

GROUP: Advisory Committee on the Status of Women DATE: June 7, 2016, 5:30PM LOCATION: Room 4th Floor, City Hall

FACILITATOR: Heidi Sue Le Boeuf, Chair

ATTENDANCE: Donna Connolly, Heidi Sue LeBoeuf, Elizabeth Tomaszewski, Deborah Hall, Amanda Gregoire, Jennifer Maddox

SCRIBE: Tracy Kennedy

AGENDA ITEM	KEY DISCUSSION POINTS current status, background, desired outcome, considerations, progress, next steps	FOLLOW-UP (if needed) (what & who)
1. Call to order and introductions	Meeting opened by Heidi Sue at 5:36PM.	
2. Approval of minutes from May 3 rd meeting	Motion to approve: Donna 2 nd : Amanda Vote to approve was unanimous.	Tracy will make every effort to get the previous meeting's minutes to the members for review in advance of the next meeting.
3. Strategic Planning Session, Phase 2	Pam Callahan from HR was unable to attend this meeting – tabled to the next meeting.	Tracy to confirm Pam's availability for July 5th – confirmed!
4. Plan for elections of Chair and Vice Chair at the July meeting	The committee had a discussion about the nomination process. Members felt that it would be good to have continuity in leadership. Specifically, new members still feel too new to be chair at this juncture. Heidi Sue also thought it would be good for the committee to have new leadership each year. Nominations should happen at the next meeting (not via email or during side conversations). The members would like Heidi Sue to consider being the chair. They would like to suggest potentially tabling the decision. The committee would like further information about how they can recruit new members.	Tracy will get more information about the board composition (term expirations) and recruiting new members.

<p>5. Future topics for discussion</p>	<p>The committee would like to consider a re-launch of last year’s survey. Tracy suggested that with the upcoming release of the Community Health Improvement Plan, there might be ways to tie to the work already occurring.</p> <p>The Committee also discussed moving the meeting time to 5:45PM. Motion to move the meeting time: Donna 2nd: Liz Vote: Unanimous.</p> <p>The members also discussed changing the meeting location. Tracy reminded them that the space must be ADA compliant.</p>	<p>Tracy will bring copies of the CHIP and the CHA to the July meeting for members to review.</p> <p>Tracy to find out if allowable to vote on the meeting time if not on the agenda – checked with Pam, is ok.</p> <p>Deborah will check with the YW if space is available.</p> <p>Heidi Sue will check with the Library to see if space is available.</p>
<p>6. Adjournment</p>	<p>Motion to adjourn.</p> <p>Motion: Liz Second: Donna Vote: unanimous</p> <p>Meeting Adjourned at 6:28 PM Next meeting scheduled for July 5, 2016 at 5:30 PM</p>	

What records of public meetings must be kept?

Public bodies are required to create and maintain accurate minutes of all meetings, including executive sessions. The minutes, which must be created and approved in a timely manner, must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting;