



**Minutes of the Brockton Women's Commission  
In Person- City Hall- DPW Room, 3<sup>rd</sup> floor  
November 19, 2025**

Attendance	Lori Pinkham, Chair- Present Eugenie Kavanagh, Vice Chair - Present Beverly Post, Secretary - Present Caren Benjamin. Commissioner- Present Cynthia Hodges- Commissioner- Present Toyin Adewumi- Commissioner- Present
Call to Order	5:30 pm
Meeting Minutes	The motion was made, seconded, and passed to accept the November 5, 2025 minutes.
Old Business	Follow-up from the Sept meeting:
New Business	<p>Any motions made were seconded and passed to accept.</p> <ul style="list-style-type: none"> <li>• <b>Lori Pinkham</b> was unanimously elected as our new Chair.</li> <li>• <b>Eugenie Kavanagh</b> was unanimously elected as our new Vice Chair.</li> <li>• <b>WC Gift Cards &amp; banner</b> need to be returned to City Hall by the past Chair, Sonja Dixon.</li> <li>• <b>December 4<sup>th</sup> cancelled</b>- too fast to prepare.</li> <li>• <b>New dates</b> for upcoming events: <b>March &amp; May 2026- Dates TBD.</b></li> <li>• <b>Emergency meetings</b> or additional meetings- no attendance will be taken.</li> <li>• <b>Schedule meeting with Mayor Moisés Rodrigues</b> for late Jan. Can we schedule with him now, before he starts?</li> <li>• <b>WC women business owners' contacts spreadsheet:</b> Bev will add 50 contacts from the Metro South Chamber book and other contacts given by Michelle Davidson (Plymouth County Commission on the Status Of Women &amp; Girls), then will send Excel to Eugenie to combine with her contacts so we have one big Excel. There is concern the Chamber businesses with women's names listed as the contact might not actually be the business owner. Bev will reach out to the city's town clerk and see if there's a way to qualify that.</li> <li>• <b>Commissioners Phone team/</b> split up listings, re: 50 women business owner listings in the Metro South Chamber directory- call to get email addresses- eight listings per commissioner, complete by Jan. 16<sup>th</sup>.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Cynthia will send Bev the Cape Verdean Women Biz Owners list</b> to add to the spreadsheet.</li> <li>• <b>Toyin will send</b> Bev 5 business owner friends' listings to add.</li> <li>• <b>Zoom meetings:</b> We need to ask again to be the host for WC Zoom meetings, not 'co-host, so we don't have to log on at 4:20 for a 5:30 meeting. (We need to log on before Ivana leaves for the day).</li> <li>• <b>Create Brockton Women Business Owners Directory.</b> City Hall can link to their website. We may also consider printing it if we can charge to cover the printing cost.</li> <li>• <b>Recruiting new commissioners is a priority.</b></li> <li>• <b>City has a monthly newsletter-</b> Suzanne McCormack, the city's PR &amp; Communications person, handles. Let's get WC info on so we can recruit more commissioners. Bev can reach out for the copy deadline etc.</li> <li>• <b>Bev: 3 interview questions for commissioner prospects:</b> <ol style="list-style-type: none"> <li>1. "Are you able to commit to attending at least 7 of our 10 regular Commission meetings, which are held on the 3rd Wednesday of each month at 5:30 pm?" (Some are in person at City Hall and some on Zoom)</li> <li>2. "Do you feel comfortable with basic computer tasks like email, online docs, and Zoom?"</li> <li>3. "Commission work often requires completing tasks between meetings. Are you able to reliably follow through on assignments you volunteered for and complete them in the agreed-upon time?"</li> </ol> </li> <li>• <b>Eventbrite</b> can be used to track attendance for future events.</li> <li>• <b>Canva</b> can be used to create content for events and a <b>WC logo</b>. Do we need City Hall's permission to have our own logo?</li> <li>• <b>Grants-</b> work on. Can we accept donations? The city has grant writers we can use.</li> <li>• <b>Social media accounts-</b> Can WC socials be linked to City Hall socials? Check to ensure access.</li> <li>• <b>WC- Commissioners End of Year Retreat:</b> Eugenie suggested, and all agree a great idea.</li> <li>• <b>Update Bylaws-</b> need to make a priority. What is city policy? Do we make updates and send to them?</li> </ul>
Adjourned	6:45

Respectfully submitted,  
Beverly Post  
Secretary