

Commission for Women Minutes

Women's History Month Planning Committee

March 8, 2023

Call to Order: The meeting of the 2023 Women's History Month planning committee was held at Panera Bread in Fairfax, VA.

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: None.

Start time: 6:30 PM

The committee discussed the following:

- Minutes:
 - Jordan Tautges moved to approve the minutes of the February 8, 2023 meeting. Alessandra Simmons-Robles seconded the motion. None abstained; none opposed. The motion passed unanimously.
- Budget:
 - The committee reviewed the costs for food, speakers, linens, flowers, silverware/china, and goodie bags.
- Assigned seating:
 - The committee agreed to have volunteers at the front telling people their assigned table and to have other commissioners aware of the seating arrangements. The committee wants at least one commissioner per table in order to run the networking activity.
- Music:
 - Jordan Tautges and Alessandra Simmons-Robles agreed to work on a Spotify playlist. Jordan Tautges will follow-up with Leidos on how to play the music.
- Volunteers:
 - The committee discussed the need for volunteers helping with registration and assigned seating. We'll discuss specific people for which roles at a later time.
- Goodie Bags:
 - Helen Cole shared Together We Bake is able to supply cookie goodie bags. She will follow-up with Lois Kirkpatrick about payment.
- Photographer:
 - The committee discussed whether it's necessary to have a photographer and will seek outside opinions.
- Flowers:
 - The committee agreed to do flower arrangements for each table. Jordan Tautges will follow-up on ordering the flowers.
- Misc:

- Jordan Tautges shared the following:
 - Additional vegan options
 - Speaker microphone options
 - Background powerpoint slides
 - Leidos registration link
 - Number of tables and attendees
 - Updated agenda

End Time: 7:28 PM