



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



RHODE ISLAND COMMISSION ON WOMEN
Department of Administration
One Capitol Hill, 2nd Floor
Providence, R.I. 02908-5850
401-222-6105 401-222-5638 (FAX)

**WOMAN OF THE YEAR COMMITTEE MEETING
MINUTES**

**Wednesday, September 15, 2004, 5:00 PM
Hazard Building, 1st Floor
The Pastore Center
West Road
Cranston, RI 02920**

Present: Jane Anthony, Joyce Dolbec, Joanne Hill, Kathy Nadeau, Shanna Wells
Excused Absence: Mary Anne Miller, Sarah Rocket, Marilyn Coccozza Trillo, Camille Vollaro

Call to Order

Co-Chair Kathy Nadeau called the meeting to order at 5:40 PM.

Event Progress Report

Director Shanna Wells reported that 1500 invitations were mailed on September 7th. Additionally, invitations were emailed to the full email address book, and the invitation was posted on the RICW website. To date 18 reply cards have been received, with a total of 26 people paid attendees, and \$270 donated to the Education Awards. Nameplates for the perpetual and acrylic awards were ordered and received. Press releases were mailed and emailed to 48 news media.

Budget Report

Please see attached for current expenditures. Additional expected expenses are:

4 free meals for recipients and guests	\$100
1 long-stemmed rose for each recipient	\$ 15
Name Tags	\$ 50

Development of Event Agenda/Program

The committee decided by consensus on the following agenda for the event:

- Reception
- Dinner
- Welcome from the Commission and Overview
- Greetings from the State
- Presentation of Awards

Closing

The program will be based on last year's design, with one exception: all Donors, Friends and Sponsors names will be listed on the RICW website, rather than the program. The Committee determined by consensus to present each recipient with a single rose and a certificate, as well as an acrylic award. Shanna Wells was asked to bring a draft of the program and the certificate to the Full Commission Meeting of 9/20, for review and approval.

Roles for Commissioners and Staff

The committee decided by consensus on the following:

Sign-In Tables: Kathy Nadeau, Shanna Wells, Joanne Hill, Marilyn Coccozza Trillo, Camille Vollaro and one other Commissioner to be determined

Initial Welcome & Introduce Chair: Shanna Wells

Welcome, Overview, And Introduction of Presenters, Closing: Jane M. Anthony

Intro of M. Christine Benoit: Mary Anne Miller

Intro of Judith B. Fox: Joanne Hill

Message from the State: TBA – Jane Anthony will find out

Adjournment

Joanne Hill made a motion to adjourn the meeting. Joyce Dolbec seconded the motion. **Motion passed unanimously.** Meeting adjourned at 6:50 PM.

Next Meeting: Monday, September 27, 2004, 5:00 PM
Hazard Building, 1st Floor
The Pastore Center
West Road
Cranston, RI 02920

Approved by the Committee on _____

Kathy Nadeau, Co-Chair, Woman of the Year Committee