



MEETING AGENDA
MAYOR'S COMMISSION ON THE STATUS OF WOMEN
January 24, 2023- 12:00PM
Lawton City Hall - 1st Floor Banquet Room
212 SW 9th Street

I CALL TO ORDER AND ROLL CALL:

II INVOCATION:

III WELCOME:

RETURNING COMMISSIONER - Teresa Abrams

GUESTS: Welcome guests

IV BUSINESS:

- A) **MINUTES:** Consider approval of the December 6, 2022 Mayor's Commission on the Status of Women minutes. (minutes on file with City Clerk)
RECOMMENDED ACTION: Motion to approve/amend minutes
- B) **FINANCIALS:** Consider approval of the financial statement prepared for January 1, 2023. (Copy of financial statements are on file in the Office of the City Clerk)
RECOMMENDED ACTION: Motion to approve financial statement prepared for January 1, 2023.
- C) **WOMAN OF THE YEAR AWARDS BANQUET:** Discuss and take necessary action on WOTY Proposal (see attachment)
RECOMMENDED ACTION: Motion to reconsider the motion that was previously passed on December 6, 2022 to hold the WOTY ceremony in May and amend to state that the event will now occur in August in conjunction with the COL Birthday celebration.

V REPORTS:

OFFICERS:

- **CHAIRPERSON:** Christina Woodson- Movement continues on the MCSW Strategic Plan. Plans for the Living Women in History project have begun. See **EDUCATION REPORT** for more information. Meetings with the Mayor and City Council Members are being scheduled. See **ANNOUNCEMENTS** for upcoming dates. Christina will be contacting Commissioners from the respective wards in addition to 1 At Large Commissioner for each meeting.
- **FIRST VICE CHAIR:** Charise Walker - Nothing new to report
- **SECOND VICE CHAIR:** Maria Meredith - Nothing new to report
- **TREASURER:** OPEN - Nothing new aside from financials presented above.
- **RECORDING/CORRESPONDING SECRETARY:** Dani Blackburn- Nothing new to report
- **PARLIAMENTARIAN:** Sarah Woods- Nothing new to report

COMMITTEE CHAIRS:

- **MEMBERSHIP:** Patricia Williams - Membership Team SOP is going through final revisions and will be sent to all Commissioners for review prior to the February meeting. Board Buddies have been assigned - more information to come from Patricia Williams.
- **PUBLICITY/SOCIAL MEDIA:** Cheryl Tate - Please please, please make a regular effort to promote our website. Please like and share so we can be visible.
- **EDUCATION:** Charise Walker- (report given by Christina Woodson) As part of our 12 month Strategic Plan and as an outreach of the Education committee, talks have begun to create a static display honoring women in the military called Living Women in History. Mayor Booker has already given his approval. This project is being headed up by Commissioner U. Lisa Williams. If you are interested in participating with this project please email Christina Woodson or U. Lisa Williams. More information to come soon!
- **OUTSTANDING CITIZEN OF COMANCHE COUNTY:** Dana Parrish- we have 2 applications that are currently being processed and scheduled by the City for February and March. We need all Commissioners

to ask other groups, businesses, your churches, etc... Ask everyone to suggest and nominate people as outstanding citizens. Heroes are all around us and we want to honor them!

- **SUITS FOR SUCCESS:** Bernita Taylor - Christina has been notified by CSL that they need the space currently housing Suits for Success. We must have everything out by March 1st. Bernita has agreed to accept and distribute the clothing through the Might Academy. All items have been boxed up and are ready to be picked up and delivered to Might Academy. **Pick-up and transfer day is scheduled for Friday, February 3, 2023 @ 10:00am.** We will meet at Cosmetic Specialty Labs located at 210 SW Texas Ave. Lawton, OK 73501. After the transfer **(12:00-1:00pm) on February 3rd - Bernita will hold a meeting @ Might Academy (see address below in ANNOUNCEMENTS) for all that are interested in serving on this committee. Lunch will be provided (please RSVP to Bernita for lunch).** Changes are coming to Suits for Success so come out and be a part of this change!
- **5-YEAR STRATEGIC PLAN:** OPEN- Nothing new to report.
- **STEERING COMMITTEE:** Danielle Brewer- The Steering Committee met on 12/13/2022. (See Attached minutes of the meeting for details.) Danielle Brewer will share for 3-5 minutes (at each meeting) to educate Commissioners each month on the official MCSW mission, purpose, vision, and core values of the Commission.
- **BYLAWS:** Sarah Woods, Maria Meredith, Dani Blackburn- (Report from Dani Blackburn) Bylaws revisions are still under way and will be sent to COL Attorney John Ratliff for final review before presentation to MCSW Board for approval.
- **NOMINATING:** Sarah Woods- Sarah Woods and Bernita Taylor will be approaching Commissioners in the next month to determine interest in holding office. Any Commissioner interested in helping, please email Sarah Woods.

