

# Minutes for the Commission for Women

## Commission for Women Meeting – April 10, 2023

### Call to Order

A full-body meeting of the Commission for Women was held on April 10, 2023, in Pennino conference room 206. The meeting was called to order at 7:18 p.m. by Vice Chair Helen Cole.

### Attendees

Phylcia Woods – Providence District; Helen Cole – Hunter Mill District; Jordan Tautges – Springfield District; Pamela Montesinos – Sully District; Alessandra Simmons-Robles, Student Representative; Alyssa Batchelor – At-Large; Amber Beichler – At-Large; Enjoli Ramsey – Braddock District; Sabrina Rose-Smith – Mason District.

### Members Participating Remotely

Emily McCoy – Ex- Officio; from home.  
Mattie Palmore – At-Large, Underserved; from home.

**Absent:** Alesia Taylor-Boyd – Lee District; Lanita Thweatt – Mt. Vernon District; Carla Post – Dranesville District.

**Staff in attendance:** Toni Zollicoffer and Lois Kirkpatrick

**Visitors:** None

**Public Comment:** None

**Guest Speaker:** None

**Start time:** 7:18 p.m.

**End Time:** 9:39 p.m.

### Approval of Minutes

Enjoli Ramsey moved to approve the minutes of the March 13 and March 31 meetings. Alyssa Batchelor seconded the motion. None opposed; none abstained; the motion passed unanimously. Toni Zollicoffer said the members of the Women’s History Month planning committee didn't need to vote on approving the minutes of their March 29 meeting. Alessandra Simmons-Robles, Helen Cole and Jordan Tautges agreed the minutes looked good.

### Approval of Financial Report

Alyssa Batchelor moved to approve the financial report. Pamela Montesinos seconded the motion. None opposed; none abstained; the motion passed unanimously. There was a request to note that the \$211.09 credit card charge was for the commission’s metallic name badges produced by Trophy Mart. Lois Kirkpatrick informed the commission that although it had planned to spend part of its budget on sending three members to Boston in August for the National Association of Commissions for Women conference, the NACW has cancelled their in-person conference for this year.

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Alyssa Batchelor moved to approve the expenditure of up to \$2,500 through the end of December 2023 to pay for members to represent the commission at community events that charge a fee to attend. Each event may cost no more than \$150 per person to attend. Enjoli Ramsey seconded the motion. None opposed; none abstained; the motion passed unanimously.

## Election of Officers

Sabrina Rose-Smith asked for nominations from the floor. None were made. The current officers were elected to a 2nd term: Phylicia Woods as chair, and Helen Cole and Alyssa Batchelor as vice-chairs.

## Old Business

**Women's History Month Breakfast After-Action Analysis** – All were commended for a job well done, with additional kudos for Jordan Tautges, Carla Post and Lois Kirkpatrick. Phylicia Woods recommended asking Channel 16 to videotape the event if the commission hosts another one. Helen Cole urged members to support other area commissions' events, since they supported Fairfax County's event.

**Commissioner Duos/Increasing Commission's Visibility** – Alyssa Batchelor reminded commissioners that they will report their findings at the May 8 meeting, and that she sent detailed instructions for how to do the project. Phylicia Woods urged members to raise awareness of the commission by finding opportunities for hands-on involvement in community events and activities.

**Robert's Rules of Order** – Sabrina Rose-Smith gave a brief overview of how to conduct commission meetings in accordance with Robert's Rules of Order. Emily McCoy mentioned incorporating the rules into the commission's guide. Sabrina Rose-Smith agreed to follow up on this.

**Biennial Report** – Helen Cole reviewed the 2020-2021 report, which was published in December 2021. These four members are on the committee for producing the 2022-2023 report: Helen Cole, Emily McCoy, Alyssa Batchelor and Amber Beichler.

**Women and Girls Research Project** – Toni Zollicoffer mentioned that the University of Virginia is Fairfax County's partner on this project. Helen Cole and Phylicia Woods will represent the commission on the project for about three more months and then other commissioners will rotate in. Amber Beichler expressed a desire to serve on the project.

## New Business

**Recording Commission Meetings** – Toni Zollicoffer explained that Commission for Women meetings will not be recorded. The recordings would have to be preserved for public access, and it costs money to store recordings. Because rules need to be applied consistently across Fairfax County's boards, authorities and commissions, storing recordings for 80+ BACs could become cost-prohibitive. Members who record commission meetings on their personal phones should be aware that authorities looking for public files could access the commissioner's phone and encounter their private content.

**Request from Alexandria Commission for Women to Co-Host Webinar** – The commission has been invited to co-host "Virginia Post-Dobbs: Challenges and Opportunities" on June 8 from 7-8:30 p.m.

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Alyssa Batchelor is waiting for more details to make sure the commission's participation would not be construed as lobbying, nor an overstep of its role.

**Community Updates** – Alyssa Batchelor attended the Rise Summit at Rock Ridge High School in Loudoun County and recommended that the commission produce a similar event. Emily McCoy will follow up. Alyssa Batchelor also proposed keeping a spreadsheet of community events the commission should be aware of/support. This sheet could be distributed each month along with meeting documents. Alyssa Batchelor made a motion to create an events manager position. Mattie Palmore seconded the motion. None opposed; none abstained; the motion passed unanimously. Jordan Tautges is the event manager, and Mattie Palmore will keep the contact info up-to-date with Alyssa Batchelor's assistance.

Pamela Montesinos said that the Women Giving Back group in Sterling is offering free prom clothes to high school students. Mattie Palmore went to an NAACP women's entrepreneurship event, and is speaking at the Board of Supervisors budget hearings in support of higher pay for teachers and police.

Emily McCoy noted that her friend works at Together We Bake, which made the cookies for the commission's March 31 event. Amber Beichler will speak at an event hosted by the Transgender Education Association of Greater Washington. Alessandra Simmons-Robles will write an article about her experience on the commission for her school newspaper.

Jordan Tautges asked commissioners to send her a few sentences about their motivation for joining the commission. These statements will be used for Facebook posts. Phylicia Woods has submitted video testimony for the Board of Supervisors' budget hearing. Lois Kirkpatrick announced that she has reserved a Government Center conference room for May – December commission meetings.

## **Main Motions**

Alyssa Batchelor moved to approve the expenditure of up to \$2,500 through the end of December 2023 to pay for members to represent the commission at community events that charge a fee to attend. Each event may cost no more than \$150 per person to attend. Enjoli Ramsey seconded the motion. None opposed; none abstained; the motion passed unanimously.

Alyssa Batchelor made a motion to create an events manager position. Mattie Palmore seconded the motion. None opposed; none abstained; the motion passed unanimously.

## **Adjournment**

Alyssa Batchelor moved to adjourn the meeting; Sabrina Rose-Smith seconded the motion. None opposed; none abstained; the motion passed unanimously. The meeting adjourned at 9:39 p.m.