

**Alexandria Commission for Women
Virtual Executive Committee Meeting
Tuesday, August 28, 2024**

Attendees: Lexi White, T. Nicole Hutchinson, Yvette Jiang and LaTanya Chinagorom

1) Post Retreat Next Steps

The Commission Retreat Minutes were not consistent with the notes that Jessy Cuddie (Facilitator) sent to the Commission. Chair White has photos that show more content that can be added to the minutes. **Action Item: The calendar events that Commissioner Kafi Joseph shared will be included in the minutes. Action Item: LaTanya will merge the facilitator notes with the minutes by next week.**

2) 50th Anniversary Event Outstanding Items and Event Budget

Commissioner Maxanne Witkin outreached to original Commissioners and received a response from Jane Flynn (will be attending the anniversary with her daughter), Florence Callaway, Marie Bradbey, awaiting one other person to contact Commissioner Witkin.

Action Item: LaTanya will ask Debra Evans to obtain a list of registrants (LaTanya does not have access). Action Item: Ensure the Commission Exec Committee sends the invitation to the listserve and social media.

Action Item: Second Vice Chair Jiang will put a flag on the spreadsheet to show who in the Commission has received the email of the event.

Action Item: Chair White will send an email to the women City Council members.

Chair White put together a draft letter. If someone on their own accord donates to the Domestic Violence Program/Sexual Assault Center (DV/SA) can be allocated to the Commission but the Commission cannot solicit those funds.

Chair White met with Pat Miller, *Alexandria Celebrates Women!*, about having resources to help the Commission (via partnership) going forward. **Action Item: Chair White will speak with Debra on having a point person to handle those resources through the DV/SA program.** Pat's networks are up to 1K+ women in the City.

Budget:

- The food budget came to \$719 Food items (Wegman's small sandwiches)
- Would like to build in \$200 for a giveaway (First Vice Chair Hutchinson suggested pins)
- Brought ideas on pins or t-shirts (Debra is getting approval from the City)
- Flowers or plants as a backup for a giveaway (least expensive)

Action Item: Chair White has outstanding questions for Debra. LaTanya will notify her.

Action Item: First Vice Chair Hutchinson suggested to ask if any Commissioners willing to contribute to this event. Ask Debra what happened to the \$5K line item that the Commission had if it was used for the current facilitator (and how much is left).

Action Item: First Vice Chair Hutchinson will ask the Commissioners if they could contribute a nominal amount of money via email (will send a draft email).

Action Item: LaTanya will ask Debbie if asking the Commission if they can contribute money.

Annual Report

Annual report is due on September 22, 2024. Action Item: Executive Board will edit as a shared document by September 23. Workload will be divided.

Action Item: Chair White will share the document amongst the Commission. Each subcommittee can fill out their portion and those who hold a position can contribute and retreat notes. Commissioners Shelley Brown and Anjua Miner will be asked to assist with this. Exec Board can consolidate the entries.

Action Item: LaTanya handles the attendance piece of the report.

Events Calendar

The Commission has a Google calendar they were populating. Commissioner Kafi shared a spreadsheet version of the calendar with the national holidays, women equity issues. The Exec Board would like to merge the two calendars. **Action Item: The Exec Board will ask Commissioner Joseph if she will take on this duty.**

Different Events:

Will look for a later date for Councilwoman Aliyah Gaskins. The City's approval process has changed.

- September 8 – Breast Cancer Research Walk (Commissioner Elisabeth Palmer Johnson)
- September 15 - Legislative priorities
- Army Day has been moved to November 2024
- Hispanic Heritage Month Sept 15
- September 25 – Yom Kippur
- October - Breast Cancer
- Domestic Violence Awareness Month
- Silent Witness Vigil
- Latina Equal Pay Day
- October 24 - Happy Hour or Social (proceeds will go out for the DV Program) **Action Item: First Vice Chair Hutchinson will send a flyer through the DCHS approval process.**

Action Item: The Commission will do advocacy on social channels.

Action Item: Chair White will send final content for the flyer/program to Debra for their 50th Anniversary Event (needs to be printed as well) and she will find out who will give the proclamation. Would like to have it by September 8th. DCHS Communications will provide the design. The Commission is awaiting the Poet Laureat to respond.

Action Item: LaTanya will inform the Commission as to what the City plans on doing as far as policies now that COVID is rising.

Meeting Agenda for the next full Commission Meeting:

- 1) Speaker from Department of Health (information about a survey)
- 2) Majority of time finalizing for the 50th – Housekeeping and Outstanding Needs (Identify who can help with set up and break down.) It was suggested to have the commission sign up to bring water, monetary or food. **Action Item: First Vice Chair Hutchinson will use the Sign-Up Genius app. She will also send the 50th anniversary invitation to all contacts.**

- 3) Committee structure next steps (break down from retreat meeting notes).
- 4) Review calendar of events.
- 5) Legislative priorities.
- 6) The next full Commission meeting will be virtual, Tuesday, October 8, 2024.
- 7) Review Calendar events
- 8) Boards & Commissions meeting. **Action Item: One of the Executive Committee will attend the meeting. Action Item: LaTanya will report back to the Executive Committee.**