



RHODE ISLAND COMMISSION ON WOMEN

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**WOMAN OF THE YEAR COMMITTEE MEETING  
MINUTES**

**Friday, April 29, 2005  
Noon-2:00 PM**

**Blue Cross & Blue Shield of Rhode Island  
444 Westminster Street  
Providence, RI 02903**

**Present:** Helen Christy, Joanne Hill, Kathy Nadeau, Linda Newton, Marilyn Coccozza Trillo, Camille Vollaro.

**Absent:** Jane M. Anthony, Joyce Dolbec, Mary Anne Miller.

**Present, non-voting:** Shanna Wells

*Call to Order*

Chairperson Linda Newton called the meeting to order at 12:17 PM.

*Review of Minutes from Meeting of March 29, 2005*

The Committee reviewed the minutes from the previous meeting of March 29, 2005. Joanne Hill made a motion to approve the minutes. Camille Vollaro seconded the motion. **Motion passed unanimously.**

*Budget Review*

Shanna Wells and Helen Christy discussed projected budget expenditures. Linda Newton informed the committee that she had spoken with Cheryl Martone of the Governor's office regarding how they run his fundraising event. She was told in the past, they used an already existing 501 (c) 3 to accept donations. Now the Governor has a separate 501 (c) 3 set up specifically for that purpose. The Committee discussed the feasibility of working with a non-profit, so to encourage donations from corporate sponsors in a way that the donor could receive a receipt for a charitable donation, and so the event can make more money. The committee decided the obvious choice for this role would be the RI Foundation, since they already administer the Educational Award for us. Helen Christy suggested Linda Newton talk to Commission Chair, Jane M. Anthony about this, as this idea was discussed in the past and Ms. Anthony would know the history. Another suggestion was to develop a relationship with a school (i.e., Johnson & Wales.)

*Review of Timeline and Status*

Save the Date Cards and Nomination forms were sent out via snail mail and posted to the website on April 27<sup>th</sup>. Shanna Wells suggested a press release calling for nominations be added to the April timeline, to coincide with the mailing of the nomination forms. Linda Newton asked Shanna Wells to draft such a press release. Once approved, this press release will be sent to the news media for dissemination.

*Confirm MC*

Linda Newton informed the committee that Pamela Watts is confirmed as Mistress of Ceremonies for the event. A confirmation letter, along with information about the RICW and the Event, is going out to Ms. Watts today.

*Review Draft Rating Sheet*

The committee discussed the draft Rating Sheet and made suggestions to clarify the categories. Kathy Nadeau offered to amend the form. Discussion ensued regarding reading nomination forms and completing rating sheets prior to attending the winner selection meeting. Linda Newton said she would check with Commission Chair Jane M. Anthony to discuss the feasibility of this.

*Review Draft Nominee Acknowledgement Letter*

The committee approved this form with one amendment.

*Assign Responsibility for Award Selection*

The committee decided they would all participate in the selection of the Woman of the Year winner(s).

*Assign Responsibility for Communication*

Linda Newton asked if anyone could help follow up with the media once the press releases go out. Joanne Hill offered to help. Linda Newton will follow up with Deb Ruggerio of the Amazing Women program, and also the Arlene Violet Program.

*Assign Responsibility for Fund Development*

If the path is cleared for the commission to solicit corporate sponsors Linda Newton will look for assistance from members of the committee to contact potential contributors.

*Next Meeting Date*

Next meeting is scheduled for Friday, May 13, 2005, 1:00 PM, Blue Cross & Blue Shield of RI.

*Adjournment*

Joanne Hill made a motion to adjourn the meeting. Kathy Nadeau seconded the motion. Motion passed unanimously. Meeting ended at 1:50 PM.

Minutes approved on \_\_\_\_\_.

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Kathy Nadeau, Secretary