



Brockton Commission on Women's Issues

March 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, Commissioner Present
Rita Spinola, Commissioner Present
Sonja Dixon, Commissioner Present
Ruth Moore, Commissioner Present

Guest: Cassandre Joseph

1. Meeting called to order 5:05.
2. Motion Made/Seconded/Passed to approve February minutes.
3. Introduction of guest, Cassandre Joseph.
4. Old Business
 - a. Continued planning for Meet and Greet on March 25, 1:00 – 3:00.
 - i. **Commissioners can arrive at noon for set-up.**
 - ii. Flyer—all set for distribution. Commissions were encouraged to send to personal contacts and City officials, including Mayor, city councilors. Also, post on social media.
 - iii. Brockton Cable Access rooms are all set. There is one room for the event and another for the food. Agreed on ten tables with eight people/table.
 - iv. Setup--Purple & Gold theme. Janice will pick up:
 1. Balloons
 2. Tablecloths
 3. Cups
 4. Drinks
 5. Chips
 6. Cookies
 7. Hand sanitizer

- v. Food: Rita ordered 100 assorted sandwiches
- vi. Agenda—Sonja will greet attendees and hand out agendas. Agenda will include the following items:
 - 1. Welcome—First Meet & Greet of Brockton Commission on Women’s Issues
 - 2. Announcement that event is being recorded.
 - 3. Mission of Commission – Janice and Karlene.
 - 4. Intro of Commissioners – Janice and Karlene.
 - 5. Recognition of Elaina Palmarin, female Boy Scout.
 - 6. Attendees’ opportunity to voice concerns.
 - 7. Lunch
 - 8. Raffle
- vii. Zoom option for those unable to attend—agreed to not use Zoom option for this event.
- viii. Sign-in Sheet--Martha will create.
- ix. Recording-- Janice will record with iPad on tripod.
- x. Mistress of Ceremony—Linda will MC, monitor flow, follow agenda, Q & A, survey/questionnaire.
- xi. Scribe--Janice will scribe concerns on Post-It easel pad.
- xii. Atmosphere—Commissioners will create a space that is safe and secure for attendees to capture concerns of women of Brockton and assure them that the Commission is here to help. Scribe will allow the Commission to digest the information that is shared, develop themes of concern, and decide on areas of concern to develop Commission goals.
- xiii. Raffle—Janice will prepare stationery and self-care pouches for the raffle.
- xiv. Expenses—Discussion about need to submit receipts to Linda for reimbursement. Serving on Commission is a volunteer position so volunteers should not be using their own money for Commission expenses. For the Commission and its work to be respected expenditures must be paid by the city.
- xv. Survey—Linda is formatting the survey and will share once it is ready. The survey will rank the top 5 issues of concern.
- xvi. Microphone—Need to be sure a microphone is available. Microphone will be passed to attendees who want to speak. Attendees will also have the opportunity to write concerns on notepads or on Post-it easel sheets.
- xvii. Music—Janice will bring boom box for background music.
- xviii. Signage—need signs with arrows to direct attendees.

- xix. Marketing—Discussion about how to communicate about Commission and where to post information to develop online presence to get the largest representation of women’s voices. Linda will investigate Facebook Live with city. The Commission will use the information obtained for the Meet & Greet to develop a strategic plan.
- xx. Printing Company (name badges, business cards, etc.) To be determined.

5. New Business

- a. Brockton Public Library Event on March 4th --Update from Ruth Moore and Sonja Dixon who attended the event. Sonja networked during the event to tell others about the Commission on Women’s Issues. They also received an invitation from Ms. Ali, the speaker, to attend her birthday party. Ruth discussed a coloring book for school children.
- b. UN General Women’s Assembly, New York--Update from Toyin Adewumi, who attended a panelist discussion about digital equity across races related to gender. It was an eye-opening event that emphasized the need to close the digital literacy gap because that leads to a financial wealth gap since it is predominately men who are building technology.
- c. Next Event Meeting is March 22nd @ 5:00 PM. There is a different Zoom link for this meeting.
- d. Linda agreed to take minutes because Martha cannot attend.
- e. Women’s Commission email: womenscommission@cobma.us Names of former Commissioners have been removed and current Commission names have been added.
- f. Meeting schedule--3rd Wednesday of each month (same Zoom link):
 - i. April 19th
 - ii. May 17th
 - iii. June 21stNo meetings in July or August
 - iv. September 20th
 - v. October 18th
 - vi. November 15th
 - vii. December 20th
- g. Review of Bylaws

6. Adjournment: 6:48

Respectfully submitted,
Martha Testa
Secretary