



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RHODE ISLAND COMMISSION ON WOMEN

Department of Administration

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**Woman of the Year Committee Meeting**

**Tuesday, February 15, 2005, Noon  
Blue Cross Blue Shield of Rhode Island  
444 Westminster Street  
Providence, RI 02903**

**Minutes**

**Present:** Joyce Dolbec, Linda Newton, Marilyn Coccozza Trillo (via telephone), Camille Vollaro.

**Absent:** Jane Anthony, Joanne Hill, Mary Anne Miller, Kathy Nadeau, Sarah Rockett.

**Present, Non-Voting:** Shanna Wells

*Call to Order*

Linda Newton called the meeting to order at 12:10 PM.

*Review of Nomination Form*

The committee reviewed the Nomination Form. Consensus was the form is not specific enough, and should be more structured. All nominations, without exception, should include resumes. A letter should be sent to all nominees, informing them of the nomination. A copy of the letter should be sent to the nominator as well. Previous winners should be listed on the nomination form. It should be noted on the nomination letter that though a nominee was submitted in the past, they could be re-submitted if they never won. Shanna Wells was asked to draft a new nomination form for the committee's review.

*Develop Time Line*

Together, the committee developed a time line for the event (see attached.)

*Select Event Date*

The Committee will stay with the time frame set last year for the event – the first Thursday in October. The 2005 event will be held October 6<sup>th</sup>. The Committee discussed whether to use the Crowne Plaza again.

*Publicity/Advertising*

Brief discussion ensued about getting a local TV personality to host the event. Two names suggested were Karen Adams and Barbara Morse. Linda Newton said she would send a personal letter to Karen Adams asking if she is willing to host the event. Further discussion was tabled until next meeting.

*Other*

Marilyn Coccozza Trillo and Kathy Nadeau will be the event Co-Chairs, while Linda Newton will oversee their progress and chair the meetings.

A suggestion was made to reserve a ballroom rather than the Rotunda, due to poor sound quality in the Rotunda Room.

*Adjournment*

Meeting adjourned at 1:25 PM.

**Next Meeting: March 29, 2005, Noon-2 PM, Blue Cross Blue Shield of Rhode Island, 444 Westminister Street, Providence, RI 02903.**

Minutes approved by \_\_\_\_\_.  
*Name/Title* *Date*