MCSW BYLAWS

Article VII, Section 5. *The Nominating Committee for Election of Officers shall:*

- A. Be chaired by the Parliamentarian and consist of the parliamentarian and two active MCSW members, excluding those interested in being nominated for election as an officer, other than the Parliamentarian.*
- B. Nominating Committee shall be formed no later than the February meeting.*
- C. Accept nominations for the five (5) officer positions of the MCSW at the regular meeting in March;*
- D. Contact all MCSW members individually to determine their interest in holding an office; and prepare a slate of one (1) or more nominees for each elected officer position and present it to the MCSW at the regular April meeting, or at least thirty (30) days prior to voting. The slate shall include the nominations received from the floor, names obtained by individually contacting MCSW members, and any suggestions the Nominating Committee may have.*

VI Announcements:

- **FEBRUARY 1, 2023 @ 1:00-2:00 pm** - Meeting with the Mayor and Ward 1 City Council Woman Mary Ann Hankins.
- **FEBRUARY 3, 2023 @ 10:00 am** - Transfer Suits for Success Boxes to Might Academy: We will meet at Cosmetic Specialty Labs located at 210 SW Texas Ave. Lawton, OK 73501.
- **FEBRUARY 3, 2023 @ 12:00-1:00 pm** - Suits For Success Committee Meeting from 12-1:00 pm at The Might Academy located at 714 SW 45th Street, Lawton, OK 73506
- **FEBRUARY 28, 2023 @ 2:00 pm** - Outstanding Citizen of Comanche County Presentation to Glen Gatling. Presentation will take place at the Lawton City Council Meeting.
- **Next MCSW Meeting: February 28, 2023**

VII Adjournment:

This Notice of Meeting and Agenda was sent via email on January 20, 2023 at 2:55pm to the City Clerk's Office at Lawton City Hall.



MEETING MINUTES
MAYOR'S COMMISSION ON THE STATUS OF WOMEN
December 6, 2022
Lawton City Hall - 1st Floor Banquet Room
212 SW 9th Street

I CALL TO ORDER AND ROLL CALL: 12:02

Present: Melody Scott, Charise Walker, Dana Parrish, Danielle Brewer, Ginny Sahler, Luanne Gallagher, Maria Meredith, U. Lisa Williams, Cheryl Tate, Patricia Williams, Dani Blackburn, Sarah Woods, Christina Woodson,

Absent: Brandi Thomas, Dobanney Scott, Bernita Taylor, Rebekah Pullicar, Jean Peterson

14 Commissioners present, quorum established

II INVOCATION: Stella Maxwell - Fully Loaded Women

III GUESTS: Welcome guests

IV BUSINESS:

A) **MINUTES:** Consider approval of the November 29, 2022 Mayor's Commission on the Status of Women minutes.

- a) Motion to approve minutes as presented: M. Scott
- b) Second: M. Meredith
- c) Any further discussion or debate: None
- d) S. Woods called the roll: 11 Y, 0 N. Motion carries

B) **FINANCIALS:** Nothing new to report since last week. (Financials on file with City Clerk's office)
RECOMMENDED ACTION: No action needed.

C) **MCSW STRATEGIC PLAN 2022/23:** Consider approval of MCSW Strategic Plan 2022/23

- a) Chairwoman Woodson reminded the Commission that we have previously discussed the strategic plan. S. Woods asked about the metrics we discussed potentially adding at the November regular meeting. Woodson explained this is the immediate action that the commission hopes to achieve by the end of our fiscal year, which is June 20, 2023, that larger goals should be discussed with the Steering Committee and 5-Year Strategic Plan committee.
- b) During discussion, Brandi Thomas entered the meeting. 15 Commissioners are now present.
- c) Motion to approve MCSW Strategic Plan: M. Meredith
- d) Second: D. Brewer
- e) Any further discussion or debate: None
- f) S. Woods called the roll: 13 Y, 0 N. Motion Carries

D) **WOMAN OF THE YEAR AWARDS BANQUET:** Discuss and take necessary action on WOTY Proposal

- a) Chairwoman Woodson presents a proposal to postpone the Woman of the Year Banquet, discusses the need to obtain quotes for services needed for a banquet next year in order to request adequate funding, and consider hosting an alternative educational event this year in lieu of the banquet.
- b) Motion to approve the WOTY Proposal: U. Williams
- c) Second: D. Parrish

