



City of Madison
Agenda
Women's Issues Committee

City of Madison
Madison, WI 53703
www.cityofmadison.com

Thursday, May 22, 2014

1:00 p.m.

210 Martin Luther King Jr. Blvd
Room 108 – City County Building

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below immediately.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.

Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntaub ntawv ua lwm yam los sis lwm cov kev pab kom siv tau qhov kev pab, kev ua num los sis kev pab cuam no, thov hu rau tus xov tooj hauv qab no tam sim no.

Contact Melissa Gombar, Chair - 266-4721

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

APPROVAL OF MINUTES – March 20, 2014

NEW BUSINESS

1. 2014 Project Planning Updates
2. Treasurer's Report
3. TODSTWD Recap
4. Ordinance Updates, Bylaw Updates
5. Brainstorm: Develop strategy and response to male/female pay gap relevant to the City of Madison
6. Thanking Lisa Olmsted for her hard work and dedication on WIC
7. Kudos and Concerns

ADJOURNMENT

City of Madison WIC 2014 Work Plan

This work plan is a living, working, document.

May 15, 2014

WIC Mission:

WIC partners with the City of Madison to involve women in all job positions, decisions, policies, and functions through advocacy and education.

Project 1: Take Our Daughters and Sons to Work Day

Leaders: Lisa Olmsted, Kathi Hurtgen, Patricia Lauten

Others involved: All of WIC (day of event)

| Specific Goals | Responsibility | Due date | Results |
|---|----------------|---------------|---------|
| Set date and begin coordinating date with facilities needed | | | Done |
| Coordinate any collaboration with County | | | Done |
| Organize breakfast | | | Done |
| Street permit for MLK Blvd. | | | Done |
| Get meter bags for MLK | | | Done |
| Organize speakers, events, and itinerary | | | Done |
| Order any additional supplies (notebook and pen) | | | Done |
| Design program | | | Done |
| Print program | | | Done |
| Make a list of volunteer needs for the day of the event | Lisa | March meeting | Done |
| Sign up for volunteer job the day of the event | ALL WIC | | Done |
| Pack breakfasts | Donna | | Done |

Project 2: Update Bylaws and Ordinance

Leaders: Patricia Lauten

Others involved: Nancy

| Specific Goals | Responsibility | Due date | Results |
|-------------------------------|----------------|-------------|---------|
| Update bylaws and ordinance | Patricia | May meeting | |
| Create/revise/proof documents | Nancy | | |
| | | | |

Project 3: Membership & Recruitment

Leaders: Lisa Olmsted, Liza Tatar

Others involved:

| Specific Goals | Responsibility | Due date | Results |
|---|----------------|------------------|--|
| Determine who is missing (agencies), barriers, and outreach. | Lisa, Liza | February meeting | Done |
| Author letter to recruit members | Lisa, Liza | February meeting | Done |
| Distribute letter to: Department Division Heads Website Poster | Lisa, Liza | March/April | Done. Melissa & Lisa presented to department/division heads on 3/5/14. Poster put on web by doc services in march. |
| Work on poster/graphics | Donna | March | Done |
| Compile timeline and list of accomplishments to share | Liza, Donna | March | Done |

Project 4: Marketing and Messaging WIC

Leaders: Donna Collingwood, Chris Lang

Others involved: Melissa Gombar

| Specific Goals | Responsibility | Due date | Results |
|---|----------------|--------------|-------------------|
| Present to Common Council | Melissa? | | |
| Website maintenance & updates | Donna, Chris | Ongoing | |
| “White papers” on neutral/appropriate language (chairman); identifying bias | Donna | | |
| Create SharePoint site for information sharing among members | Melissa | April | IT Creating site. |
| Training on SharePoint for members | Melissa | June meeting | |

Project 5: Professional Development for Women

Leaders: Kathi Hurtgen, Connie Thompson, Patricia Lauten, Gretchen Ede

Others involved: Melissa Gombar

| Specific Goals | Responsibility | Due date | Results |
|---|----------------|---------------|---------|
| Brown bag with HR | Kathi | | |
| Statistics in City employment (Where women fall out of the process, where they succeed, etc.) | Melissa | | |
| Job development: Mentoring/internships/job shadows | | | |
| Work with HR to review supervisor/manager trainings | Connie | February 2013 | Done |
| | | | |

Project 6: Fundraising

Leaders: Treasurer (Nancy Crawford), Chair (Melissa Gombar)

Others involved: Executive Committee

| Specific Goals | Responsibility | Due date | Results |
|---|-----------------|--------------|---------|
| Reserve space for bake sales in 2014 and tell WIC | Melissa | June meeting | |
| Bake/donate items and volunteer at bake sales | All WIC members | | |

Project 7: Miscellaneous Projects

| Specific Goals | Responsibility | Due date | Results |
|---|-------------------------|--------------|---------|
| Sex trafficking event in the City of Madison (part of promoting WIC) | Nancy | | |
| Record presentations | | | |
| UW LGBT Campus Group collaboration | Liza | | |
| Bullying Awareness/Prevention Brown Bag | | | |
| Attend CampHero benefit | Anyone! | April 5 | Done |
| Solicit donations for CampHero benefit silent auction | Liza | End of March | Done |
| Attend webinar "Sponsoring Women to Career Success by Selena Rezvani Author of Pushback: How Smart Women Ask and Standup for What They Want" and share notes with WIC group | Connie, Nancy M., Kathi | March | Done |