

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

Meeting Minutes

February 14, 2020

Present: Tara Smith
Nancy W. Cook
*Kay Keenan
Jackie Griffith
Teresa del Tufo
Melanie Ross Levin
Kim Lowman
*Chairperson

Location: Haslet Building
122 Martin Luther King Jr., South,
Dover, DE 19901
Carvel State Office Building
820 N. French Street, 10th Floor
Wilmington, DE 19801
(Via Videoconferencing)

1. Welcome

a. Approve Minutes- Minutes from previous meeting were approved, all in favor and none opposed.

2. Updates on old business

a. Finalize FAQs- This is a living document that can be added to as more questions arise. Committee members should direct people to this document that will be on the OWAA website to ensure that consistent answers are provided. A suggestion was made to add headings in order to separate the categories, into applications, committee info, and event info. if the committee gets questions that aren't on the list, be sure to tell OWAA so that they can be added to the list. There was a motion to accept FAQs, and the motion carried with all in favor, none opposed.

3. Discussion of new business

a. Review of Application Questions -Discussion around the benefits of combining all three applications into one. While it keeps the process simpler, options would need to be discussed with IT around how to delineate self, posthumous, and regular applications. There

are a few differences in the applications, but an effort will be made to consolidate them. The committee is comfortable with whichever application process works best for OWAA as far as what IT says about offering check boxes (living, deceased, self-nomination). The Committee reviewed several examples from other states and the National Women's Hall of Fame and discussed ways to enhance the current application. There was a suggestion made to add language that asks that biographical information is not repeated in other sections. The group spoke about having more context about why a nominee's achievement is unique. How has she inspired others? The Committee discussed consolidating application questions in order to simplify the process and elicit more unique answers. The Committee decided to focus the questions on the evidence of a nominee's achievements, the ways in which she has raised social consciousness or advanced women's rights, and a unique story that illustrates why the nominee should be inducted including any obstacles or barriers that were overcome. The Committee worked to settle on the final language for the three questions that would be included on the application. A motion to accept the revised language on the application was made and carried with all in favor and none opposed.

- b. Review of rubric- There was a discussion on how to revise the rubric. A suggestion made to make the score out of 100, increasing the spread of scores. While more range might be beneficial, up to 25 points per question, some members preferred not to have such a wide spread. The current rubric measures are between 1-4 and after a rich discussion, the Committee decided to use a 0-4 scale to offer a little more range. There was a motion to change the rubric scoring as well as fine tune the descriptions to match the final question language as appropriate, and the motion carried with all in favor and none opposed. There was also a suggestion made to look at an example from Texas that would help make the application process clearer for nominators by including what types of support the Committee is looking for in an application.

4. Website/Display/Branding updates

- a. OWAA has started the process of gathering information about past nominees and talking with GIC to develop a website just for Hall of Fame. Website is a long-term project but we're working on it. OWAA is thinking of this as a joint project with Delaware Public Archives and the Division of Historical and Cultural Affairs since really it is relevant to all three agencies.
- b. The Committee discussed how the event is in good shape but how do we honor nominees after the event. OWAA met with Division of Historical and Cultural Affairs about updating the display of all nominees that is currently located on the 4th floor of Carvel and they agreed to update the display. OWAA would also like a meeting with OMB to discuss moving the display from the 4th floor to the Mezzanine level where it is much more likely to have the public see it. The new plaques have been installed in Legislative Hall.
- c. GIC is also working on a branding guide for Hall of Fame so that there is consistent branding over time. We will have a HOF banner/sign for the event this year with the new brand colors/logo. The branding guidelines will be sent out soon. GIC is also giving OWAA templates that can be used for a variety of communications since the office is so small, we

need staff that do more than design and OWAA would like to build our internal capacity to do more things like graphics and flyers. OWAA is looking to hire someone that would work more on events in addition to communications work instead of just focusing on design.

- d. OWAA also discussed a spotlight of committee members on social media. OWAA will send interview questions to the committee, so that OWAA can showcase the committee and get the word out about Hall of Fame. All committee members stated that they are willing to participate.

5. Next steps- The committee will meet next on March 13.

6. Public comment- No members of the public present

7. Adjournment- Motion to adjourn, all in favor and none opposed.