MINUTES

The Women’s Council for Leadership and Service

3/16/2017 9:00 AM| **Meeting called to order by** Dr. Lauretta Byars

# **In Attendance: 11**

Dr. Lauretta Byars Ms. Phyllis Earles Ms. Talitio Russell

Dr. Josette Bradford Ms. Kimberly Gay Ms. Shannon Smith

Ms. Elizabeth Brumfield Ms. Elizabeth Marion Ms. Raquel Williams

Dr. Beverly Copeland Ms. Glenda Jones

# **Approval of Minutes**

There were no minutes to approve from the meeting held on February 16, 2017.

# **Chairperson’s Report Dr. Lauretta Byars**

Recognition and special thanks were given to the Kick-off committee.

We need to find a way to record our activities. Ms. Gay suggested we use surveys.

We need to add a contact person for all of the activities on the calendar of events for Women’s History month.

We need greater visibility on our website.

Each remaining activity for Women’s History month was discussed.

**Remaining Activities for Women’s History Month**

1. **Monday, March 20th**

Movie: Hidden Figures @ Opal Johnson-Smith Auditorium

5:15pm Discussion panel with women from NASA

6:00pm Movie: *Hidden Figures*

1. **Tuesday, March 21st**
* Noon - Brown Bag Craft N Lunch: Sewing Pencil Skirts in 108 J.B. Coleman Library.
* 5:00pm - Women’s History Month Craft (Pencil Skirt in Minutes at NWHC.
1. **Wednesday, March 22nd**
* 6:00pm - Dr. Tannner @ NWHC. There was no information provided on his presentation.
1. **Thursday, March 23rd**
* 4:30pm - Meet & Great with Judge Yates & Husband in the J.B. Coleman Library. Ms. Brumfield suggested including a reception after meet and great.
* 6:30pm - Hatitude & Tea Party in the MSC Ballroom.
1. **Tuesday, March 28th**
	1. 6:00pm - Honoring Women in Business at NWHC room 108.
2. **Thursday, March 30th**
* 11am – 12:20pm – Book Review: *Hidden Figures* in the J.B. Coleman Library. Copies of the book are still remaining in Student Affairs and in the J.B. Coleman Library with Ms. Gay.

# **Announcements**

1. Contact Dr. Byars with any additional Women’s History month events.
2. Jourdan Scruggs, Communications Specialist II, will update the Women’s History month calendar and provide us with greater visibility on the website.
3. There will be an Internship Boot camp in the MSC ballrooms from 10am-3pm on March 22nd. There will be a focus on women during the boot camp.
4. Dr. Copeland is conducting a food demonstration in the student recreation center on March 20th.
5. Dr. Copeland and the nutrition club are making trail mix on the front north lawn during hump day on March 22nd.
6. Dr. Byars will check getting a gift bag prepared for Judge Yates for her visit on Thursday, March 23rd.
7. Ms. Gay volunteered to work on an evaluation process for the events hosted by the Women’s Council. Shannon Smith, Elizabeth Marion and Josette Bradford agreed to assist her. Dr. Byars suggested pulling in Mr. Daniel, student recreation, Ruby Stevens (IRE), Ebony Ramsey (Executive Director of Student Engagement), Tiffany? Demitris Cambric ( to assist with the process as well. It was recommended we use swipe cards for the evaluations.
8. We need to spend time over the summer working on women’s history.
9. We will invite the new Student Government Association members to the April meeting.
10. Education job fair is April 4th from 10am – 6pm.
11. Ms. Brumfield shared Denise Atkins, researcher from University of Missouri, is looking for students to do research. She will pay students for their efforts.
12. Ms. Russell needs a soft copy of the logo for the website. She also asked for suggestions for the website.
13. Dr. Byars suggested we take headshots of all of the members. Other suggestions included: mission statement, meet the members, contact us, recent and past activities, announcements, highlights in women’s history, a link to the national women’s website, and archives.
14. The web address for the Women’s Council’s website is pvamu.edu/womens-council.
15. Ms. Russell suggested getting a Dropbox or Cloud for the Women’s Council to save pictures.

# **Next Meeting**

4/ 20/2017 9:00 AM, A. I. Thomas, President’s Conference Room. The decision was made to meet the third Thursday of every month at 9:00a.m.