. It was noted that attendance has dropped during the summer months. In order to accommodate two members with known conflicts during the current meeting time, members agreed to push back the meeting time from 11:00 a.m. to 10:30 a.m. for upcoming meetings. Due to the earlier meeting time lunch will not be served at upcoming meetings, however, beverages such as coffee and water will be available. The topic of meeting format will be revisited. Members were encouraged to call Manca if there are any concerns.

Domestic Violence Awareness Month
Commission members discussed how materials should be presented for Domestic Violence Awareness month. Members agreed that language similar to “Sponsored by The Bellingham –Whatcom County Commission Against Domestic Violence in partnership with…” should be used.

Projects for Domestic Violence Awareness month included:
- Calendar of Events
- Ribbon Campaign
- Proclamation
- Forum for Candidates
- Pamphlet or Brochure/Tri-Fold Cards
- Mailings to Church Bulletins, Schools (camera ready)

6. OTHER BUSINESS -None

There being no further business, the meeting was adjourned at 12:35 p.m.

Respectfully Submitted,

Karen Sickert
Administrative Assistant
Whatcom Crisis Services
7/99 c:\wcsdata\DVCommission\mn070699
The regular monthly meeting of the Bellingham-Whatcom County Commission Against Domestic Violence was called to order by Manca Valum, Commission Chair, at 10:30 a.m., Tuesday, August 3, 1999, in Room F at the St. Luke’s Community Health Education Center, 3333 Squalicum Parkway, Bellingham, WA.

1. **WELCOME / REVIEW AGENDA / COMMENTS**
   Manca Valum welcomed commission members and designees. Due to a full agenda and time constraints, Manca requested that item number seven on the agenda, Structuring Efficient and Effective Meetings, be postponed until the September meeting and that the ten minutes allotted for the discussion be added to the committee reports section of the agenda. Members agreed with the suggestion.

2. **ANNOUNCEMENTS**
   Manca informed members that if they need to reach her during the month of August she can be reached at home (360) 592-2936. Manca also announced that *Canadian/American Women in Comedy* will be at the Mt. Baker Theatre on August 18, 1999, at 8:00 p.m.

3. **PUBLIC COMMENT**
   None

4. **COMMITTEE ACTION / REPORTS**
   **Executive Committee**
   There were no action items from the Executive Committee to bring to the Commission. Members were encouraged to refer to their Executive Committee minutes for a summary of the Executive Committee’s last meeting. Members inquired about the reference to a letter from the County Council to the Commission. Copies of the letter will be made available to members. The Commission will take into consideration the points of the letter as they are relevant to the Commission’s mission.
Kathleen Marshall noted that forty-four resumes were received in response to the advertisement for the Domestic Violence Commission Coordinator position. The top four applicants have been selected. Kathleen encouraged members of the Executive Committee to contact her if they are interested in reviewing the resumes.

The contract with Whatcom Crisis Services will go to the County Council on August 10, 1999. Kathleen commented that she had spoken with Pete Kremen, County Executive, and there appeared to be no opposition. Members were encouraged to attend the August 10th meeting. Chuck Benjamin will attend the meeting and will be prepared for any issues which were addressed in the letter from the County Council.

Operations Committee
Chuck reported for the Operations Committee. Three subcommittees have been established:
- The Budget Subcommittee  Chuck Benjamin
- The Bylaws Subcommittee  Kathleen Marshall
- The Values Subcommittee  No Members Yet

Chuck received a letter from Pete Kremen, pertaining to the upcoming budget request of the Commission. Chuck recommended requesting an amount close to what was originally submitted. Members were asked to determine what the process would be for the final proposed budget to the County. **Kathleen made a motion that the Operations Committee draft a budget at its August meeting for submittal to the Executive Committee for review. The budget would be forwarded to the complete membership before sending the budget request to the City and County Councils.**

Outreach / Program Committee
Rick Todd presented the summary for the joint meeting of the Outreach and Program Committees. Ten thousand dollars was designated for special projects. The committees prioritized special projects with an emphasis on projects and activities for Domestic Violence Awareness Month. The committee endorsed the idea that the Commission will occupy a booth at the Northwest Washington Fair in Lynden for one day, on Monday, August 16. The booth will have information and resource cards and may have a visual display. A sign up sheet was passed around for members to fill shifts. Sue reviewed some of the initial research into the projects recommended for funding by the committee.

