

She's on Her Way

MINUTES

DECEMBER 12, 2018

2:00P.M.

CARVEL STATE OFFICE 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 Burnett, Marian Palley, Melanie Ross Levin, Shaleah Sutton, Sobia Choudhri and Carling Ryan

Agenda topics

FINALIZATION OF APPOCATION AND LAUNCH OF EVENT

DISCUSSION	<p>Sherese asked the committee to review the application for nominations so it could be sent out online on December 13, 2018, Melanie explains the information on the application. The application closes on January 15, 2019. Carling asked if the applications closed 11:59pm on January 14th or 11:59pm on January 15, 2018. Everyone agreed to close the applications 11:59pm on January 15, 2019. The only issue with the application was the length of time someone who is nominating known the person they are nominating. It was decided to take that question out of the application. The launch date is earlier than anticipated. The launch will be on December 13, 2019.</p>	
CONCLUSIONS	<p>The application is finalized and the application will be launched on December 13, 2018.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Application to be launched on December 13, 2018	Melanie Ross Levin	December 13, 2018

RECRUITMENT

DISCUSSION	<p>The Governor's office, legislators and the three committee's members will be asked to recruit for nominations. The Governor's Office will be asked to put the graphics for the nominations on their Facebook page.</p>
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TICKET PRICING

Shereese discussed how the ticket price would affect what money can be used for the event. It was discussed to put the ticket price up to \$25.00 up from \$20.00. Everyone agreed to the new ticket price.

CONCLUSIONS	The ticket price will be \$25.00 and adjustments have to be made to the budget for the event.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
When application closes online, the committee will receive them via e-mail.	Stella Harrison	January 16, 2019
Committee will make decision on who will be nominated	Committee	January 18, 2019

DISCUSSION	Committee has to finalize what the nominating process will be once the application online has closed. It could be a rubric or instructions for evaluating the nominee. Shereese also to send a timeline to committee members
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CONCLUSIONS	Information for the timeline and Instructions for evaluation for nominees/rubric to be sent out by December 21, 2018.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send out paperwork concerning the timeline and Instructions for evaluation for nominees/rubric	Sherese Brewington-Carr	December 21, 2018

CUTLERY FOR EVENT	PERSON RESPONSIBLE	DEADLINE
The cutlery, paper plates, and napkins will be provided by committee member.	Marian Palley	February 28, 2018