

## **COMMITTEE ON THE STATUS OF WOMEN**

Kalana O Maui, 9<sup>th</sup> Floor, Conference Room

Tuesday, March 16, 2010

Minutes

### **I. Call to order and establishment of quorum**

Chair Prey called the meeting to order at 12:00 p.m.

Present: Chair Lois Prey, Vice-Chair Margaret Bruck, Suzanne Hobbs, Barbara Potopowitz, Jenilynne Salvador, Carol Summers

Staff: Darlene Endrina (Mayor's Executive Assistant)  
Jeff Ueoka (Deputy Corporation Counsel)  
Emme Cabacungan (Administrative Assistant)

### **II. Approve minutes from the January 19, 2009 meeting**

Chair Prey requested a correction in the minutes under section VIII. Call for Chair and Vice Chair Nominations for 2010-2011 Term on page 5. Chair Prey explained that she had nominated Ms. Salvador for Vice Chair not Chair. Also, she had nominated Ms. Hobbs for Vice Chair.

Ms. Summers moved to approve the January 19, 2010 meeting minutes. Vice-Chair Bruck seconded the motion. The minutes were approved unanimously.

### **III. Discuss and Approve Chair and Vice Chair Nominations for 2010-2011 Term**

Chair Prey amended the agenda to move Item IX to become Item III.

Ms. Summers reviewed the nominations for Chair and Vice Chair from the February meeting. Ms. Potopowitz was nominated for Chair. Vice Chair Bruck and Ms. Hobbs were nominated for Vice Chair.

Ms. Hobbs discussed her nomination with the Committee and declined the nomination for the 2010-2011 Term.

Mr. Ueoka suggested re-nominations for Chair and Vice Chair.

Ms. Summers nominated Ms. Potopowitz for Chair. Ms. Hobbs seconded the nomination. Chair Prey called for the vote. Members unanimously approved Ms. Potopowitz as its 2010-2011 Chair.

Ms. Summers nominated Vice Chair Bruck for Vice Chair. Ms. Potopowitz seconded the nomination. Chair Prey called for the vote. Members unanimously approved Vice Chair Bruck as its 2010-2011 Vice Chair.

### **IV. Correspondence Received**

- **Outgoing Committee Members Memorandum from Mayor Charmaine Tavares dated March 1, 2010**

There was no discussion under this agenda item.

**V. Report from State Commission on the Status of Women Representative Anna Mayeda**

Ms. Mayeda reported that the State Commission was able to fund the "2010: Writing Women Back into History" booklet and would be able to fund the Women's Resource Guide as well. The Committee would have to add the State Commission in the Resource Guide along with voter information. The Committee will need to have the Resource Guide printed before June 30, 2010 for the State Commission to fund the printing. Invoices must be submitted before June 30, 2010 to lock in the money from the State Commission for this fiscal year.

State initiatives to be aware of are Equal Pay Day and voter registration.

If there are any program-related funds that the Committee would like to request, it should be done before the end of this fiscal year (by June 30, 2010).

Chair Prey inquired how much money the Committee can ask for.

Ms. Mayeda advised the Committee that the State Commission would fund the Resource Guide, but she did not ask for any more funds other than getting reimbursed for the reception (program-related items: paper goods, program printing).

The next meeting for the State Commission will be in early June.

On the State level, there is discussion on equal rights for women in professional surfing.

The neighbor island Committees on the Status of Women seem to be more active than Oahu.

**VI. Women's History Month 2010**

- **Review of Women's History Month Event**

Chair Prey inquired about having complete contact information on the nomination forms.

Ms. Potopowitz discussed forms submitted without photographs. She recommended that forms will only be accepted with a photograph attached along with complete contact information (phone numbers, addresses, etc.).

Chair Prey informed the Committee that the input of the individual she had talked to said that this event should be every year. They had suggested it be every other year or every three/four years.

Vice Chair Bruck shared with the Committee that she saw so many happy faces at the event and overall she was glad the Committee had done the event.

Ms. Summers enjoyed the fact that it was such a diverse group of women. It was local, intimate, and universal.

Ms. Endrina suggested that during the event there should have been more chairs/benches for the attendees with walkers and canes waiting outside the facilities before the event started. Ms. Salvador advised that it was not a problem in those cases for attendees to go inside to sit down and that chairs were borrowed from another facility to accommodate the large number of attendees.

The Committee discussed having a larger facility if they were to hold the event in future years, nomination forms will need to have all information filled out and a picture before it is accepted, firm deadlines, a firm number of women who will be honored, and the number of guests an honoree will be able to bring.

Ms. Mayeda suggested that the Committee should have had a sign-in sheet at the event and also invited any of the attendees to the Committee meetings. The Committee could have possibly asked for volunteers for future events.

Ms. Mayeda asked the Committee what they thought of the program and how it went.