1. **Conference**
   Committee members explained that while the idea of a conference was exciting, it does not appear practical or feasible to put on a quality conference with the little amount of planning time left before October. Members would like to see the planning process begin for a conference a year from now.

2. **Resource Handbook on Domestic and Dating Violence**
   King County has agreed to send a disk of their resource guide that the Commission would then be able to edit to Whatcom County resources. Costs would vary depending on quantity and color options. The resources handbook would be distributed to large county employers, government offices, school districts, etc. **Kathleen motioned that the Commission spend up to $6,500 for 5,000 copies of the resource handbook to be printed in two colors with the understanding that more may be needed next year. Jon Ostlund**
seconded the motion, the motion passed unanimously. The Program Committee was given the responsibility to work with staff on the handbook.

3. Distribution of Tri-Fold Cards in the County
The Committee explored the idea of expanding the work done by the Domestic Violence Task Force by distributing the tri-fold cards to places in the county other than doctors’ offices. Kathleen stated that Whatcom Crisis Services is willing to cover the cost of further distribution of the cards so that the Commission can focus its resources in other areas. Members mentioned that Don Piece had made a comment about possible printing assistance. Another idea was to take advantage of the volunteer center during “Make a Difference Day” to assist in the distribution.

4. Domestic Violence Awareness Month
Members agreed that the Commission needs to be a strong presence during Domestic Violence Awareness Month. The following suggestions were made for strengthening the commission’s presence during the month:

- **Create a Speakers Bureau**
  Get the word out now that speakers are available for October on the topic of Domestic Violence. Jerry Hunter mentioned the possibility of someone speaking at the School Board Meeting in October or the Superintendent’s meeting in August. Sue encouraged members to take advantage of speaking engagements which may already be scheduled for October. Another idea was to be available to congregations for public speaking time slots.
  Members stressed the importance of a uniform message. Sue asked members to think about what is the message the commission wants to give to the community? Equipping speakers with a “canned” speech, booklets and the tri-fold cards was an idea to ensure the message the commission sends to the community is uniform.

- **Purchase Advertising Spots**
  Since public service announcements may not be aired during peak hours a suggestion was made to invest in purchasing media spots. Members emphasized the importance of working with the media and keeping them informed as well as establishing what the commitments from the radio stations are first before purchasing any spots.

- **Bench**
  Members liked the idea of a permanent, lasting, tangible object, however, it was suggested that if the Commission does purchase a bench that it use donations and not use any of the County funds for the purchase.

Some confusion arose around the different functions of the Program Committee and the Outreach Committee. Manca explained that the Outreach Committee’s main purpose is to create awareness in the community of the Domestic Violence Commission. The Program Committee’s purpose is to produce products and services. In the preparations for Domestic Violence Awareness Month members agreed the lines between the two committees would often be blurred. Members determined that the Outreach Committee will be responsible for developing a plan to ensure the Commission’s involvement in Domestic Violence Awareness
Month. If the Outreach Committee needs Commission approval prior to the September meeting the issue will be taken to the Executive Committee. A calendar of events will be available by the September Commission meeting, at which time commission members will be able to sign up for events and activities. Sue asked members to notify her of any applicable events for the calendar by late August. **Manca motioned that up to $2,000 be allotted towards Domestic Violence Awareness Month activities. Sue clarified that the funds will only be put towards those events and activities that the Commission has agreed upon. The motion passed unanimously.** It was noted that since the community Domestic Violence Awareness Month planning group has already begun establishing events and activities for the month, the community group will have the ultimate determination of the activities but no input into which activities the Commission adds its financial support. Caution was expressed to be careful of wording, enforcing that the Commission is a sponsor of Domestic Violence Awareness Month, but not of every activity within the month.

