

GROUP: Advisory Committee on the Status of Women DATE: May 3, 2016, 5:30PM LOCATION: Room 4th Floor, City Hall

FACILITATOR: Jennifer Madson

ATTENDANCE: Jennifer Madson, Donna Connolly, Deborah Hall, Amanda Gregoire, Jennifer Maddox

SCRIBE: Tracy Kennedy

DOCUMENTS: Summary of brainstorming session

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 Jenn Madson at 6:05PM. Given that the chair was not in attendance and the vice chair position is still vacant, the committee discussed who would leave the meeting. Given that Jenn Madson is the senior member of the committee, the committee voted unanimously for Jenn to lead the meeting (Motion: Amanda, 2 nd : Donna). The minutes for the 4/5/16 and 5/3/16 meetings were approved unanimously (Motion: Amanda, 2 nd : Deborah)	
2. Vice Chair Position	Jenn provided background on the role of the vice chair – helps prepare the agenda, bring speakers in, and will sit in with the chair. If anyone is interested, please nominate yourself, and we will vote at the next meeting.	
3. Strategic Planning Session Debrief	Staff liaison recapped the strategic planning session from the April meeting. Provided the team with the summary that Pam provided. The committee was comfortable with the summary as written. The committee would like Pam to come back and discuss their role. For example, the committee may bring in experts on certain matters to inform their work. The committee could potentially get further info from the Worcester Regional Research Bureau. For example, Worcester is 5 th in infant mortality, perhaps we could connect with the Worcester Healthy Baby Collaborative. The committee would also like information about the City Manager’s expectations.	

<p>4. Future topics for discussion</p>	<p>June meeting</p> <ul style="list-style-type: none"> • Vice chair position • Strategic planning • July meeting location and scheduling <p>Future meetings</p> <ul style="list-style-type: none"> • Wage negotiation training - include new COW Chief Diversity Officer • Space of announcements 	
<p>5. Adjournment</p>	<p>Motion to adjourn.</p> <p>Motion: Donna Second:</p> <p>Vote:</p> <p>Meeting Adjourned at</p> <p>Next meeting scheduled for June 7, 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;