

**Brockton Commission on Women's Issues**  
**February 15, 2023**

**In Attendance:**

Janice Johnson-Plumer, Chair: present  
Karlene Derozier, Vice Chair: present  
Linda Teixeira-Reyes, Treasurer: present  
Martha Testa, Secretary: present  
Oluwatoyin Adewumi: present  
Rita Spinola, Commissioner: present  
Sonja Dixon, Commissioner: present  
Ruth Moore, Commissioner: present

**Guest:**

Sydné Marrow, Chief of Staff for Mayor Sullivan

1. Meeting called to order at 5:18 PM
2. Meeting minutes approval was waived because officers were elected at the end of the January meeting, so minutes were not taken.
3. Plymouth County Commission on the Status of Women: Janice Johnson-Plumer and Martha Testa had planned to attend the February meeting, but Janice reported there was not a quorum at their last meeting so that meeting was not held.
4. Sydné Marrow, Chief of Staff for Mayor Sullivan: Mayor Sullivan was unable to attend due to a conflict in his schedule. Sydné will attend meetings but cannot be on the Commission. She explained that it is up to the Commission to look at our skill set and decide how we would like to make a difference. Sydné spoke with Leona Martin, former Secretary of the Commission on Women's Issues. Leona has documents from the previous Commission that she can share. Sydné reported that the Commission has a budget of \$3400 and that invoices must be submitted for reimbursement.
5. Donations: Linda Teixeira-Reyes asked if the Commission could accept donations and Janice replied that we cannot.
6. March is Women's History Month: Sydné reported that an event will be held at the Brockton Public Library on March 4, 2023, from noon to 3:00.
7. NAACP Phenomenal Women: Sydné reported that nominations are now being taken for the award to be given in April at The Perfect Place.
8. Marketing: Janice Johnson-Plumer suggested getting a banner and there was agreement. In addition, the Commission will identify a logo if one does not already exist for publicity purposes.

## 9. Old Business

- a. Meet and Greet: Date set for March 25, 2023, from 1:00 – 4:00 at Brockton Community Access, 1 North Main St. The purpose of the Meet and Greet will be to focus on a needs assessment of the women of Brockton. What issues are women facing? Also, to provide a resource list of available services along with a brochure that publicizes the Commission on Women’s Issues. Janice will contact BCA to confirm the date and time.
- b. Needs Assessment: Linda Teixeira-Reyes has a survey that she will condense to 10 – 20 questions for the Meet and Greet. It will need to be translated into the predominant languages in Brockton.
- c. Refreshments: Sydné suggested sandwiches from Shaw’s, and she will check on the Tax ID Number to use for tax exemption when ordering.
- d. Printing: Discussion about printing. Linda will create drafts for printing, contact Printing Unlimited and share drafts with Commission for review. The contact email will be [womenscommission@cobma.us](mailto:womenscommission@cobma.us) The following items were agreed upon:
  - i. publicity flyer for Meet and Greet
  - ii. brochure about Commission on Women’s Issues
  - iii. generic business cards
  - iv. banner
- e. Vendors: Some social service agencies may want to set up tables at the Meet and Greet to share information about their programs.
- f. Publicity: Sonja Dixon and Ruth Moore will go to March 4<sup>th</sup> event at library and will distribute the Meet and Greet flyer. The Meet and Greet needs to be put on the city calendar.
- g. Follow up meeting scheduled for 3/22 @ 5:00 to address Meet and Greet details.  
**Note: There will be two meetings in March—regular meeting on March 15<sup>th</sup> and an additional meeting on March 22.**

## 10. New Business

- a. Delegation of tasks between meetings to achieve goals: Discussion about making sure everyone is on task, workload is fair and balanced, and we work together so that tasks get done.
- b. Contact information: Commissioners were asked to send contact information to Martha Testa to create a contact list.

## 11. Adjournment: Meeting was adjourned at 6:32

Respectfully submitted,  
Martha Testa  
Secretary