5. **Comprehensive Plan**
Kathleen recommended funds be designated for use in the preparation of a comprehensive plan. Some members had questions about how far the Commission itself should be in developing a plan before hiring a facilitator and if hiring a facilitator to aid in the development of a plan is a prudent use of commission funds. **Kathleen made a motion that $750 be set aside for the Program Committee to use if they wish for planning expenses. The majority of members approved of the motion. The motion passed.**

5. **DECISION MAKING PROCESS**
Manca requested that, due to time constraints, item number six “Decision Making Process” be moved to the first item on the September Commission Meeting agenda. She asked members to be prepared to answer such questions as:
  
  “What are the outcomes I want?”
  
  “How do I want the process to work for me?”

6. **STAFF REPORT**
Sue reported that the Bellingham-Whatcom County Commission Against Domestic Violence office will be ready by the end of the month. A sample design of letterhead was distributed for members to review. Members discussed the possibility of listing names by their category of membership. The matter was referred to the Executive Committee for review.

There being no further business, the meeting was adjourned at 12:10 p.m.

Respectfully Submitted,

Karen Sickert
Administrative Assistant
Whatcom Crisis Services
8/99 c:\wcsdata\DVCommission\mn080399
MINUTES FOR THE
BELLINGHAM-WHATCOM COUNTY COMMISSION AGAINST DOMESTIC VIOLENCE
September 7, 1999

Members Attending: Chuck Benjamin, Cheryl Boal, Dale Brandland, Glenn Butler, Marybeth Chappell, Patricia Fabiano, Gerald Hunter, Kathleen Marshall, Bryan May, Marty Snyder, Fred Thompson, Rick Todd, Manca Valum, Kathy Washatka

Members Absent: Ione Adams, Carolyn Jensen, David Lynch, Dave McEachran, Marijo Olson, Jon Ostlund, Don Pierce, Barbara Revey, Linda Storck, Dawn Sturwold

Guests: Vincent Van Liew

Staff Attending: Sue Parrott, Domestic Violence Commission Coordinator
Karen Sickert, Administrative Assistant, Whatcom Crisis Services

The regular monthly meeting of the Bellingham-Whatcom County Commission Against Domestic Violence was called to order by Manca Valum, Commission Chair, at 10:30 a.m., Tuesday, August 3, 1999, at the St. Luke’s Community Health Education Center, 3333 Squalicum Parkway, Bellingham, WA.

1. WELCOME / REVIEW AGENDA / COMMENTS
Manca Valum welcomed commission members and guests. Members were asked to review the meeting’s agenda.

2. ANNOUNCEMENTS
There will be a new member appointed to the Commission by County Executive Pete Kremen. The potential new member is John Thompson, however, the selection must first be approved by the County Council. More information will be available after the County Council has made their decision.

Kathleen Marshall, in coordination with the Executive Committee, reviewed fifty-two resumes in response to the advertisement for the Coordinator position. The committee conducted two sets of interviews. At the end of the selection process the committee unanimously choose Sue Parrott as the Bellingham-Whatcom County Commission Against Domestic Violence Coordinator.

Whatcom Crisis Services will sponsor a reception for the Bellingham-Whatcom County Commission Against Domestic Violence on October 1st preceding the Vigil and kick off of Domestic Violence Awareness Month. The open house will be from 4 p.m. to 5:15 p.m. at the new office of the Bellingham-Whatcom County Commission Against Domestic Violence, 1409 Commercial Street. Following the open house participants will walk to the Domestic Violence Awareness Month Vigil on the lawn area behind the library.
Sue presented members with a one page sheet with general information on the Commission for members to use for reference. More information sheets are available if needed. Commission members will also receive a business card to use which will identify them as a commission member.

Glenn Butler informed the Commission that ARCO has been bought by BP. Due to the purchase Glenn will be leaving the company sometime in the upcoming months. Glenn will speak with Pete Kremen to see if Pete is wishes to replace Glenn’s designated seat as a representative of a major employer.

3. PUBLIC COMMENT
None

4. DECISION MAKING PROCESS
Manca facilitated a group discussion around the Commission’s decision making process. Members were asked to think about the statement: “How we decide impacts what we decide…” Members brainstormed the major objectives of decision making and developed the following list:

- Sharing the diversity of the perspectives of members, valuing of input and opinions
- Linked to mission
- Timely, quick, efficient and thorough
- Well grounded, good committee work, well researched
- Broadly supported
- Indicators available
- Internal/external inclusion, agenda available to all members

The term “consensus” was discussed among members. Jerry Hunter offered the following consensus guidelines:

- I have expressed my opinions.
- Others have listened to my opinions.
- I have listened to other’s opinions.
- I can support the group’s final decision.

