

She's on Her Way

MINUTES

NOVEMBER 19, 2019

HASLET BUILDING

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, Carling Ryan, Alisha Bryson, Shaleah Sutton and Dr. Sobia Choudhri

Agenda topics

EVENT PLANNING

DISCUSSION	The date for the She's on Her Way event is March 1, 2018. The date for sending out the applications will be December 15, 2018 and the close out date for application will be January 15, 2018. This date can extended if needed.	
CONCLUSIONS	The rollout for applications will be December 15, 2018 and the close out date will be January 15, 2018. Meeting set for January 18, 2019 at 10:30am.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Melanie will have application together	Melanie Ross Levin	December 15, 2018

VENUE

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

Resources for decorations and food still have to be discussed.		

BUDGET COMMITTEE

DISCUSSION	Sherese and Melanie discuss the budget for the event. It is decided that the OWA will upfront the money for event because Event-brite will be used for tickets and they do not give money back until the tickets are sold. OWAA has a budget of \$500.00 to support the event. Sherese sent out the budget revenue	
CONCLUSION	Try to get as many donations as possible Sell tickets on Event Brite. Tickets would be \$20.00. Budget would include a photographer. Sherese talked about vendors she used for event last time. Decorations will be supplied by Sherese in-kind.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Sherese gave Melanie a template budge for She's on Her Way The office will provide \$500.00 from the OWAA for the She's on Her Way event. Event Brite will be used to help with ticket sales. The vendors are not asking for upfront money The vendor that will be used is Angela Delights. She does catering and Sherese used her before. The cost for 50 person was \$650.00 Sherese rounded up the cost to \$1,000.00. There were donations and in-kind money was used. Melanie discussed how to keep the cost down with less than 100 people. Sherese ask committee members to help supply items needed.	Sherese Brewington-Carr	
There are invoices in process for the event.		
NOMINATION CRITERIA		
DISCUSSION	Age group will be 18-30yoa Exhibit characteristic of good moral character, promise and hope. Committee agreed to language of moral character. Change second bullet in eligibility to Nominees must have made an important and positive impression upon the lives of others in their communities. Does the committee also get to nominate people?	
CONCLUSIONS	Age of Nominee 18-30. Change second bullet to reflect that the nominee must have positive impression upon the lives of others in their community. No member of the committee may nominate someone to She's on Her Way.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

MARKETING

COMMITTEE

DISCUSSION	To market event, Sherese would like to use the services of Shaleah Sutton who works in OWAA. Melanie would also like to use the Governor's social media page. Melanie also talked about putting out posters. The event should be advertised for 30 days.	
CONCLUSIONS	Shaleah Sutton attended meeting and was discussed that a Save the date flyer should go out with the application once it is online. Application could be out by December.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ivan Thomas will provide photography for the event. Ivan will be flexible with cost. It should be less than \$1,000.00.	Sherese Brewington-Carr	March 1, 2019

OTHER/MEETING DATES

COMMITTEE

DISCUSSION	Next meeting date will be December 12, 2018. 2:30pm-3:30pm	
CONCLUSIONS	Sherese wants to use Event Brite for tickets. Sherese will see if there are any other site they can use for tickets. The committee members were asked to donate or if they know anyone who would like to donate to contact Sherese.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
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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 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> <p>Melanie to provide fee amount from Event Brite to Sherese. Melanie to talk to Cherie about cost of event. Melanie to provide sponsorship information to the committee. Set a firm date for sending out applications.</p>