



ST. MARY'S COUNTY COMMISSION FOR WOMEN

DATE: April 16, 2018 at 5:30 p.m. Room 14, Potomac Building

PRESENT: Norma Pipkin (Chair), Erin Walker (Vice-Chair), Katie Werner (Secretary)Marta Kelsey, Jennifer Brown, Juanita Nether, Beth Knisley, Joanna Colvin, Diane Danaher, Brenda Scheufele, Cynthia Brown (Division Manager), and Debra Kane.

ABSENT: Mary Ludwig

Item # 1

Motion: A motion was made to accept the March 19, 2018 meeting minutes and notes (notes provided by CFW Secretary).

By: Beth Knisley

Second: Marta Kelsey

For: All

Against: None

Item # 2

Motion: Norma Pipkin be reimbursed \$30.00 for postage she paid when she order the posters

By: Marta Kelsey

Second: Beth Knisley

For: All

Against: None

Item # 3

Motion: That we purchase 500 Teen Shoe cards @ \$0.10 each from the Maryland Network

By: Brenda Scheufele

Second: Beth Knisley

For: All

Against: None

Item # 4

Motion: That we spend \$500 on the purchase of flashlights as promotional materials.
By: Brenda Scheufele
Second: Beth Knisley
For: All
Against: None

Item # 5

Motion: To spend \$300 for the purchase of books for elementary age students for the library.
By: Brenda Scheufele
Second: Erin Walker
For: All
Against: None

Item # 6

Motion: To spend \$300 to purchase phone wallets as promotional materials.
By: Brenda Scheufele
Second: Beth Knisley
For: All
Against: None

Item # 7

Motion: To spend \$200 to purchase 1,000 magnets as promotional materials
By: Beth Knisley
Second: Joanna Colvin
For: All
Against: None

Item # 8

Motion: To purchase business card holders not to exceed \$20.
By: Marta Kelsey
Second: Juanita Nether
For: All
Against: None

Item # 9

Motion: That we purchase scrapbooks not to exceed the sum of \$100.
By: Joanna Colvin
Second: Katie Werner
For: All
Against: None

Item # 10

Motion: A motion was made to adjourn the meeting at 6:30 p.m.
By: Katie Werner
Second: Erin Walker
For: All
Against: None

Notes from the
St. Mary's County Commission for Women Meeting
April 16, 2018

Budget Meeting

Norma Pipkin called the meeting to order at 4:40 p.m. Members present were: Norma Pipkin (Chair), Erin Walker (Vice-Chair), Katie Werner (Secretary), Joanna Colvin, Marta Kelsey, Beth Knisley, Juanita Nether and Brenda Scheufele. Jennifer Brown, Diane Danaher and Mary Ludwig were not able to make the meeting.

Banquet - It looks like the proceeds from the banquet are \$2,472.42; this figure includes \$210.00 in donations received on the night of the event. There were an additional \$650.00 in donations given directly to College of Southern Maryland for the scholarship. The scholarship fund is currently at \$12,377.98; once it reaches \$15,000.00 it will be an endowed scholarship. Marta Kelsey is going to check with the College to see if it becomes endowed now whether scholarships can be granted in the fall.

We then discussed items for purchase before the end of the fiscal year:

1. Marta Kelsey moved and Beth Knisley seconded that Norma Pipkin be reimbursed \$30.00 she paid for postage when she ordered posters (the posters were free of charge).
2. Brenda Scheufele moved and Beth Knisley seconded that we purchase 500 cards from the Maryland Network (cost of each card is \$0.10).
3. Brenda Scheufele moved and Beth Knisley seconded that we spend \$500.00 for the purchase of flashlights.
4. Brenda Scheufele moved and Erin Walker seconded that we spend \$300.00 for the purchase of books for elementary age students for the public library

Norma Pipkin will check with the Printing Press on the cost of printing 1,000 brochures.

5. Brenda Scheufele moved and Beth Knisley seconded that we spend \$300.00 to purchase phone wallets. Marta Kelsey found some at the cost of \$1.49 each.
6. Beth Knisley moved and Joanna Colvin seconded that we spend \$200.00 to purchase magnets; this should purchase 1,000 magnets. All voted in favor of the motion.

Regular Business Meeting

Norma Pipkin called the meeting to order at 5:39 p.m. Members present were: Norma Pipkin (Chair), Erin Walker (Vice-Chair), Katie Werner (Secretary), Jennifer Brown, Joanna Colvin, Diane Danaher, Marta Kelsey, Beth Knisley, Mary Ludwig, Juanita Nether and Brenda Scheufele. Also present were Cynthia Brown and Debra Kane. Mary Ludwig was unable to attend the meeting.

Minutes and Notes – Beth Knisley moved and Marta Kelsey seconded that the minutes from the March 19, 2018 meeting be accepted as submitted.

Budget – See notes from Budget Meeting. Additional discussion. Cynthia Brown advised that May 15, 2018 is the deadline to make purchases prior to the end of the fiscal year.

7. Marta Kelsey moved and Juanita Nether seconded that we purchase business card holders not to exceed the sum of \$20.00
8. Joanna Colvin moved and Katie Werner seconded that we purchase scrapbooks not to exceed the sum of \$100.00

Committee Reports

Banquet – Jen Brown will work on preparing a press release. Unfortunately there has been no publicity in the local media about the banquet.

Healthy Relationships – All programs scheduled for the week of March 20th were cancelled. Norma Pipkin had a brief meeting with Mr. Wyant and she reports that he is overwhelmed. She thinks that “Don’t You Love Me” will be presented to 8th graders in June. Mr. Mitchell has been contacted about coming the 1st week of June; though nothing is definite. Members feel it is important to have the program presented this year. Norma will draft a letter.

Old Business

Pay Equity Proclamation – We had a good turnout for the proclamation on April 3rd, and everyone wore red.

Date for Presentation of the Check to College of Southern Maryland – Lori Jennings-Harris had mentioned she would like to see the presentation done differently this year. Cynthia Brown will check with Lori. More publicity would be good.

Listening Tour – Norma did not have any updates. Cynthia noted that she has contacted Yvonne Dawkins to schedule a meeting regarding current available resources; no date has been set.

New Business

Committee to Plan Retreat - Possible dates for our retreat are July 14th or the 21st. Members are asked to check their calendars and let Norma know which date(s) is best for them. Beth Knisley and Juanita Nether volunteered to be on the committee to plan the retreat; Beth also volunteered to host the retreat at her home in Avenue, MD. It would be nice to have another Commission member work on the retreat planning; if you're able to help please let Norma know. During the retreat we discuss priorities, hold election of officers. Usually all day (until 2 or 3) on a Saturday.

Vote on Motions:

Each motion not previously voted on was put to a vote.

1. All voted in favor of the motion.
2. All voted in favor of the motion.
3. All voted in favor of the motion.
4. All voted in favor of the motion.
5. All voted in favor of the motion
6. This motion was voted on during the budget meeting.
7. All voted in favor of the motion.
8. All voted in favor of the motion.
9. Minutes from March 19th meeting: all voted in favor of the motion.

Upcoming Events:

May 7, 2018 - Meeting (5:30 p.m.) NOTE NEW DATE (CHANGED FROM MAY 21ST)

June 18, 2018 - Meeting (5:30 p.m.)

July - TBD - Annual Retreat

Katie Werner moved and Erin Walker seconded that the meeting be adjourned. All voted in favor of the motion. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Katie Werner, Secretary

**OUR NEXT MEETING IS MAY 7, 2018
5:30 P.M., POTOMAC BUILDING, ROOM 14**

SEE YOU THEN ☺