Members were next asked to think about the decision making process, what it would include and what it would feel like. Members agreed that the committee work should come first. If, once a proposal is presented to the Commission, there are further questions the issue should be sent back to the committee. It was noted that item 2.7 of the proposed by-laws addresses decision making. “All business shall be conducted by a simple majority vote of the quorum unless otherwise specified in the by-laws. Commission committees are encourage to use consensus decision making whenever possible, however, when a matter must be submitted for a vote it shall be decided by a simple majority of the quorum. In any issue in which these by-laws are silent, Robert’s Rules of Order Newly Revised, shall be the governing rules of procedure.” Marty Snyder clarified that when there are decisions that effect the whole Commission the decision will be made as an entire body. Each committee works through their work plan, bringing their decisions back to the Commissions once issues are thoroughly explored. After an informal “thumb vote” the majority of members agreed to use Robert’s Rules of Order, an established process for how to govern meetings, as a guideline for meetings and decision making.
5. COMMITTEE ACTION / REPORTS

Executive Committee
The Committee approved the expenditure of $2,000 during Domestic Violence Awareness Month for media coverage. The funds will be used to purchase radio and television spots. Don Pierce has agreed to look into matching funds from the Trillium Safe Community Foundation.

Outreach Committee
The committee discussed language for the back and bottom of the Domestic Violence Awareness Month calendar. The language considered would be similar to: “For more information contact the Bellingham-Whatcom County Commission Against Domestic Violence at...” Sue noted that she has spoken with Dawn Sturwold about the language for the back of the calendar. Dawn could see no problems with the language. Manca explained that she has met with representatives from the Cascade Media Group. The group has agreed to promote Domestic Violence Awareness Month on all five of their radio stations.

MOTION: Commission members make the following commitments during Domestic Violence Awareness Month:
- Attend the vigil on October 1, 1999, 5:30 p.m. on the lawn area behind the Bellingham Public Library
- Attend at least one other event
- Wear a Domestic Violence Awareness Month button throughout the month

The majority of Commission members approved of the motion. Members added the recommendation to encourage co-workers, family and friends to also attend Domestic Violence Awareness Month events.

MOTION: The following motion was made and approved: Commission members take responsibility to distribute the Domestic and Dating Violence Resource and Information Handbook to colleagues as well as provide leadership in getting the resources materials distributed. Members agreed that a master list of agencies and organizations that would receive the handbook would be necessary by the October Commission meeting.

A note was made to include the October meeting of the Bellingham-Whatcom County Commission Against Domestic Violence on the Domestic Violence Awareness Month calendar of events as well as adding Make a Difference Day on October 23rd.

Sue presented members with a handout explaining new printing options for the informational handbook. At the August meeting the Commission had approved $6,500 towards printing 5,000 handbooks. Premier Graphics is willing to provide sponsorship of the handbook and offered two printing options.

<table>
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<th>Option A – Free for 5,000 copies</th>
<th>Option B - $2,500-$3,000 for 5,000 copies</th>
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<tr>
<td>One color ink inside</td>
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</tr>
<tr>
<td>House stock</td>
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</table>
Commission members voted on the options and the majority choose Option A in which the printing costs would be free for 5,000 copies.

MOTION: To allow the Outreach Committee to utilize funds ($6,500) saved from printing with the approval of the Executive Committee. Glenn Butler seconded the motion. Clarification was made that the Executive Committee should not routinely approve funding decisions, however, on a case by case basis there may be situations when Executive Committee approval is needed. In this case, a decision by the Executive Committee based on recommendations form the Outreach Committee is appropriate due to the timing of Domestic Violence Awareness Month and the fact that the next Commission meeting is not until October. After the discussion Dale withdrew his motion. Glenn withdrew the second.

MOTION: The motion was clarified to read: The Program and Outreach Committees shall meet to discuss other high priority issue concerning funds and then submit their proposal to the Executive Committee for approval. The motion assumes Option A is approved. Chuck Benjamin seconded the motion. The motion passed with a majority vote.

