

## Women's History subcommittee meeting 2/2/26

The WHM subcommittee met in-person at the Pennino Building in Room 505. Start time: 7:36pm

Attendees: Ayla, Aishani, Kim, Jordan

Staff: Alexandra (v) Guest: Victoria N.-B.

<b>Roles</b>	<b>Notes / Updates</b>
<b>Proclamation</b>	<ul style="list-style-type: none"> <li>Office of Public Affairs has confirmed receipt and ok'd proclamation. They've been given contact of Aishani as recipient.</li> </ul>
<b>Partnership(s)/Sponsor(s)</b>	<ul style="list-style-type: none"> <li>Jordan and Kim met with NAACP</li> <li>Alexandria Commission for Women (Vanita Datta)</li> <li>Arlington Commission on the Status of Women (Caroline Gary Romano)</li> <li>Fairfax City Commission (Jhonnelle Brown brown.nelly@gmail.com)</li> <li>The need to establish a sponsorship tier system is a recurring conversation that determines benefits according to level of sponsorship</li> </ul>
<b>Speaker(s)/Panelists</b>	<ul style="list-style-type: none"> <li>Panelists: Leila Austin &amp; Chiquita Davis have been officially invited and confirmed acceptance to speak. Get bio and headshot for program</li> <li>Aishani will moderate panel. Plan prep call</li> <li>Decide on keepsake</li> </ul>
<b>Program</b>	<ul style="list-style-type: none"> <li>DFS-Comm will design program and print QR codes</li> </ul>
<b>Keepsake</b>	<ul style="list-style-type: none"> <li>NAACP offered to get cookies</li> </ul>
<b>Centerpieces/ Flowers/decorations</b>	<ul style="list-style-type: none"> <li>Alexandra connected with Burke Florist for quote (12 tables for \$600)</li> <li>Aishani exploring options with Garden Club</li> </ul>
<b>Resource table(s)</b>	<ul style="list-style-type: none"> <li>DSVS will have resource table. Volunteers confirmed.</li> <li>Gen 180</li> </ul>
<b>Feminine Hygiene drive</b>	<p>Supervisor Palchick's office confirmed drive and designing flyers</p> <p>Feminine Hygiene Products</p> <p>Denim items</p> <p>Shelter clothes donations</p>
<b>Save the date &amp; invitation design</b>	<ul style="list-style-type: none"> <li>Send out the save the date designed by DFS/Communications on 2/3/26. Include note to be on the look out for forthcoming registration</li> <li>Invitation with Registration from should be sent the week of President's Day or at the latest the 20th and suggested to include: <ul style="list-style-type: none"> <li>Link to Program/agenda</li> <li>Deadline to register by March 13</li> <li>Automatic reply confirming successful registration.</li> <li>Collect questions for the panel at the time of registration</li> </ul> </li> </ul>
<b>Guest list</b>	List has grown to 335 recipients
<b>Networking event</b>	DSVS Denim link activity led by DSVS (see below). Tori confirmed that 25minutes at the end of the program is enough.
<b>Music (background)</b>	Music played last year was a jazz playlist.
<b>Acknowledgements during event</b>	Alyssa, Opening Remarks. <a href="#">confirmed</a>
<b>Closing Remarks</b>	Ayla - <a href="#">confirmed</a>

**Draft Agenda:**

7:30 a.m. Channel 16 Arrives for Set Up

7:30 a.m. Alexandra & WHM Committee arrive for Set-Up and Logistics

Tasks to be completed before 8:15 am:

- Confirm slide show works (forgo slideshow?)
- Confirm layout and room set up
- Confirm music works
- Confirm centerpieces in place
- Sound check A/V equipment at podium
- Set up art activity
- Set up extra greenery/florals
- Set up feminine hygiene products collection boxes (if we participate)
- Set up CFW banner by registration table
- Confirm/Place “Reserved” signs on correct tables (provided by venue)
- Put keepsakes on tables
- Put programs QR codes on tables
- Set out pre-printed nametags in alpha order on registration table
- Place paper nametags and markers for walk-ins at registration table
- Instruct greeters on how to handle non-registered guests
- Place plaque/keepsake for panelist on stand near the podium (need stand/table)

8:00 a.m.

- Assist with any set up not yet completed from above list
- Assign greeters to do the following:
  - Check guests in and assist with nametags from 8:15-8:45
  - Greet Supervisors and direct to SUPERVISOR TABLE from 8:15-8:45
  - Greet panelists and direct to SPEAKER TABLE from 8:15-8:45

8:15 a.m. Doors Open

- Assigned greeters will greet guests in foyer, direct to restrooms, coat rack, etc.
- Assigned registration team will distribute name tags from 8:15 a.m. to 8:55 a.m.
- All other commissioners should be in the main room networking or helping out as needed

8:30 a.m. Breakfast Buffet Available

- Make announcement encouraging guests to get breakfast and find a seat in advance of 9:00 a.m. start time.
- Breakfast Buffet Options: INSERT ONCE CONFIRMED

9:00 a.m.- 9:05 a.m. Event Begins with Opening Remarks – Alyssa (5 minutes)

- Welcome guests, acknowledge BOS in attendance, introduce/thank sponsors if applicable

9:05 a.m. - 9:35 a.m. – local commissions

- Fairfax County CFW – who?
- Alexandria Commission for Women (Vanita Datta [vanitadatta1@gmail.com](mailto:vanitadatta1@gmail.com))
- Arlington Commission on the Status of Women (Caroline Gary Romano [caroline.e.gary@gmail.com](mailto:caroline.e.gary@gmail.com))
- Fairfax City Commission (Johnelle Brown [brown.nelly@gmail.com](mailto:brown.nelly@gmail.com))

**9:35 a.m. -10:35 am**

- Introduce Panelist (45 min)
- Q&A (15 min)
- Present keepsake/plaques speaker(s)

**10:35 a.m. – 11 a.m.** Art Activity (25 minutes)

- DSVS provides 5-minute overview of link between sexual assault, mental health, and sustainability
- DSVS Denim link activity

**11 a.m. -11:05 a.m.** Ayla will give closing remarks (5 minutes)

- Introduce self as Student Rep (say where you are in school)
- Thank everyone for coming
- Remind people to take a moment to visit the Turning Point Suffrage Memorial (the first national memorial to cover the entire arc of the suffrage movement) as they depart.