Chair Prey had heard comments that it was a very good program.

Ms. Summers suggested that it would have been nice if there was a little bit more to say in the beginning about the Committee and why we did the event and that in the end of the program the Committee members should have been recognized.

Ms. Hobbs appreciated the speed of the program because there were so many honorees and the slide show was great but possibly next time it could flash during the reception with everyone in the room.

Vice Chair Bruck suggested that when an honoree is called up, their information could be flashed up on the slide show.

Ms. Mayeda suggested that instead of just reading the honorees' names, there could be another person stating why they are being honored.

Ms. Hobbs liked the name tags of the honorees being different from the name tags of the guests.

Ms. Cabacungan was asked to mail out all materials (booklet, certificate, program, leis) to all the women who were unable to attend the event. Ms. Potopowitz suggested on sending the booklets of women that were honored and passed away to the person who nominated them or their family member. Ms. Endrina suggested that the Committee contact the individuals that submitted nomination forms of deceased honorees to find out who to send their materials to.

Vice Chair Bruck inquired about how to get the pictures of the event and if they could be posted on the website. Ms. Cabacungan to check with PIO. Ms. Hobbs to post on Shutterfly website.

Ms. Potopowitz suggested setting up a subcommittee six months ahead of the event to organize the nomination process of women being honored.

Ms. Mayeda suggested asking the women that were honored this year if they would like to go into the community and educate on their roles in the community.

Ms. Potopowitz discussed sending a letter from the Committee to the honorees stating that the Committee would like to continue the efforts and highlight accomplishments and achievements and this is what we are thinking, would you be interested. Another letter could be sent out to the people who attended the event saying thanks for coming to the event and ask if they would be interested in volunteering for the Committee.

Vice Chair Bruck briefed members on who thank you letters were going out to and who would sign them. Thank you letters shall be sent to: group making the leis, persons donating money for leis, MEDB for donating facilities, and persons donating food and refreshments. Chair Prey and Ms. Potopowitz will be signing the letters.

- **Distribution of 2010: Writing Women Back into History Booklet**

Chair Prey inquired how many booklets were printed and what the cost was. Ms. Potopowitz advised the Committee that there were 150 booklets printed and the cost was \$1,000.

Vice Chair Bruck questioned what would be done with the extra copies of the booklet and if the Committee would like to try and send the booklet out to the schools with some recommended curriculum.

Ms. Hobbs suggested tying in the booklet with schools' career days.

Ms. Potopowitz suggested sending copies to the Maui County libraries with a letter stating that the booklet could be placed in their reference section. Ms. Potopowitz will draft the letters to the libraries.

## **VII. Discuss Women's Health Fair 2010**

Chair Prey advised the Committee that the health fair is scheduled for September 11, 2010.

Ms. Mayeda informed the Committee that the Oahu Committee organized a series of workshops on focusing on health by learning how to garden and farming. They try to focus on health, but not necessarily on doing a health fair.

Ms. Salvador suggested that the Committee get together with the Maui Business and Professional Women (BPW) to do a women's health month workshop and include financial information.

Ms. Mayeda stated that the Committee should not be doing all the work when doing the health fair. The Committee should be organizing and mobilizing the community. Each Committee member could possibly select an initiative and oversee it and try and get the community involved within that initiative.

Ms. Potopowitz suggested that Committee members could brainstorm for the next meeting if the health fair is something the Committee would like to continue doing or if there are other ideas they would like to do.

#### **VIII. Discuss Women's Resource Guide**

Chair Prey questioned whether the Committee should do a resource guide this year or not.

Ms. Potopowitz stated that she thinks the Committee should do one for this year because there is funding from the State Commission.

Vice Chair Bruck stated that all members would call organizations they were assigned to and update contact information, and also get website information if available.

Ms. Potopowitz to contact Ms. Summers to check if she had gotten the updated contact information of organizations that were assigned to her.

Ms. Salvador to create layout of the Resource Guide. She will be e-mailing Committee members a spreadsheet in which they will be able to input updated contact information from the organizations.

- **Action Plan for Distribution**

There was no discussion under this agenda item.

#### **IX. Draft Budget Request**

- **Fiscal Year 2010 (July 01, 2009 – June 30, 2010)**

Ms. Cabacungan distributed updated budget to Committee members.

- **Fiscal Year 2011 (July 01, 2010 – June 30, 2011)**

There was no discussion under this agenda item.

#### **X. Discussion on Goals of the Committee**

- **Review Committee Mission Statement**

There was no discussion under this agenda item.

#### **XI. Determine next meeting date and agenda**

The next meeting date is Tuesday, April 20, 2010, at noon.

Chair Prey would like to remove the item IX. Draft Budget Request.

Ms. Potopowitz would like to add Equal Pay Equity Day – April 20, 2010.

#### **XII. Adjournment**

The meeting adjourned at 1:23 p.m.

