

MEETING MINUTES
ST. MARY'S COUNTY COMMISSION FOR WOMEN
MONDAY – JANUARY 13, 2014
ROOM 14 POTOMAC BUILDING * LEONARDTOWN, MARYLAND

CALL TO ORDER – The Chair called the meeting to order at 5:32 p.m. (This is a recorded meeting)

ROLL CALL – Members present were Kyle Bishop – Chair, Elizabeth Servello – Vice Chair, Norma Pipkin, Karen Ann Talbott, Terry Hall, Mary Ludwig, Marta Kelsey, Stephanie Figeroux, and Katie Werner – Secretary. Makeba Atkins and Elisa Height were absent. Department of Aging and Human Services staff members present were Lori Jennings-Harris – Director and Amber Norris – Office Manager and Recording Secretary.

OTHER ATTENDEES – Lynn Fitrell – Commissioner on the Maryland Commission for Women was present.

APPROVAL OF THE MINUTES – Motion to approve the November 4, 2013 minutes was made by Ms. Werner and seconded by Ms. Pipkin, the motion passed.

BUDGET REPORT –

Account	Budget	Balance
Office Supplies	\$200.00	\$200.00
Printing	\$200.00	\$200.00
Supplies & Materials	\$400.00	\$280.00
Food	\$300.00	\$15.00
Other Contract Services	\$2500.00	\$2500.00
Copier Services	\$200.00	\$200.00
Conferences & Conventions	\$450.00	\$450.00
Awards	\$250.00	\$250.00
Total	\$4500.00	\$4095.00

DISCUSSION OF OLD BUSINESS –

- Charlotte Hall Veterans Home Outreach Activity – Ms. Talbott and Ms. Servello stated the outreach activity went well; flowers and certificates were given to thirty recipients. Ms. Talbott shared with the commission a letter of appreciation from Mike Farr, Deputy Director of the Veterans Home Program.
- Resource Cards – The “shoe” cards are finalized; Ms. Talbott will test print the cards and follow-up with Ms. Norris for printing. The Human Services Division will print the cards in-house.
- Lifetime Achievement Award – A nominee was selected by the committee; Ms. Hall will contact the award recipient to conduct an interview.
- Banquet Planning Update – Ms. Bishop will contact Tony Jones, Public Information Officer, to assist with publicizing the event. Ms. Servello will contact the school counselors to assist with gathering nominations from the school system. Plaques will be made for the recipients; the commission used Chesapeake Trophy by Design in previous years. Ms. Ludwig offered music entertainment services for the event. Ms. Bishop is working to secure judges for the two

categories of awards. Ms. Hall will provide photography services for the banquet. Ms. Talbott has been in contact with the Chef at the James A. Forrest Career and Technology Center to discuss dinner selections for the event as well as flower arrangements. Ms. Norris will update the commission regarding nominations received by January 24, 2014.

DISCUSSION OF NEW BUSINESS –

- 2013 Annual Report – Ms. Krumenacker, former Chair, completed the 2013 annual report. The report will be e-mailed to the commission members for review.
- Women’s Wellness Day – Ms. Bishop distributed information on the Women’s Wellness Day to be held on February 22, 2014. The commission will decide if a member will attend to set-up a booth.
- Family Violence Coordinating Council – The next FVCC meeting will be held January 22, 2014 at 5:00 p.m. in room 14, Ms. Talbott will attend.
- Commission Facebook Page – The commission discussed creating a Facebook page and was well received by the membership. Ms. Werner and Ms. Bishop will review the County’s Social Media Policy.

CALENDAR –

- The Women’s History Month Banquet will be held on March 20, 2014 at the James A. Forrest Career and Technology Center. A subcommittee will meet on February 3, 2014 to discuss banquet planning.

NEXT MEETING – February 10, 2014 in room 14 of the Potomac Building at 5:30 p.m.

ADJOURNMENT –

- Ms. Werner made a motion to adjourn the meeting at 6:39 p.m. and Ms. Bishop seconded, the motion passed.