

# Minutes

## Commission for Women Executive Committee

**September 26, 2022**

### **Call to Order**

The meeting of the Commission for Women's Executive Committee was held virtually via Zoom.

### **Attendees**

In attendance: 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:** 12:16 p.m.

**End Time:** 12:59 p.m.

### **Approval of Minutes**

Helen Cole moved to approve the minutes of the July 29, 2022 executive committee meeting. Phylicia Woods seconded the motion. None opposed; none abstained. Motion passed unanimously.

### **Agenda for the October 10, 2022 Commission for Women Meeting**

Phylicia Woods asked to have the chat function disabled during commission meetings on Zoom, since we don't keep records of the chat comments.

The committee asked Lois Kirkpatrick to find out the dates and times for upcoming meetings about the Girls' Fast-Pitch Softball Equity Action Plan Review Team. If Carla Post cannot make an upcoming meeting, the commission would like to send an alternate to attend.

Alyssa Batchelor has reviewed the commission's standing committees and the policies and procedures manual. The executive committee decided to reduce the mandatory number of committees each commissioner must join from two to one.

Lois Kirkpatrick outlined a plan to have a breakfast meeting with the other four Northern Virginia commissions for women (Alexandria, Arlington, Fairfax City and Loudoun). This proposal to be discussed with the full commission. Phylicia Woods says her firm may have contact someone from CNN who can be invited to be a guest speaker.

Lois Kirkpatrick informed the committee that the National Association of Commissions for Women will have their annual meeting in Massachusetts next summer, and that the

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commission has funds to send a larger delegation in 2023 because of funds that were unused during the pandemic.

### **Recognizing Visitors and Guest Speakers**

The committee agreed to add to meeting agendas the introduction of guest speakers and visitors right after the minutes and monthly financial reports are approved. The committee wants the whole commission to decide whether to allow time for visitors to make comments at the end of the meeting during the commissioner community updates.

### **Honoring Departing Commissioners**

Phylcia Woods will kick off the farewell remarks for Jane Materna.

### **Main Motions**

Helen Cole made a motion to approve the minutes of the July 29, 2022 executive committee meeting. Phylcia Woods seconded the motion. None opposed; none abstained. Motion passed unanimously.

### **Adjournment**

The meeting was adjourned at 12:59 p.m.