

**Delaware Women's Hall of Fame Committee Meeting  
Office of Women's Advancement & Advocacy  
State of Delaware, Department of Human Resources**

Haslet Building  
122 Martin Luther King Jr., South,  
Dover, DE 19901  
Friday, January 11, 2019  
11:00 am to 12:30pm

Carvel State Office Building  
820 N. French Street, 10<sup>th</sup> Floor  
Wilmington, DE 19801  
(Via Videoconferencing)

**Attendees:**

The Honorable Nancy W. Cook  
\*D. Kay Keenan-Wilmington Videoconference  
Jackie Griffith  
Theresa Del Tufo  
Donna Masley  
Melanie Ross Levin-Wilmington  
Carling Ryan-Wilmington  
\*Chairperson

**DRAFT MINUTES**

**Call to Order & Welcome to Outside Guest**

The meeting was called to order by Kay Keenan at 11:00am. Kay Keenan thanked everyone for being there.

**Approval of Minutes from 5/4/2018 Meeting**

Kay Keenan asked for a motion to approve last month's meeting minutes. A motion to approve was made by Kay Keenan, and was seconded by Theresa Del Tufo. All in favor, none opposed.

**Updates from the Office of Women's Advancement and Advocacy.**

Melanie Ross Levin talked about the cost of having tickets sold on Eventbrite. The fees that Eventbrite charges is 3% of the ticket price, plus \$1.50 per ticket. It was suggested that fees could be passed on to the people who buy tickets. This year it is decided to put fees in the price of that the ticket. There is a program called 82 North that was talked about. They are like Eventbrite but charge 4% of the ticket price.. They also take 2.9% of each ticket plus .25 per ticket. Kay talked about the company and how it been around for 8 years and is based out of Delaware. Melanie agreed to check out the company for future ticket sales.

**Review of Sponsorship Design**

Jackie was to talk about scholarships, but she was not able to attend Melanie talked about the sponsorship policy that DHR has. Kay and Melanie will ask Jackie about speaking at the next meeting regarding sponsorships.

**Review of Hall of Fame Application**

Even though there was a good group of powerful women at the last Hall of Fame, the group voiced concerns that we didn't have enough women from the grassroots level being honored. It was discussed on how to redesign the rubric so it would be more inclusive to everyone. Some options discussed included interviewing all the top picks and requesting that the nominee does a reflection on their achievements. It was decided by the committee that people can self-nominate and or be nominated by someone else. If people self-nominate, they should have three references, articles, letter, and/or certificates to support their nomination.

If person is nominated by someone else they should do reflection page and have two documents supporting the evidence of the reflection. It was discussed by committee that they will add the words, "we may choose to call you if we need more information" to the nomination forms. Someone suggested that the reflection piece should not be mandatory. It was suggested that the committee group the applications by occupation category when we review them, so that we can make sure we have different occupations represented.

**Promotion of the 2018 inductees**

Melanie would like to use the videos from the 2018 Hall of Fame to help promote the 2019 Hall of Fame event. To do this, Melanie is looking into reediting the videos to make them more web friendly. Melanie talked about moving the area where the Hall of Fame Plagues are memorialized so that they get more attention. Melanie also talked about drafting an Op Ed for the News Journal featuring the life lessons from the 2018 Hall of Fame.

**Timing for 2019**

Melanie will request 2 ballrooms from Dover Downs. The date of the Hall of Fame is October 17, 2019. The committee would like to open submissions for nominations on April 1, 2019 and close May 15, 2019. Ticket sales would start on July 1, 2019. Unknown date when ticket sales close.

**Motion to Adjourn**

Kay Kennan motioned to adjourn

Tes Del Tufo second

None opposed all approved.

Next Meeting: February 8, 2019 11:00pm-12:30pm