Program Committee
Marty Snyder reported that the Program Committee would like to call an all day meeting of the Commission during the month of October. The purpose of the meeting would be to bring together key players involved with domestic violence issues such as the Domestic Violence Task Force, Lummi Domestic Violence Task Force and Commission members. The first portion of the meeting would be used to gather input and knowledge, where all participants could participate. The later portion of the meeting would be for Commission members to begin the development of mission, vision and the comprehensive plan. One member noted that the meeting would need to be a public meeting. The suggestion was made to include the meeting on the Domestic Violence Awareness Month Calendar as a way to notify the public.

MOTION: An all day work session be set during the month of October. The meeting will substitute for the November Commission meeting. Marty seconded the motion. The motion passed.

Operations Committee
Chuck Benjamin noted a correction to the Operations Committee minutes, the proposed FY2000 budget recommendation being $2,000 more than the previous year rather than the $1,000.

MOTION: The Commission approve the budget of $80,000, $40,000 from each of the jurisdictions. The motion passed unanimously.

Due to time constraints Commission members were asked to review the by-laws included in the packet and bring any questions or concerns to the next meeting. Questions briefly stated included clarification of absences and of the scheduled month for the annual meeting.
Chuck requested that any members who had time to stay after the meeting stay to participate in drawing lots to assign terms.

6. ADJOURN
There being no further business, the meeting was adjourned at 12:05 p.m.

7. ASSIGNMENT OF TERMS

<table>
<thead>
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<th>Term</th>
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<th>County</th>
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<td>Bryan May</td>
<td>Vacant</td>
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<td>Marybeth Chappell</td>
<td>Marty Snyder</td>
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<td>Two Years</td>
<td>Cheryl Boal</td>
<td>Dr. David Lynch</td>
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<td>Three Years</td>
<td>Pat Fabiano</td>
<td>Barbara Revey</td>
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<tr>
<td>Three Years</td>
<td>Dr. Ione Adams</td>
<td>Rick Todd</td>
</tr>
<tr>
<td>Four Years</td>
<td>Kathleen Marshall</td>
<td>Glenn Butler</td>
</tr>
<tr>
<td>Four Years</td>
<td>Kathy Washatka</td>
<td>Manca Valum</td>
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</tbody>
</table>

Respectfully Submitted,

Karen Sickert
Administrative Assistant
Whatcom Crisis Services
MINUTES FOR THE
BELLINGHAM-WHATCOM COUNTY COMMISSION
AGAINST DOMESTIC VIOLENCE
October 5, 1999

Members Attending: Cheryl Boal, Glenn Butler, Marybeth Chappell, Gerald Hunter, Carolyn Jensen, Dave Lynch, Kathleen Marshall, Jon Ostlund, Don Pierce, Barbara Revey, Dawn Sturwold, Fred Thompson, Rick Todd, Manca Valum, Kathy Washatka

Members Absent: Ione Adams, Charles Benjamin, Dale Brandland, Pat Fabiano Bryan May, Dave McEachran, Marijo Olson, Marty Snyder, Linda Storck, John Thompson

Guests: Caryl Dunavan (attending for Marty Snyder), Nicole Marsolais (attending for Pat Fabiano), Blaine Nelson, Irene Rinn

Staff Attending: Sue Parrott, Domestic Violence Commission Coordinator Linda Ward, Receptionist/Secretary, Whatcom Crisis Services

The regular monthly meeting of the Bellingham-Whatcom County Commission Against Domestic Violence was called to order by Manca Valum, Commission Chair, at 10:40 a.m., Tuesday, October 5, 1999, at the Whatcom Crisis Services, 1407 Commercial Street, Bellingham, WA.

1. WELCOME/REVIEW AGENDA/COMMENTS
Manca Valum welcomed commission members and guests. Members were asked to review the meeting’s agenda.

2. ANNOUNCEMENTS
The Domestic Violence bookmarks and calendars are now done and distributed, there are extras for anyone needing more.

Manca Valum passed around the Domestic Violence Commission buttons for each Commission member to wear during the month of October.

