I. Call to order and establishment of quorum

Chair Prey called the meeting to order at 12:15 p.m.

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

Staff: Darlene Endrina (Mayor’s Executive Assistant)
Shelley Pellegrino (Mayor’s Executive Assistant)
Kimberly Sloper (Deputy Corporation Counsel)
Emme Cabacungan (Administrative Assistant)

Excused: Eleanora Cochran and Suzanne Hobbs

II. Approve minutes from the January 19, 2009 meeting

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

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

Ms. Mayeda advised the Committee that the State Commission on the Status of Women would be meeting on Friday, February 19, 2010, and that she would be showing the draft of the booklet to the State Commission.

State Commission Sharon Ferguson-Quick has decided to cancel the reception for Women’s History Month on Oahu. Ms. Ferguson-Quick felt that in light of the economy, a lavish reception might be portrayed negatively by the public, and the money could be better used for funding other programs.

Ms. Mayeda also thanked the Committee for addressing the Baldwin High School Girls Softball Team field issue. She will be reporting back to the State Commission that the Committee addressed and followed up on the issue.

IV. Women’s History Month 2010

- Proclamation from Mayor for Women’s Health Month

There was no discussion under this agenda item.

- Selection of Award Recipients

Vice Chair Bruck suggested that members of the Committee should not be nominated to be in the booklet over concerns that may arise due to nepotism. The Committee then discussed the nomination of Chair Lois Prey. Ms. Pellegrino advised Committee members that they would need to decide what their boundaries are for award recipients.
Ms. Salvador moved that an active Committee member should not be eligible to be an award recipient. Ms. Summers seconded the motion.

Ayes: Vice Chair Bruck, Ms. Salvador, Ms. Summers.
Nays: Ms. Potopowitz
Abstention: Chair Prey

The motion did not pass.

Ms. Pellegrino advised the Committee that the motion did not pass because a majority of the number of members is required for a motion to pass. She also advised that the nomination of Chair Prey had not been moved to be accepted either.

Ms. Potopowitz asked whether the Committee would need a vote to approve all the women that will be in the booklet. Ms. Pellegrino stated that all nominations should be voted on by the Committee, but that not all submissions for the booklet had been turned in.

Ms. Sloper advised Committee members that they could vote on the nominations that had been turned in along with any other nominations that come in after the meeting. Any action taken by the Committee will need to be voted on.

Ms. Summers asked Chair Prey if she would be willing to withdraw her name from the nominations. Chair Prey agreed.

Ms. Potopowitz moved to approve the nominations that have been submitted, and also to include any nominations that are received by the February 16, 2010 deadline. Ms. Summers seconded the motion. The motion passed unanimously.

- Approval of Items Presented by Subcommittee in the January Meeting
  - Layout of Booklet
    
    Ms. Potopowitz discussed the booklet draft. She advised the Committee that there would be more honorees to include in the booklet.

    Ms. Potopowitz suggested the Committee honor all the women nominated, instead of picking 30 women to honor.

    Vice Chair Bruck suggested on adding the past Circle of Women recipients to the booklet, but that there is little information found on why these women were nominated. Ms. Pellegrino stated that the Committee members could speak with Wallette Pellegrino who had an instrumental role in creating the Circle of Women.

    Ms. Salvador suggested on taking out “submitted by” (i.e., the names of the individuals who submitted nominations) in the booklet. Committee members agreed on eliminating that phrase from the booklet.

    Ms. Mayeda asked when the final draft of the booklet is due to the printer. Ms. Potopowitz advised the deadline is Monday, March 1.
### Reception Details

Ms. Pellegrino advised the Committee that Mayor will not be available to attend the reception on March 3, 2010, but she would be available the following week.

Ms. Potopowitz suggested that Committee change the reception date to accommodate the Mayor’s schedule. Ms. Salvador advised the Committee that Tuesday, March 9 is available for use of the conference room. The Committee changed the date of the reception date from Wednesday, March 3 to Tuesday March 9.

Ms. Salvador informed the Committee that set-up for the event should begin at 3:00 p.m. on March 9.

Ms. Pellegrino agreed to revise the invitation letter. Ms. Cabacungan will mail out the invitations for the event.

The Committee agreed to send invitation letters to the nominees, persons whom submitted nominations, Executive Director Sharon Ferguson-Quick, persons donating to the Committee, and Council Members.

### Event Budget

Vice Chair Bruck advised the Committee that she was quoted $5.00 per lei from a vendor in China Town, Oahu. The Committee would need to get the leis over to Maui via Hawaiian Airlines.

Ms. Mayeda suggested on trying to find a sponsor for the leis. The Committee could acknowledge the sponsor in the booklet. Ms. Mayeda stated that she would follow up with potential sponsors. Ms. Summers agreed to ask her contact person to sponsor leis if Ms. Mayeda is unable to locate a sponsor.

Ms. Potopowitz inquired whether the Committee had a budget of $300.00 for the leis. Ms. Pellegrino advised that the Mayor asked that the Committee purchase the leis and submit the receipt to the Mayor's Office. The money for the leis would come out of the Mayor's budget or her own pocket.

Ms. Salvador informed the Committee that the subcommittee would like all members to donate $25.00 towards some type of appetizer or dessert for the event.

**Committee Members to Donate:**

- Ms. Salvador – Drinks, Napkins
- Ms. Summers – Cheese Cookie
- Chair Prey – Brownies
- Vice Chair Bruck – Flowers
- Ms. Potopowitz – Cookies
V. Review Correspondence Received

- County of Maui Equal Employment Opportunity / Affirmative Action Policy Statement from Mayor Charmaine Tavares

  Committee members acknowledged that they have received and reviewed the policy statement.

VI. Discuss Women’s Resource Guide

Chair Prey advised Ms. Summers of the section in the Women’s Resource Guide she would be updating contact information because she was not present at the last meeting when member assignments were distributed. Chair Prey will be updating Ms. Cochran’s portion of the Women’s Resource Guide due to her resignation.

Ms. Pellegrino recommended that members ask the organization they call whether they can recommend any other organizations for inclusion in the Resource Guide. She also advised Committee that there is no money available from the Mayor’s Office to print the Resource Guide and that Committee members should try to seek donations to offset the cost.

Ms. Salvador asked if the Committee could make this resource guide available on the website.

Ms. Mayeda to check with the State Commission on the Status of Women for funds to print the resource guide.

The Committee agreed to table the discussion to the March meeting.

- Action Plan for Distribution

  There was no discussion under this agenda item.

VII. Draft Budget Request

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

  Ms. Cabacungan will bring revised budget to the March meeting.

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

  There was no discussion under this agenda item.
VIII. Call for Chair and Vice Chair Nominations for 2010-2011 Term

Ms. Summers nominated Ms. Potopowitz for Chair. Chair Prey seconded the nomination.

Ms. Potopowitz advised the Committee that during the summer time she travels to Connecticut. It will be from the end of June till the second week of September.

Chair Prey nominated Ms. Salvador for Vice Chair. Ms. Salvador declined the nomination. Chair Prey also nominated Ms. Hobbs for Vice Chair.

Ms. Salvador nominated Vice Chair Bruck for Vice Chair. Ms. Summers seconded the nomination.

The Committee will hold elections at its March meeting.

IX. Discussion on Goals of the Committee

- Review Committee Mission Statement

  There was no discussion under this agenda item.

X. Determine next meeting date and agenda

The next meeting date is Tuesday, March 16, 2010, at noon.

XI. Adjournment

The meeting adjourned at 1:33 p.m.