

Minutes

Commission for Women Executive Committee

April 28, 2025

Call to Order

The Executive Committee met in person at the Pennino Building, Room 505. The meeting was called to order by Chair, Alyssa Batchelor-Causey at 6:59 p.m.

Attendees: Alyssa Batchelor-Causey – At-Large; Jordan Tautges – Springfield District

Absent: Helen Cole – Hunter Mill District.

Staff in Attendance: Stacy Ziebell, Alexandra Hernandez

Start – The meeting started at 6:59 p.m

Administrative Items

Jordan made a motion to approve the **minutes of February & March 2025** with some edits. Alyssa seconded. No abstentions, no one opposed. Unanimously approved.

Discussion

CFW Strategic Action Plan

- The schedule to roll out of the CFW Strategic Action Plan was discussed:
 - The Strategic Planning Committee will present the Action Plan to the full body on May 12; Amber will do the presentation.
 - A second full body meeting will be called on May 19th to continue with discussions and questions about the Strategic Action Plan.
 - CFW Commissioners will have a chance to choose their working group(s) for the Strategic Action Plan. It was suggested to let people choose the initiative(s) they wish to work on based on their interests and experience in the May 19th meeting.
 - Strategic Action Plan Subcommittee will decide how to best monitor progress towards achievement of the goals
 - The Structure of the operationalization of the Strategic Action Plan was discussed again.
 - The Executive Committee planned to present Michael Becketts the CFW Action Plan on June 30th. Alexandra confirmed that he had accepted the invitation to participate.
 - The final version of the Strategic Action Plan will be presented to the CFW All Body in June after incorporating Michael's comments/recommendation.
- Alexandra confirmed that the Chair of the Commission on Aging (COA) accepted invitation to give a 30–45-minute presentation at the CFW all-body meeting on May 12th about their experience in operationalizing the SHAPE Action Plan.

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Student Rep

- Ayla, the Student Representative, presented a list of project ideas to Alyssa that interest her in her role as the CFW Student Representative. The projects include, but are not limited to:
 - Community involvement; STEM programs for girls; Summer Coding Boot Camp; Women speaking events; Fundraising for STEM resources for Title I schools; Cancer screening initiatives, specifically those involving household-related experiences from the 3Gs program
 - Alyssa noted that the research idea aligns with the Strategic Action Plan. She mentioned her work with the data team and large language models.
 - Additionally, Ayla would be well-suited for career mentorship activities, including the Economic Equity Summit and partnerships with employers in STEM fields.

Policies & Procedural documents

Several documents are up for discussion:

1. CALENDAR of the Operations & Procedures
2. Partnerships
3. Process for Issuing Budget Testimony
4. Associate Commissioner – share document with County Attorney for review and comments and also if discussion about the Associate Commissioner qualify for closed session. Also consult - Robert's Rule on closed sessions.

Other issues:

- **Commissioners meeting attendance**
 - Concerns about CFW Commissioner(s) missing several meetings in the past year was discussed. Stacy shared the experience of how her BAC handles these matters, encouraging Commissioners to review their responsibilities stated in the Bylaws. Also, asking if they need help.
- **Softball Field for Girls – facility in FFX Co.**
 - Alyssa reported having followed up with the Board of Zoning Appeals (BZA) So I talked to the staff and was informed that the application has not been denied for the Softball arena. There's a discrepancy in whether the applicant can build the facility by-right (without rezoning) or if they need a special permit (from the BZA). If they are not able to develop by-right (up to the BZA), they still could apply for a special permit in order to develop in the location that they want to, upon approval of the special permit by the BZA.
 - Given that the facility they want to build is a private, members-only facility that is not open to the public and does not add any additional outdoor softball fields to play on, the Exec Committee agreed to inform the requestor that this issue is beyond the scope of CFW.
- **Biennial Report**

Several concerns were expressed, including the following:

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- Whether the list provided was exhaustive.
 - The way the assignment was made.
 - Whether Helen has communicated with the Commissioners who were not present at the April all-body meeting regarding their assignments.
 - Concerns about the deadline for Commissioners to submit their contributions by May 12th.
- **Public participation in CFW meetings.**
 - Handling of sensitive topics brought up by public attendance to BAC meetings that may or may not be part of the agenda.
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- **Summer Executive Committee**
- Jordan asked to move the July Executive Committee meeting to August 25th, closer to the full body meeting in September.

Adjournment: Alyssa moved to adjourn the meeting at 7:57 pm.