Jon Ostlund announced that one of his staff is participating on a statewide legislative task force that is working on Orders for Protection. Jon was not sure if recommendations would be brought forth to the next legislative session. Jon will continue to update the commission on the work of the task force.

The County Council has approved the appointment of John Thompson as a new commission member filling the vacant community member position.
3. **PUBLIC COMMENT**

None

4. **COMMITTEE REPORTS**

**Executive Committee**

A copy of the budget for special projects as approved by the executive committee was passed out to all commission members.

A special thanks was given to Don Pierce and Dale Brandland for getting $2,000 donated to support Domestic Violence Awareness Month from Trillium Safe Community Foundation.

Group Health donated $200 for the printing of the Domestic Awareness Month calendars.

**Outreach Committee**

The following media is giving coverage for Domestic Awareness Month:

- Radio – KGMI, KISM, KAFE, – there will be high exposure on the country station KIXT
- Television – AT&T space on a number of cable channels through TCI
- Newspaper – the Herald is running a 3”x6” ad on each of the five Fridays in October

The Domestic Violence Awareness Month theme is being built into all media spots.

- When you look, you will see.
- When you see, you can act.
- When you act, you will make a difference.
- When each of us makes a difference,
- We can make a lasting change.

The Domestic and Dating Violence handbook distribution planning is being handled at this meeting in two steps. The first step is to have each commission member sign next to a category on the distribution list, taking the responsibility of getting the handbooks to the groups listed. The second step is to decide the best tactic for getting the handbooks out. Some organizations will need to be contacted personally and others may just need to receive handbooks in the mail.

The commission was asked to give input into the method that would serve each group best. Sue Parrott wrote the ideas on a flip chart.

- Medical
  - Whatcom Society Alliance and the Medical Association may help
  - Mail with letter co-authored by Lynch/Adams and the chair of the medical society
  - Direct contact with the hospital, clinics and other large groups
  - Add to the list: parish nurses and home health care
• Dave Lynch will write a letter and distribute to each hospital physician, social worker and each nurse’s station. He also offered to assist in the distribution to the rest of the medical community.

- **Legal**
  - Joint letter from legal representative on the commission
  - Hand deliver or use messenger service
  - Hand out at the legal bar lunch
  - Can staff (not just lawyers) receive it?
  - Cheryl Boal is willing to get the handbooks out to the legal community

- **Schools**
  - Gerald Hunter will take the key role in promoting and distributing the handbooks to the public schools
  - Handbooks should go to counselors, health educators in the high and middle schools, and Head Start
  - Who will the students turn to? (distribute to teachers?)
  - Bob Brown may do the Lummi Nation

- **Mental Health**
  - Same as Medical distribution (co-authored letter and personal or mail delivery)
  - Kathleen Marshall will work with Jane Relin
  - John Hooper may do Substance Abuse

- **Major Employers/Human Resource Managers**
  - Glenn Butler will co-author a letter and distribute handbooks to some human resource managers.
  - It was suggested that handbooks be given to employees
  - Glenn will also contact Haggen grocery
  - Dale Brandland might assist with public sector employers through United Way

- **Religious**
  - Rick Todd will co-author a letter with Don Pierce and Dale Brandland
  - Rick will pass out handbooks at the monthly pastor’s meeting
  - The remainder of churches will be distributed by mail.

- **Human Service**
  - Letter co-authored by Charles Benjamin and Manca Valum
  - Talk it up at each place visited by a commission member
  - Marybeth Chappell will deliver to some agencies personally
  - How many copies should each agency receive?
  - Distribute at the United Way Executive meeting

- **Elected Officials**
  - Carolyn Jensen will distribute to the small cities though the mayor’s office
  - The commission is giving a presentation in November and will hand them out to the County Council and the Bellingham City Council.

- **Financial**
  - Kathy Washatka will take care of the Credit Unions
Other
- Add to distribution list: Lummi DVTF, Nooksack DVTF, Kitsap Tribe, and the Russian community

Manca suggested that commission members e-mail Sue Parrott with further ideas.

