

# Somerville Commission for Women (SCW)

## Committee: Outreach, Education, Communication, & Events (OECE)

Tuesday, February 10, 6:30pm on Zoom

### Agenda

- Call to order
  - Melissa Canu
  - Ayerim Decena
  - Geneva Isaacson
  
- OECE Committee Rebrand
  - Given rebrand to just communication and events, a new acronym is proposed
    - New acronym to vote with the Commission: C&E
  - Currently subcommittee meetings are second Tuesdays at 6:30pm but will likely shift to first Tuesday at 6:30pm to accommodate APPP subcommittee meeting at 7pm on second Tuesday
  - Haakon confirmed that setting an agenda and scheduling conversations are exempt from OML.
  
- Website updates
  - Suggested language to the SCW needs a fresh look now that subcommittees are different.
    - Melissa worked on the previous draft with Jenn. She'll update it and send it to C&E Subcommittee members.
      - Ayerim & Geneva will take a look at it by Sunday night to finalize
    - APPP subcommittee will need to modify their language and then the webpage can be voted on by SCW and shared with RSJ
  
- March event task force updates
  - We got approval from the SCW to start a task force.
    - During full Commission meeting, we'll ask for task force members
  - Potential venue
    - Upstairs at Bow
    - The Armory
      - Ayerim will reach out for availabilities
    - Potential Dates
      - 24th through 27th
      - 24th - Nothing on City Calendar
      - 25th - HRC has a meeting
  - Potential Time

- 7pm-9pm
  - Call for story submissions
    - Melissa & Ayerim will work on this
  - Graphics/Flyers
    - Geneva will develop mock-up
    - Haakon can do some press releases
    - RSJ will have to review the flyer before publishing
      - Requires ADA language
      - Profane-free
    - Haakon can help to adapt the graphic for social channels
    - QR code that links to submission website
    - Style
      - We want to spotlight women-identifying volunteers
      - Graphics with women/silhouettes, microphone, seating
      - More cartoon/animated
    - Verbiage
      - “Women’s History Month Story Sharing”
  - Submission Form Suggestions
    - Have space for pronouns of person submitting
  - RSVP Software Suggestions
    - EventBrite
    - MicroSoft
    - Google (although the City doesn’t use this)
      - Not clear if SCW/C&E would own this or if the City would own this
      - Haakon will get back to us
  - Task-force members
    - For next SCW meeting, advertise that we’ll have weekly meeting
    - Ayerim will look through to-do list and see what tasks task force members can take on
    - Weekly meetings
      - 20-30 minutes to touch base
      - First meeting will be Monday, Feb 16 at 1-1:30pm
      - If members can’t join, they’ll have to provide status info
      - Google meeting or whatsapp (Separate C&E Task force chat will be created)
- Open discussion
  - Geneva
    - Future event idea
      - Skill-developing event
      - “How to use Hardware tools workshop”
    - Somerville has “Library of Things”
      - Potential collaboration
- Adjourned at 7:26pm

Next sub-committee meeting: Tuesday, March 3, 2026