

ARLINGTON COUNTY COMMISSION ON THE STATUS OF WOMEN
 PLANNING MEETING: **MINUTES**

Date: Sunday January 14, 2024
Time: 1:00-5:00 pm
Location: Arlington Mill Community Center, Room 527

1. 2024 Overview

Topic: Commission Events, Activities, and Priorities (Caroline)

Key Dates	Activities	Notes
January 11	Commission Meeting	Canceled
January 14	Planning Meeting/Retreat	
February 8	<i>Commission Meeting</i>	
February - March	County Budget	Policy and Research
March 14	<i>Commission Meeting</i>	
March 20	Women of Vision Awards	WOV Committee
April	Sexual Assault Awareness and Prevention Month (SAAPM)	Forums and Special Events
April 11	<i>Commission Meeting</i>	
April 25	Take Back The Night	Forums and Special Events
May 9	<i>Commission Meeting</i>	
June 13	<i>Commission Meeting</i>	
July 11	<i>Commission Meeting</i>	
August 8	<i>Commission Meeting</i>	Canceled
August 14-18	County Fair	Forums and Special Events
September 12	<i>Commission Meeting</i>	
September - October	Legislative Priorities	
September TBD	50-Year Anniversary Party	
October 10	<i>Commission Meeting</i>	
November 14	<i>Commission Meeting</i>	
December 12	<i>Commission Meeting</i>	

Action: Courtney/Caroline/Marguerete to send reminder email to Commissioners about meeting attendance and Board requirements for in-person quorum in order to allow virtual Commissioner participation.

Action: Caroline to create shareable announcement of CSW priorities and key events for 2024; tie back to County Fair survey results and link survey for additional input (Arbora).

Topic: Organizational Structure to Manage Ongoing Activities (Caroline, Marguerete)

Executive Committee

Caroline Romano, Chair and Marguerete Luter, Vice Chair

Communications Department

Jeanine Finch and Jinder Gill, Co-Directors

- In collaboration with Department Directors and Committee Chairs, create and post (or send to account POCs) social media content, and develop press releases and event announcements.
- Organize and maintain a repository of event photographs.
- Maintain Commission contact lists.

Policy and Research Department

Rachel Johnston and Jordan Stevenson, Co-Directors

- Review County Manager's proposed annual budget and develop budget testimony.
- Research legislative issues and develop annual legislative priorities for submission to the Board.
- Research and compile sexual violence crime statistics.
- Sponsor task forces for special interest topics like the Revenge Porn Task Force, as appropriate.

Forums and Special Events Department

Arbora Johnson and Marguerete Luter, Co-Directors

With: Susan Strauss and Jinder Gill

Jeanine Finch, WOV Committee Chair

- Review community calendars for potential outreach events.
- Liaise with other Arlington commissions and groups.
- Establish and maintain rapport with other women's commissions to leverage relationships and resources.
- Organize outreach activities (e.g., SAAPM and County Fair).
- Establish Committees, and Committee Chairs, for larger events like Women of Vision Awards Committee.

Action: Jinder to add leadership positions (and Commissioners) to Linked In organizational description.

2. 50th Anniversary

Topic: Roster Research Activities (Caroline) and Historian Project Updates (Arbora)

Action: Courtney to reach back to the County Board Office about prior year Commission rosters and follow-up with contact about 1988-1996 file/font issues.

Topic: Celebrating Our 50-Year Anniversary (Brainstorming Session)

50-Year Anniversary Celebration

- Timing: September/October 2024
- Venue: Marymount
- Vibe: Sophisticated, elevated with food and beverages
- Program: Not too formal; focus on exhibit (visual archives and digital profiles); maybe trivia
- Support: Ask County to donate exhibit materials (poster sized prints of profiles)

Action: By May 9 meeting, establish a 50-Year Anniversary Celebration Committee and assign Committee Chair.

WOV Event as Kick-Off for 50-Year Anniversary

- Compile full roster of Commissioners from 1974-2024, noting Chairs = "The List"
- Identify WOV awardees (on County website) and review available profiles
- Invite past WOV awardees; attendees to wear name tag banner (gold)
- Invite past Commissioners; attendees to wear name tag banner (purple)

Research Activities

Action: Marguerete to research her files for 1) Commission rosters and 2) WOV awardee profiles and send them to a shared folder.

Action: Caroline to complete historical minutes research for years 1997-2009, and with input from Courtney, complete years 1988-1996.

Operation Decade Deep Dive

Action: Caroline to create submission template and shared folder and modify roster research spreadsheet to include columns for "Commissioners" and "Chairs" to coincide with each year.

Action: By February 8 meeting, for each decade assigned, 1) identify approximately 3-7 former Commissioners to be highlighted in notable Commissioners profile project; 2) write short paragraph about Commissioner's noteworthy contributions during that decade; 3) obtain photo (optional); and 4) obtain contact information (optional and extra credit). Information compiled should be submitted to a shared spreadsheet. Decade assignments:

1970s Marguerete and Rachel

1980s Jinder (1988-89 TBD)

1990s Arbora and Jade (1990-96 TBD, 1997-99 coming soon via Caroline)

2000s Caroline (2001-09 coming soon via Caroline)

2010+ Jeanine

3. Women of Vision Awards

Topic: Committee Chair Updates (Jeanine)

- Venue
- Application/selection process
- Sponsorships
- Event planning and execution

Action: Jeanine to update project plan and report back with venue availability.

4. Sexual Assault Awareness and Prevention Month

Topic: Sexual violence statistics in ARL and Take Back The Night and other SAAPM activities (Caroline)

Action: At the February 9 meeting, brainstorm venue/location options for TBTN.

5. Communications Strategy

Topic: Phase 1 (assemble and access accounts) updates

- Email: cswarlington@gmail.com (Caroline, Marguerete)
- Instagram: cswarlington (Caroline)
- Facebook: arlingtoncsw (Caroline)
- Linked In: Arlington County Commission on the Status of Women (Caroline, Marguerete, Jinder)

Action: At the February 9 meeting, continue discussions about communications strategy.