Program Committee
Cheryl Boal passed out a copy of the letter that was sent to selected members of the community inviting them to the October 19, 1999 planning meeting. She also passed out the 1999 Pierce County Domestic Violence Comprehensive plan that each commission member should read prior to October 19, 1999.

A motion was made and passed at the last commission meeting to substitute the October all day planning meeting for the November commission meeting, however, there may be a lot of information from the October 19, 1999 planning meeting that the commission may wish to discuss in November.

MOTION: Glenn Butler made the motion that a full commission meeting be held in November 1999. Kathy Washatka seconded the motion and it passed unanimously.

If any member is not able to make the October 19, 1999 meeting s/he is asked to send a representative.

Operations Committee
Kathleen Marshall has taken all of the suggestions given by commission members for changes in the Commission By-laws and incorporated them into the new version.

A short discussion was held on censuring a commission member. It was clarified that the commission has no final authority, since they are not the appointing body.

MOTION: Kathleen Marshall made the motion that the revised By-laws be accepted. Carolyn Jensen seconded the motion. It passed unanimously.

5. STAFF REPORT
Sue Parrott passed out the latest commission roster and asked that all members check the accuracy of his/her information.

Sue took a hand count of those who are planning on attending the October 19, 1999 planning meeting. She encouraged all to come, if only for part of the day.

Five thousand Domestic and Dating Violence handbooks will be printed by mid October. After a short discussion the commission decided that 3,500 handbooks should be distributed, leaving 1,500 in reserve for the agencies or organizations that may request more or know of where else they may be used. It was suggested that the handbooks be distributed to educators, grocery stores, head start centers, on-line workers, and the press. Schools and human service providers will be given multiple
copies. One hundred and fifty copies should be allocated to Western Washington University. Barbara Revey will distribute to the Lummi Nation.

6. **OTHER BUSINESS**
Kathleen Marshall suggested that a strategy be made for city/county budget requests. The commission decided that the operations and executive committee with the help of Chuck Benjamin and Don Pierce be responsible for formulating a plan for making the presentations or necessary contacts to the city and county. Don recommended that the commission not make a presentation at the city budget meeting. Committees will consult with Chuck Benjamin to develop a strategy for the county budget request.

7. **ADJOURN**
Manca thanked the commission for their hard work and adjourned the meeting at 11:45 a.m.

Respectfully Submitted

Linda Ward
Receptionist/Secretary
Whatcom Crisis Services
MINUTES FOR THE
BELLINGHAM-WHATCOM COUNTY COMMISSION
AGAINST DOMESTIC VIOLENCE
December 7, 1999

Members Attending: Cheryl Boal, Pat Fabiano, Gerald Hunter, Carolyn Jensen, Dave Lynch, Bryan May, Don Pierce, Marty Snyder, Dawn Sturwold, John Thompson, Rick Todd, Manca Valum, Kathy Washatka

Members Absent: Ione Adams, Charles Benjamin, Dale Brandland, Glenn Butler, Kathleen Marshall, Dave McEachran, Marijo Olson, Jon Ostlund, Barbara Revey, Linda Storck, Fred Thompson

Guests: Don Kurtis, Cascade Radio; Mia Ingate, AT & T; Bill Gorman, AT & T

Staff Attending: Sue Parrott, Domestic Violence Commission Coordinator
Linda Ward, Receptionist/Secretary, Whatcom Crisis Services

The regular monthly meeting of the Bellingham-Whatcom County Commission Against Domestic Violence was called to order by Manca Valum, Commission Chair, at 10:35 a.m., Tuesday, December 7, 1999, at the St. Luke's Community Health Education Center, 3333 Squalicum Parkway, Bellingham, WA.

1. WELCOME/REVIEW AGENDA/ANNOUNCEMENTS
Manca Valum welcomed commission members and special guests. She excused several commission members who were attending the presentation of the Whatcom County Law and Justice Plan.

2. PRESENTATION OF CERTIFICATE OF APPRECIATION
Sue Parrott played the radio and television Domestic Violence Public Service Announcements that were sponsored by the Bellingham – Whatcom County Commission Against Domestic Violence and the Trillium Safe Community Foundation. The television announcements are very effective 30-second ads that will continue to run through mid December.

