



RHODE ISLAND COMMISSION ON WOMEN

Department of Administration
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**Rhode Island Commission on Women
Outreach/Woman of the Year Committee Meeting
February 17, 2005, Noon-2:00 PM
Blue Cross Blue Shield of Rhode Island
444 Westminster Street, Providence, RI 02903**

MINUTES

Present: Joyce Dolbec, Kim Keough, Linda Newton, Sarah Rockett, Marilyn Coccozza Trillo, Camille Vollaro.

Absent: Joanne Hill.

Present, non-voting: Shanna Wells.

Call to Order

Chair Linda Newton called the meeting to order at 12:15 PM.

Approval of Minutes

Joyce Dolbec made a motion to approve the minutes from the meeting of January 13, 2006. Camille Vollaro seconded the motion. **Motion passed unanimously.**

Letter to the Editor Update

The Op/Ed Piece on Women in Politics was published in the Woonsocket Call. It will run in the Jamestown paper, Journal 02865 during the month of March, and the Newport Daily News said it will run, but gave no specific date. Shanna Wells was instructed to send out the piece again during the first week of March, for women's history month.

Education Award Reception

All three recipients were called and invited. Sandra Berard said she cannot attend, citing childcare issues. Committee brainstormed ideas for over coming this obstacle, so Ms. Berard can attend the event.

A press release should be submitted before and after the event, listing the recipient's information. Any dignitaries confirmed for the even should be included in the press releases. News desks should be called after 8 AM the day of the event to remind them it is happening.

Sarah Rockett will invite Nancy Carriuolo, Associate Commissioner of Higher Education to help resent at the event.

The tentative program is as follows:

- Welcome and greetings – Joyce

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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- Overview of the Commission – Joyce
- Connection between WOY and ED Award - Joyce
- Acknowledge and thank dignitaries – Joyce
- Greetings from the State – Sue Carcieri?
- Introduce Freda – Joyce
- Freda Speaks – Freda Goldman
- Introduction of Nancy Carriuolo – Sarah
- Nancy Speaks – Nancy Carriuolo
- Awards – Nancy & Sarah
- Closing – Joyce

Director Shanna Wells will develop the program in house.

Woman of the Year Timeline

Committee reviewed last year's time line, and agreed by consensus that it worked well. The only change would be to have press releases completed earlier, so they could be sent out immediately following the event. Director Wells was asked to email the Nomination Form, Nomination Scoring Sheet, Call for Nominee Press Release and Save the Date Card to committee members for review prior to the next meeting.

New Business

None.

Other

Marilyn Coccozza Trillo and Shanna Wells will complete the stationary design.

Adjournment

Joyce Dolbec made a motion to adjourn. Marilyn Coccozza Trillo seconded the motion. The motion passed unanimously. Meeting adjourned at 1:56 PM.

Next Meeting: March 24, 2006, 12- 2:00 PM, Blue Cross Blue Shield of RI, 444 Westminster Street, Providence, RI, 02903.

Minutes approved on March 24, 2006.

Linda H. Newton, Chair, Outreach Committee