

## Commission for Women Minutes

### Women's History Month Planning Committee

March 22, 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; Lanita Thweatt – Mt. Vernon District

Staff in attendance: Lois Kirkpatrick

Guests/Visitors: None.

Start time: 6:30 PM

The committee discussed the following:

- Minutes: Alessandra Simmons-Robles moved to approve the minutes of the March 15, 2023 meeting. Lanita Thweatt seconded the motion. None abstained; none opposed. The motion passed. Lanita Thweatt asked for a comment to be included in the March 15 minutes about her picking up the cookies.
- Budget: Jordan Tautges provided a budget update and information on speaker payments. Lois Kirkpatrick provided an update on commission speaker gifts.
- Q/A and speech timeframe: There will be no Q&A offered by any of the speakers. During her opening remarks, Phylcia Woods will announce that we will keep the ball rolling and not have Q&A. To keep speakers from going over time, a member will stand when there are ~30 seconds left of the 2-minute timeframe.
- Zoom link: Jordan Tautges suggested having one commissioner signed into the zoom session via cell phone to address any participants and will follow-up with potential volunteer(s). Jordan Tautges provided an opinion on where the computer should be placed during the brunch. Lois Kirkpatrick shared she will bring her laptop and print out zoom hyperlink information for guests who can't get in to the event in person.
- Fellow commissioners: The committee asked Lois Kirkpatrick to invite other commissioners to the March 29, 2023 meeting.
- Thank you cards: The commission will send thank you cards to the speakers.
- Goodie bags: The cookies will be placed on everyone's seat.
- Introductions: Jordan Tautges will introduce Nancy Lyons Sargeant and read a bio provided. Helen Cole will introduce Alessandra Simmons-Robles for closing remarks. Toni Zollicoffer will explain the networking activity. Phylcia Woods will introduce the Leidos speaker and first commission speaker. Additional commission speakers will introduce each other.

- Powerpoint: We will have a clicker to control slides.
- Name tags: Helen Cole will follow-up with Carla Post about name tags.
- Length of event: The committee discussed what to expect the following minutes after the event officially ends.
- Volunteers: The committee will follow-up with registration table volunteers and greeters once we get more information about name tags.
- Networking activity:
  - did a demonstration
  - discussed removing any talk of “winner” and “prize” until the last question
  - further brainstorm tie breaker questions
- Seating arrangements: The committee discussed some of the seating assignments.
- Outline: The committee reviewed Jordan Tautges’ breakfast outline.

End time: 7:49 PM