Manca gave a heart felt thanks to Bill Gorman of AT & T and Don Kurtis of Cascade Radio for their outstanding efforts in presenting the message of the Commission to the community. Bill and Don were asked to make comments. Don announced that 96% of Whatcom County listens to the radio and that the Domestic Violence spots with Domestic Violence Awareness Month calendar of events were carried on all 5 Cascade radio channels reaching 75%-86% of their audiences. Bill commented that he is very excited that our generation is standing up to make fundamental changes in the fight against domestic violence and that AT & T had the opportunity to help.

Plaques were presented to Bill Gorman of AT & T for the Television ads, Don Kurtis of Cascade Radio for the radio spots, and to Don Pierce for Trillium Safe Community Foundation.
Foundation for financial support. A plaque will be presented later to Premier Graphics for the printing of the Domestic Violence resource handbook.

3. APPROVAL OF NOVEMBER MINUTES
The minutes of November 2, 1999 were approved

4. PUBLIC COMMENT
NONE

5. COMMITTEE REPORTS

Executive Committee
Manca gave the report for the Executive Committee. She is sorry to report that Marybeth Chappell has resigned from the Commission. She had a unique role in the community and brought a great deal of expertise to the position. The Executive Committee would like to make a recommendation that the vacant position be filled by someone with first hand domestic violence experience from Womencare. There was a lengthy discussion on whether a community at large member should be affiliated with a specific organization or a member of the general public. A number of members indicated that the Commission membership should emphasize the general public and not domestic violence experts, as it is the general public that needs to increase its understanding of the issues. There was also some discussion on the best way to make a recommendation when vacancies occur. After weighing the pros and cons it was decided to table the issue until next month. Manca and Dawn Sturwold will contact the Mayor for his input on the recommendation process since it is a city appointed position.

Operations Committee
Dawn Sturwold gave the report for the Operations Committee. Sue will get the BJA concept paper (grant proposal) in by its Monday (12/13) due date. Since the competition is high for this grant, Don Pierce offered to contact a person at BJA to let them know that the Commission is submitting a concept paper.

The Operations Committee has been working on the rewording of the By-laws regarding standing and ad-hoc committee members. A copy of the proposed revisions was mailed to all Commissioners. The By-laws require 30 day notice prior to voting on amendments. The proposed amendments will be voted on in the January meeting. There were no questions.

Outreach Committee
Rick Todd reported for the Outreach Committee. The work of the committee is on hold now waiting for the outcome of the Program Committee.

Sue reported that 3,300 Domestic Violence handbooks have now been distributed. There are 1,800 booklets on hand with the school district yet to receive theirs. There has been an excellent response from the community.
Sue mentioned that a college library sciences class will be working on a web site for the Commission with links to annotated lists. This is a service learning project. This would be a great resource for the community. She will give Commission members an opportunity to give input by January 6th for topics (annotated lists) to be included on the site.

**Program Committee**
The report for the Program Committee was given by Marty Snyder. A sub-committee has been formed to work on plan development. All members of the Commission are welcome to become members and help whenever available. There is a need to have someone from the justice system on the committee. Cheryl Boal will try to recruit someone for that position. Marty requested that the Commission budget include a facilitator for the sub-committee meetings. Marty passed out copies of the sub-committee minutes. There is a proposed timeline process for the sign-off on the plan with a 2 week grace period. A lot of discussion was held on the sign-off procedure. The Commission’s plans can not be held hostage because a group does not sign-off. Failure to sign-off does not give veto power. The Committee hopes to bring forth a plan in March, 2000.

The Commission supported the concept of sign-off and buy-in from the Domestic Violence Task Force and the domestic violence community. Dave Lynch offered to attend the next sub-committee to express the Commission’s commitment to collaboration and the understanding that the expertise lies with those who work daily with domestic violence issues.

6. **TRAINING – ROBERTS RULES OF ORDER**
The training will be held at the January meeting. Dawn brought a handout but a number of Commission members indicated they would still like a presentation. It was suggested that the training be scheduled first on the January agenda.

7. **ADJOURN**
Manca thanked the Commission for their hard work and adjourned the meeting at 12:15 p.m.

Respectfully Submitted

Linda Ward
Receptionist/Secretary
Whatcom Crisis Services