

Commission for Women Minutes

Women's History Month Planning Committee

March 29, 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: Lois Kirkpatrick

Guests/Visitors: Phylicia Woods and Enjoli Ramsey

Start time: 6:30 PM

The committee discussed the following:

- Minutes: Helen Cole moved to approve the minutes of the March 22, 2023 meeting. Alessandra Simmons-Robles seconded the motion. None abstained; none opposed. The motion passed. The committee will vote on the March 29, 2023 meeting minutes at our full body April 10, 2023 meeting.
- Parking: Lois Kirkpatrick shared she will send an email about parking instructions to guests tomorrow since Jordan Tautges mentioned the invitation stated there would be a \$2 parking fee. Parking is free.
- Volunteers: Jordan Tautges shared Pamela Montesinos, Amber Beichler, and Alesia Taylor-Boyd agreed to distribute name tags and greet guests. Helen Cole will serve as a backup greeter.
- Cookies: Lanita Thweatt will pick up the cookies on Thursday, March 30.
- Thank-you cards: Lois Kirkpatrick will write thank-you cards for the speakers.
- Introductions: The committee did a run through of how introductions will go.
 - Jordan Tautges is responsible for closing out the networking activity and introducing the guest speaker.
- Speech timeframe: Lois Kirkpatrick will be responsible for trying to prevent the speakers from going over their scheduled time limit.
- Zoom: Lois Kirkpatrick will monitor the zoom chat and print QR codes with the link to join virtually. The zoom will be recorded.
- Seating arrangements: Lois Kirkpatrick will print the seating chart for commissioners. Alessandra Simmons-Robles will swap tables for the networking activity in order to serve as table lead.

- Reminder emails: Jordan Tautges will share a final version of the outline with staff and committee members. Lois Kirkpatrick will send final emails to commissioners with important details.
- The following needs to be done Friday morning:
 - Write numbers on stickers
 - Put stickers on name tags
 - Alphabetize name tags by first name
 - Help Lanita Thweatt move the cookies from her car to the conference room
 - Coordinate the music
- Presentation: The committee agreed to rearrange the slides to better match the order of speakers presenting.
- Microphone: Speakers will speak at the podium.

End time: 7:44 PM