

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 Ayerim approved without edit
- Adjourn

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