

She's on Her Way

MINUTES

OCTOBER 18, 2018

3:00P.M.

HASLET BUILDING, 122 MARTIN LUTHER KING JR. BLVD. ROOM 133
 VIDEOCONFERENCING: CARVEL BUILDING, 820 N. FRENCH STREET, WILMINGTON, DE 10 FLOOR TRAINING ROOM

MEETING CALLED BY	Sherese Brewington-Carr, DCW subcommittee Chair
TYPE OF MEETING	Event Planning
FACILITATOR	Sherese Brewington-Carr
NOTE TAKER	Stella Harrison
TIMEKEEPER	
ATTENDEES	Sherese Brewington-Carr, Laura Barnett, Marian Palley, Melanie Ross Levin, and Carling Ryan

Agenda topics

EVENT DATE

DISCUSSION	The date for the She's on Her Way event is March 1, 2018.	
CONCLUSIONS		
	The first lady will be participating in the event and will have a major role.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

VENUE

DISCUSSION	The venue for the event is Buena Vista on Route 13.	
CONCLUSIONS	This venue will be used and we will have a high tea w/first lady Tracy Carney.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Resources for decorations and food still have to be discussed and finalized.		

**BUDGET
COMMITTEE**

DISCUSSION	Sherese and Melanie discuss the budget for the event. Melanie explained that within the budget we also have to consider that Eventbrite doesn't pay out any money for tickets until the event is over. OWAA has a budget of \$500.00 to support the event in total.	
CONCLUSIONS	Try to get as many donations as possible and use Eventbrite to sell tickets. Tickets would be around \$20.00. Budget would include a photographer. Sherese talked about vendors she used for the event last time.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Sherese to provide Melanie with vendors that they have used in the past for this event. Sherese to give commission members budget for She's on Her Way by November by 2, 2018.	Sherese Brewington-Carr	November 2, 2018

MARKETING COMMITTEE

DISCUSSION	<p>To market event, Sherese would like to use the services of Shaleah Sutton who works at OWAA. Melanie would also like to talk to the Governor's communications staff about coordinating social media postings. Melanie also talked about putting up posters.</p> <p>The group discussed who should get to vote on the nominees – the public, only voting members of the commission, etc. Some felt it was more inclusive to have the community vote. Some felt like it was better to have voting members of the commission vote since those members are vetted and approved.</p>	
CONCLUSIONS	Sherese would like to have a conference call about the criteria for nominating someone for She's on her way on November 8, 2018. At that meeting we will continue the discussion. The application could be out by December for nominations.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Melanie will talk to Shaleah to find out what ideas she has to market the She's on Her Way event given her experience with the Hall of Fame.	Melanie Ross Levin	November 19, 2018

OTHER/MEETING DATES

COMMITTEE

DISCUSSION	Meeting to be held on November 8, 2018 about criteria for nominations.	
CONCLUSIONS	Next meeting date will be November 19, 2018 at 9:45 a.m. to update the commission before the full meeting starts.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Update Commission about She's on Her Way Event.	Sherese Brewington-Carr	November 19, 2018

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	<p>The purpose of this event is to honor younger women in Delaware in the same way the Hall of Fame honors older women. She's on Her Way was first done by the Commission with a high tea at Buena Vista. The event was well received in the past. Sherese Brewington-Carr will share past resources from the Commission regarding this event.</p> <p>This event has only been done once before and the resources that were used before will be what the OWAA will try to get for She's on Her Way.</p>

