

Virginia Council on Women

Capital One Downtown Office ~ 200 S. 10th Street, Suite 801 Richmond, VA 23219

Draft Minutes- September 18, 2013

10:00AM – 1:00 PM

Attending:

Tracy Key
Theresa Preda
Dawn James
Jeff Caruso
Rita Surratt
Bakula Dave
Ruth Zajur
Ann Harbour
Carey Sousa
Lis Bresee
Nicole Neily

Staff: Jenni Aulgur

The meeting was called to order at 10:10am by Chairwoman Tracy Key, who also welcomed the council members and staff present.

A motion was made by Tracy Key and seconded by Dawn James to adopt the meeting agenda. The motion carried.

A motion was made by Ruth Zajur and seconded by Rita Surratt to waive the reading of the August 21, 2013 meeting minutes and to adopt the minutes as written. The motion carried.

Legislative and Staffing Update

Jenni Aulgur updated the council that the SOC is almost done with the appointments to the Council for the seats up in 2013. It is likely that all members eligible for reappointment will be reappointed. Jenni noted that members continue to serve past their term expiration date until they get official communication from the Governor's Office. Jenni mentioned that by the end of the month she will be out on maternity leave until at least December. In the interim, if the Council needs anything they can contact Stacy Whitehouse in the SOC. No Legislative update at this time. Jenni mentioned that information on the Council will be included in transition documents prepared by SOC and that it makes sense and adds value to the Council to remain under the SOC and/or GOV office.

Updated Roster

Jenni Aulgur sent around a contact list and ask all members to update their information or add it if they are a new member. Updates will be emailed after the meeting.

Working Women's Subcommittee

Dawn James thanked the Council members for their ideas and meaningful responses throughout this project. The Council reviewed some of the changes from the last meeting and went topic by topic. There were just a few minor technical edits which Jenni noted she would get to Generra to incorporate. Tracy Key thanked Lis Bresee for her recommendations and advised that they were incorporated and that some portions were just reworded. Lis added that under the "Role of the Council" she wanted to be sure we were not locking ourselves into something we can't handle or have the staff to handle. Jenni added in comments received via email Leslie Anderson. Dawn asked Council if there were any additional comments or edits needed. Hearing none, a motion was made by Ruth Zajur and seconded by Theresa Preda to vote to approve the final version of the report. The vote was unanimous. Jenni noted that once technical edits were made then the final report would be sent to all members. It was noted that Council members may want to forward on the report to those women who they interviewed early on during the start of this project so they could see the final product.

LUNCH BREAK

STEM Essay Contest

Tracy noted that Council already has 2 new sponsors for next year's contest: Oracle and Alion. Tracy had drafted a thank you letter packet for sponsors which Jenni passed around. It was discussed that only the top 3 winning essays should be included to keep the size of the packet down.

Tracy also noted that the SMV Foundation has sent the IRS letters to the donors for the STEM essay contest.

It was discussed as to how many awards Council should give out each year. Tracy noted that Council is probably going to have to decide this each year based on funds raised.

Jenni updated the Council that she is working on an instructional manual for the contest so that Council has this as a "living" document by the end of the Administration. Jenni thanked Brook for creating an outline to help her get started with this.

Lis noted that the donors she recruited loved the breakfast event and the contest. Ruth mentioned that she had told Bon Secours (sponsor she secured) that other donors may be doubling their donation in hopes of maybe getting Bon Secours to donate more this next year.

Tracy noted she had some ideas for the future as far as condensing the donor letter and entry form.

Tracy asked Council if there were any volunteers to Chair the STEM Contest just to help keep all the parts moving. No volunteers at this meeting but Tracy encouraged everyone to think about stepping up into that role. It was mentioned to perhaps as Brook Tribble to coordinate the STEM activities.

There was a lengthy discussion regarding the relationship with the Science Museum and whether Council continues to partner with them to honor the award recipients. Council reviewed the MOU for comments which led to a high level review of what Council wants out of the scholarship awards. The general consensus was to go one more year with the SMV but see if in the MOU we can

negotiate the 7% administrative fee down for the Foundation holding and dispersing funds. Tracy noted she would have a discussion with the Museum on this. The Council members present all liked the idea of trying to do something with the Governor or First Lady to honor the STEM winners after 2014.

Tracy noted it would be great to have some follow-up with previous awardees and even follow them during/after college to see how their STEM careers are going. It was mentioned that Northern VA Technology Council has a STEM program and that perhaps the CEO, Bobbie Kilberg could attend a future Council meeting so that members can learn more about their program and see if there is a way to partner with them on our STEM contest.

Theresa Preda made a motion that the Council do 1 more year with the SMV for STEM but negotiate the MOU regarding the 7% fee. Jeff made an amendment to the motion to amend to include a rewording for bullet #3 (and to understand purpose) and the bullet regarding the printed materials and donor (get clarification/reword). Ruth Zajur clarified the motion which was seconded by Rita Surratt. The motion passed.

Dawn James noted she would happy to meet with the new Secretary or Deputy about the Council and STEM.

Theresa said she would start recruiting judges for next year and send a thank you to those who judged this year. She will first gauge the interest of those who judged last year to see if they are willing to do it again in 2014. She thought getting 15 judges this year would be better (last year we had 11 judging 336 essays).

New Business

Meeting dates were discussed and set for 2014:

January 15, 2014

May 7, 2014 (this is day of SMV Foundation/STEM Contest Breakfast)

August 13, 2014

October 15, 2014

Tracy Key also thanked Jenni Aulgur for her work and dedication to the Council and wished her well on the impending birth of the baby.

A motion was made by Ruth Zajur and seconded by Carey Sousa to adjourn the meeting. The motion carried.

Meeting adjourned at 12:30PM.