

**Howard County Commission for Women
9830 Patuxent Woods Drive
February 11, 2020**

Members Present

Kashonna Holland, Chair
Meg Boyd, Vice-Chair
Jessica Epps, Recording Secretary
Rhonda Jones
Phyllis Zolotorow
Dianne Paulus
Farida Guzdar
Lanlan Xu
Maxine Kellman-Allen

Members Absent

Judy Zhou, Student Commissioner

Staff Present

Cheryl Mattis, Executive Secretary and Deputy Director
Stephanie Adibe, Deputy Director

Staff Absent

None

Guests Present

Mae Beale

Call to Order

With a quorum present, the CFW meeting was called to order at 7:05pm.

Approval of January Minutes

A motion was made to approve the January minutes. This motion was seconded, and all present were in favor so the minutes were approved.

Chair's Report

- Speaker Series Feedback
 - What went well?
This event was well attended with many engaged participants. Speaker was very good and provided useful information. Networking icebreaker was a nice way to have attendees interact with each other.
 - What can be improved?
Need for feminine hygiene products should be highlighted – perhaps we can email registrants to remind them about product donation. It may be meaningful to include a brief blurb regarding the rationale behind product donation.

A few attendees had questions regarding the goal of the event and how the CFW and speaker would be able to support them in their personal/professional pursuits.

The CFW discussed providing an agenda to registrants, incorporating a question box, and including timer. There was also a suggestion to increase the duration of the event.

- Next scheduled event: May 2020?
 - Speaker to be confirmed for May event (90 min?). CFW meeting to occur after the event (30 min).
 - Final event to occur in June. The CFW decided to invite a speaker from MLAW.
- WHOOF Preparation – Review of logistics and assignments
 - Essays and Nominations to reviewed in closed meeting
 - Logistics committee to meet once inductees are finalized
 - Walk through March 20, 2020; 5:30pm
 - PowerPoint Presentation
 - Staff to assist with development
 - Presentation to include
 - CFW Mission
 - Names of Commissioners
 - Upcoming Events
 - Inductees and Winners
 - List of past inductees

Executive Secretary's Report

- Updates from County Executive's Office
 - Donation made to Foundation for MD Commission for Women
 - The CFW should start looking into developing an Annual Report. Annual Report examples from other Commissions were distributed. The report should include information about the CFW's goals and a review of the year. Rhonda volunteered to lead this effort.
- New Commissioner Update
 - Ms. Beale will attend a legislative hearing in February to testify before the Council.
- Howard County Year of the Women
 - There was a Howard County Year of the Women Event that occurred in early February. Unfortunately, the CFW was not aware of the event until after it occurred. As such, the CFW will strive to continue to make connections with other organizations in the County.
 - In an effort to help us identify groups to connect with, it was suggested that we look into using the Association of Community Services Directory.
 - Once groups have been identified, Commissioners should make an effort to attend different events and network with organizations in the County so we have a better pulse of potential opportunities that align with our mission.

New Business

- Upcoming Speaker Series events to continue collection of feminine hygiene
 - CFW to obtain speakers information and confirm speakers
 - Flyer update: FHD information to be moved to the top of flyer
- Announcements of outside Event Opportunities and Connecting to the Community
 - March 8, 2020 – International Women’s Day – (Vharadi is hosting an event and invited the CFW to participate in event) – Lanlan to forward flyer
 - MCFW Hall of fame – approximately a week prior the HC CFW HOF event
 - Frederick County Commission HOF event – Kashonna to provide additional information
 - American Heart Association Month – Dianne to post info on Facebook
 - March 6, 2020 – American Heart Association Event – career session and community event – Wilde Lake High School
 - February 21, 2020 - HCC – Trailblazers of law enforcement in HC event 1pm -4pm

Adjournment

A motion was made to adjourn the open meeting. The motion was seconded, and all present were in favor so the motion was passed. The meeting adjourned at 8:10 pm.

Submitted by Jessica Epps

The next meeting will be held on March 10, 2020.