

# Somerville Commission for Women (SCW)

## Committee: Communication, & Events (CE)

Tuesday, March 3, 6:30pm on Zoom

### Agenda

- Call to order
  - Ayerim Decena
  - Geneva Isaacson
  
- March Event Planning
  - Location
    - CultureHouse HQ
  - Time
    - 7pm-9pm
  - Date
    - March 31
  - Flyer
    - Updated with new info
    - Purple color of the Somerville Commission
    - QR Code
      - Canva has native code
    - Eventbrite
      - RSJ doesn't want to use their funds to update the link
      - We can edit as necessary and just screen to RSJ before publishing.
    - We want things to go live this week
      - Haakon/RSJ:
        - Wants to approve final flyer
        - Wants a blurb of the event for press release
        - Wants to review the form being going live
  - Food
    - Saus at Bow
  - AV Equipment
    - Haakon reached out to DPW and CityTV
      - Waiting to hear back
    - Transcription with access microphone
      - Can auto-transcribe with zoom
    - How to make multiple languages accessible

- Communications plan development
  - Eventbrite - Priority so that we can begin publishing to community
    - RSJ/Haakon is not in a position to tell us “not to use the google form.”
    - RSJ/Haakon will want a final viewing
    - Ayerim will review with Melissa on final touches to get that out to Haakon
  - Payment - PRIORITY
    - Always run through the City; will be billed to City of Somerville
      - Email Katherine and Haakon and let them know the points of contacts and invoices and details - they will let us know if/when paid.
- Upcoming events
  - Skill-developing workshops
    - Should not be gendered
    - Should be advertised as “skill-share” opportunity so that perhaps other women can share skills
    - Somerville Highschool has a teaching set of programs
      - High school students might want to share
      - Perhaps allow for community service
    - Actions
      - Geneva will look into the school for equipment or space
      - Geneva works with FabVille
- Approval of last month’s subcommittee meeting
  - Geneva and I approved without edit
- Adjourn

Next sub-committee meeting: Tuesday, April 7, 2026