

**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-Teleconference  
Jackie Griffith  
Theresa Del Tufo  
Donna Masley-Wilmington  
Melanie Ross Levin  
Carling Ryan-Wilmington  
Tara Smith  
\*Chairperson

**DRAFT MINUTES**

**Call to Order & Welcome**

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

**Introduction of Tara Smith**

Melanie Ross Levin introduced new Hall of Fame Committee member Tara Smith. Tara is in communications and will be starting a new job soon. Tara expressed she is excited to be on the Hall of Fame committee.

**Approval of Minutes from 12/14/2018 Meeting.**

Jackie motioned to approve the minutes and Nancy seconded. All in favor, none opposed

**Sponsorship Policy & Sponsorship Design**

The Department of Human Resources has a sponsorship policy that has to be used for events with the Office of Women's Advancement & Advocacy. When using sponsorship the committee have to be careful of conflicts of interest for the Department of Human Resources. In order for a sponsorship to be approved, Secretary Johnson has to sign off on all sponsorships. The office of Women's Advancement & Advocacy will process all paperwork for sponsorships.

It was suggested that the State sponsorship levels be compared to the Delaware University sponsorship levels. Jackie talks about the Delaware University Sponsorships. She explains that the sponsorship levels for Delaware University are high because the event was a ball and they had a lot of corporate donors. The committee discuss the levels of sponsorships and how they should try to get corporate sponsors.

It was suggested that individual levels could be used and past hall of famers can purchase sponsorships at \$100, \$250 or \$500. Melanie will look at Dancing with the stars to see how they used sponsorships. Melanie will redraft sponsor levels. They can be from \$250-\$2,500.

**Approval of Application**

Director asked members of the committee to look at three applications for the Hall of Fame. The three applications are Regular application, Posthumous Application and a Self-nominating application. The self-nominating application is new and the posthumous section now has a reflection section. It was agreed by the committee members that a person has to be present to get the award. It was also agreed to take the word you out of the posthumous application. If an additional family member or supporter of the nominee would like to provide any additional reflection, they should contact the office of Women's Advancement & Advocacy by May 15, 2019. The new member Tara Smith asked how many people are nominated. It was explained that five people were nominated, but only four could attend last year's event. The committee was asked if they approved of the application. The committee approved all three applications except for minor change.

**Discussion of Theme**

Committee members discuss the theme for 2019 Hall of Fame event. Melanie explained why a theme was needed. The theme last year was remarkable women. It was decided by the committee members to use the same theme for 2019.

**Key Dates**

October 17, 2019 Hall of Fame Event

April 1 thru May 15, 2019 Opening application for nominations

July 1, 2019 Ticket Sales begin

May-June pick nominees.

These dates will be worked on for the event.

Next Meeting: March 5, 2019

Jackie motioned to adjourned, Tes Del Tufo Second. All approved. None opposed.