

GROUP: Advisory Committee on the Status of Women DATE: March 1, 2016, 5:30PM LOCATION: Room 4th Floor, City Hall

FACILITATOR: Heidi Sue Le Boeuf, Chair

ATTENDANCE: Heidi Sue Le Boeuf, Chantel Bethea, Amanda Gregoire, Deborah Hall, Jennifer Maddox, Jennifer Madson, Elizabeth Tomaszewski

DOCUMENTS: WOC and YWOC applications/nomination forms, award rubric

AGENDA ITEM	KEY DISCUSSION POINTS current status, background, desired outcome, considerations, progress, next steps	FOLLOW-UP (if needed) (what & who)
1. Call to order and introductions	Meeting opened by Heidi Sue. Introductions of all members and new staff liaison.	
2. Development of Committee Rules and Agreements	Item held. Looking forward, committee can access trainings and development opportunities. At this time, just planting the seed to think about how to do the work and what it should look like.	
3. March 24 th Young/Women of Consequence Award Planning	<p>A few questions that arose prior to the discussion of the awardees. If committee members know the candidate, committee members agreed that they would note any biases in the discussion. In doing the review, committee member would name their top 3 candidates and see if any candidates rise to the top. As to submissions that came in after the deadline, the committee agreed to review those ones that have come in before the decisions are made at today's meeting. Committee would like to review the rubric before the next awards and review the call for applications. Committee also discussed naming an extraordinary woman of the day/week/month and listing them on the City's website.</p> <p>Scoring sheet for lives and/or works in Worcester, scored higher if both. This is an honor and not an easy process. The structure of the YWOC submissions provides more information (high school transcripts, essay from the nominee) than the WOC requirements. These awards are a mainstay for Worcester.</p> <p>Discussion of WOC candidates: Top 2 were Elizabeth Bacon and Nicole Bell. While working with women is not a requirement for candidacy, members felt that it should be. There was a concern raised if experiencing</p>	<ul style="list-style-type: none">• Staff liaison will notify winners.• Staff liaison will work with Jayna on invite, and send to distribution list and to City Council and Worcester delegation.• Jayna to order the flowers, Jenn Madson will pick up.• Jayna to order refreshments• Jenn Madson and Liz will reach out to local campuses to see if there are any choral groups that could perform.

	<p>trauma on the part of both YWOC and WOC candidates was becoming an unnamed requirement or was given more weight than other experiences. How do you judge consequence? It is difficult. What if someone is early in their career? Still good to recognize. Unanimous winner: Nicole Bell.</p> <p>Discussion of YWOC candidates: Martha Kebah, Lynn Thibault top candidates. Committee voted 4-2 for Lynn. Decided that if Lynn was not available for the event, then the award would go to Martha. Committee also discussed the possibility of naming an honorable mention, and then voted to pick one YWOC. Winner: Lynn Thibault</p> <p>Planning event: schedule of event discussed and duties assigned. Opening Remarks: City Manager. Guest Speaker will be Jill Dagilis Executive Director of WCAC. Heidi Sue will MC the event. Each awardee will be introduced by her nominator. Committee members should try to be there 30-45 minutes early to help set up and run through the event.</p>	<ul style="list-style-type: none"> • Staff liaison will create the program.
<p>4. Discussion of future monthly meeting dates and times</p>	<p>Committee discussed keeping the day and location consistent, perhaps change the time, but decided to wait on both for now.</p> <p>Next meeting: Debrief of event, discussion of rules and agreements, location, future agenda items.</p>	
<p>5. Adjournment</p>	<p>Meeting Adjourned at 6:54PM. Next meeting scheduled for April 5, 2016.</p>	

What records of public meetings must be kept?

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner, must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting;