

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

Meeting Minutes

November 08, 2019

Present: Tara Smith-Wilmington Videoconference
Nancy W. Cook
*D. Kay Keenan-Wilmington Videoconference
Donna Masley-Wilmington
Melanie Ross Levin-Wilmington
Kim Lowman-Wilmington
*Chairperson

Location: Haslet Building
122 Martin Luther King Jr., South,
Dover, DE 19901
Friday, November 08, 2019
10:00 am to 11:30pm

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

1. Welcome

The meeting was called to order at 10:00am. The Chair thanked everyone for being there. Minutes from November meeting were approved, all in favor and none opposed.

2. Review of 2019 Hall of Fame Event

The Chair congratulated the Office of Women's Advancement & Advocacy for the 2019 Hall of Fame event. The Chair shared how they enjoyed the event and how everyone she talked to had good things to say about the event. The OWAA Director shared that she received feedback that the Governor also enjoyed the event. Hall of Fame committee members shared that the event exceeded her expectations.

3. Discussion of Possible Improvements

The OWAA Director shared feedback from the OWAA staff including that photos should be done at the beginning of the event because it was difficult to hard time gathering nominees after the

event. The OWAA staff also shared the need for more lighting. The Chair mentioned that since tickets sold out early this year, it would be nice to grow the event next year and utilize another ballroom. The OWAA Director explained that ticket sales for the Hall of Fame are unpredictable and can depend on who the nominees are. The Chair suggested that people have name tags. There was discussion around name tags and how it may not work because the people who buy the tickets do not supply of the names of their guests. OWAA staff, volunteers and Hall of Fame committee were provided name tags, so people knew who to go to with their questions. It was suggested that people could bring their own name tags.

The committee discussed the videos and agreed they were done well. The videographer works for the State of Delaware and therefore OWAA did not have to pay for the service. The OWAA Director will check to see if State of Delaware will allow OWAA to utilize the videographer again next year. It was suggested that there should be a sponsor for the videos. There was a concern about having 2 bars for 350 people with the suggestion made to add a third bar.

It was suggested that the food be kept out a little longer after the program starts, so those who may come later will have the opportunity to eat. The dessert should be on the buffet table and not after the program has concluded, that way guests could eat their dessert at the table and food will not be wasted as most folks leave after the program.

The wait staff should pour the water, tea and coffee before the program starts and fill them up again once the program over. There was discussion around giving presenters and nominees more cues as to where to stand such as tape on the floor. There was a discussion around buying more items for the event such as another a Step and Repeat.

This year the event had sponsors for the first time, and it was agreed that they were included in the program tastefully. The Honorees need the names and contact numbers of the Hall of Fame Committee, so that the honorees know who the Hall of Fame members are.

4. Application Process

There was discussion around the how the application and nomination process has worked for the last two years. The committee did not like the nomination process last year and there was a suggestion that the Hall of Fame committee review 15 applications each instead of having to read all applications within a certain amount of time. There could be more than one application that OWAA could receive for any nominee. If a person is nominated, if they put in another application, they can be nominated again.

5. Dates and planning for 2020 given election year

It was suggested that the Hall of Fame application should be keep the same timeframe, however the event should take place after the 2020 elections. The Committee discussed the pros and cons of having the event before or after the election. It was suggested that November 18th and 19th could be potential dates and the availability at Dover Downs needed to be investigated. There is a draft of FAQ sheet for the applications that should be finalized soon. It was agreed that the rubric should be sent out to nominators while they are in the application process.

The meeting was adjourned, with all approved and none opposed.

Next meeting, January 10, 2020. 10:30-12:00