

Minutes

Commission for Women Executive Committee

November 27, 2023

Call to Order

The meeting of the Commission for Women's executive committee was held virtually via Zoom.

Attendees

Phylicia Woods – Providence District; Helen Cole – Hunter Mill District; Alyssa Batchelor – At-Large

Absent: None

Staff in attendance: Lois Kirkpatrick

Guests/Visitors: None

Start time: 7:34 p.m.

End Time: 9:01 p.m.

Approval of Minutes – Alyssa Batchelor made a motion to approve the minutes of the October 30, 2023 executive committee meeting. Helen Cole seconded the motion. None opposed; none abstained; the motion passed unanimously.

Proposed Changes to Monthly Agenda – Every other month, committee chairs will report out on the work of their committees. Starting with the January 8, 2024 meeting, some meetings will include working committee meetings. Lois Kirkpatrick will email members to ask which of the two committees they want to work on. Phylcia Wood will work on the Violence Against Women committee, and Alyssa Batchelor will work on the teen mental health committee. Helen Cole agreed to serve wherever needed.

Michelle Kang's Membership Request – The commission does not appoint members; the Board of Supervisors appoints members to the commission. Lois Kirkpatrick will advise Michelle Kang to contact the supervisor of the district she lives in.

Commissioner Roles and Responsibilities – Alyssa Batchelor and Helen Cole presented separate proposals for communicating roles and responsibilities to commissioners. Phylcia Woods will try to consolidate the two approaches.

Managing Focus Area Expectations and Action Items – Alyssa Batchelor had a table showing which member worked on which commission project since January 2022.

Agenda for the December 11, 2023 Commission for Women Meeting – The committee asked to change the order of the topics under the "New Business" section. The committee decided not to present Lois Kirkpatrick's Women's History Month

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proposal at the December meeting, so that members can brainstorm together at the meeting in the hopes that it will create a greater sense of ownership of the event.

Adjourn – Alyssa Batchelor motioned to adjourn. The meeting adjourned at 9:01 p.m.