

## Commission for Women Minutes

Women's History Month Planning Committee

February 8, 2023

Call to Order: The meeting of the 2023 Women's History Month planning committee was held virtually via Zoom.

Attendees: Helen Cole – Hunter Mill District; Jordan Tautges – Springfield District; Alessandra Simmons-Robles – At-Large Student Representative.

Absent: Lanita Thweatt – Mt. Vernon District

Staff in attendance: None.

Guests/Visitors: Eric Watson

Start time: 6:38 p.m.

The committee discussed the following:

- Minutes:
  - Helen Cole moved to approve the minutes of the January 18, January 25, and February 1, 2023 meetings. Alessandra Simmons-Robles seconded the motion. None abstained; none opposed. The motion passed unanimously.
- Budget: Discussed potential catering and M&M costs. Helen Cole will contact TogetherWeBake to discuss potential goodie bag options.
- Speaker(s):
  - Jordan Tautges shared she asked the speaker to send a bio of herself to include in the invitations.
  - The committee agreed to discuss gift options for the speaker at the full body meeting.
  - Helen Cole suggested we ask all organizations to briefly speak at the breakfast about their ongoing work. The committee agreed to speak about this at our full body meeting.
  - The committee agreed to discuss gift ideas for additional speakers at a later time.
- Music: The committee will ask Carla Post about how to play music at the event. Our guest provided an example of a music streaming service.
- Name tags: The committee suggested buying paper name tags.

- Photography: The committee plans not to have an official photographer.
- Activities: Helen Cole said she would research ice breaker activities. Jordan Tautges mentioned printing out cards to place at each table with information about women who fit this year's theme.
- Future meetings: The committee agreed to start meeting again on Wednesdays in March.
- Guest: The committee answered event questions and listened to suggestions by our guest.

End Time: 7:21 p.m.