- d) Any further discussion of debate: S. Woods expressed her concern that since we no longer have any Covid measures holding us back and that our bylaws state that we will have the event, as well as most of the commissioners now have not hosted one and by next year those that have will have termed out, that we should continue to have the event. G. Sahler inquired how we are allocated our budget and how in the past have we put on the event with such a small budget. Woods explained that former Commissioner Vera Oldham donated all the food, and other Commissioners had community contacts that would donate other services. D. Blackburn answered that we are allocated our budget by the Mayor, and that she believes we should prepare a budget for the next year based upon estimated expenditures not considering donations. P. Williams voiced concern that if we did have the event she wouldn't want the award recipients to feel like it was thrown together for them when it has been executed grandly in the past. D. Brewer added that she has event experience and believes we could put something very nice together even if the planning period is short. C. Walker chimed that we could consider having a presentation at Council to save costs and planning troubles. More discussion follows regarding options we could take if we still had the event. M. Meredith voices that she sees both sides. U. Williams voices concern that there is a motion on the floor to approve to postpone but there is discussion to not postpone. D. Blackburn states that although that is the motion the floor isn't closed for debate, and that Commissioners may vote down the motion.
- e) Chairwoman Woodson closes the floor for discussion.
- f) S. Woods calls the roll:
 - i) 3 Yeas: M. Scott, D. Parrish, C. Tate
 - ii) 6 Nays: C. Walker, B. Thomas, D. Brewer, G. Sahler, M. Meredith, D. Blackburn
 - iii) 3 Abstains: L. Gallagher, U. Williams, P. Williams
- g) Motion fails.

V REPORTS:

OFFICERS:

- **CHAIRPERSON:** Christina Woodson- Exciting news!! Teams are coming together, beginning to meet and making progress! Be sure that you are signed up on at least one team-join the fun!!
- **FIRST VICE CHAIR:** Charise Walker - Send around WOTY sign up sheet
- **SECOND VICE CHAIR:** Maria Meredith - Nothing new to report
- **TREASURER:** Brandi Thomas - Nothing new to report
- **RECORDING/CORRESPONDING SECRETARY:** Dani Blackburn- Nothing new to report
- **PARLIAMENTARIAN:** Sarah Woods- Nothing new to report

COMMITTEE CHAIRS:

- **MEMBERSHIP:** Patricia Williams - Verbal meeting update on Board Buddies and Member Notebooks. Membership team SOP under way.
- **PUBLICITY/SOCIAL MEDIA:** Cheryl Tate - please be sure to like our page and share it! and Invite others to like the page!
- **EDUCATION:** Charise Walker- Nothing new to report
- **OUTSTANDING CITIZEN OF COMANCHE COUNTY:** Dana Parrish- **Presentation for December will be on Tuesday December 6 @ 2:00.** We will be recognizing David Tyler - aka Santa. He travels anywhere he is asked and gives gifts to children. He does not accept money for his travel or events. Most gifts are paid for from his own pocket with few exceptions. He has been playing Santa and bringing joy to small children since the mid 80's.
- **SUITS FOR SUCCESS:** Luanne Gallagher- **Suits for Success meeting will be 12/12/22 at Noon at MIGHT Center**
- **5-YEAR STRATEGIC PLAN:** OPEN- Dr. Lankford has given us access to the survey that was created last year. We need someone to chair this team that is willing to oversee the survey process.
- **STEERING COMMITTEE:** Brandi Thomas- Meeting held 11/29/2022 Attendance: Brandi Thomas, Danielle Brewer, Ulisa Williams and Christina Woodson. The committee reviewed the primary initiatives of the 1-year Strategic Plan (Membership, Mission, and Image) and discussed some long-term goals for MCSW. **Action**

items: 1) Bring the MCSW Ordinance to the next meeting to present to all members for a better understanding of the creation and purpose of the committee. 2) Establish a post-meeting forum at City Hall for commissioners to be available and accessible to hear from citizens in the community on issues affecting women. **Next meeting will be 12/13 at 5:00 pm at Hilton Garden Inn.**

- **BYLAWS:** Sarah Woods, Maria Meredith, Dani Blackburn- **Next bylaws review meeting will be 12/23/22 at Noon at Atlanta Bread.**
- **NOMINATING:** Sarah Woods- Nothing new to report.

VI Announcements:

- **Next Meeting: January 24, 2023**
- **Outstanding Citizen of Comanche County Presentation - Glen Gatling. Date to be announced.**

VII Adjournment:

Motion to adjourn: B. Thomas

Second: G. Sahler

S. Woods called the roll: 12 Y 0N. Meeting adjourned at 12:57

Minutes submitted December 13, 2022

Dani Blackburn, Secretary

2022-2023



Date	Vendor	Description	Req #	PO #	Amount	Balance
12/1/2022	Cameron Print shop	7 name tags	12300623	22300395	\$31.50	\$1,468.50
12/19/2022	Cameron Print Shop	2 name tags	12300623	22300395	\$9.00	\$1,459.50
12/19/2022	Quill	12 - 3 ring binders	12303891	22303363	\$122.28	\$1,337.22



January 24, 2023
Woman of the Year Proposal #2
Submitted by: Christina Woodson

Project Name:

Woman of the Year Awards Banquet
Spring 2023

Overview:

On December 6, 2023 the Mayor's Commission on the Status of Women voted to proceed with the 2023 Woman of the Year Awards Ceremony. At that time, Commissioners were assigned to teams and tasked with securing current pricing for:

- Decorating
- Food and Beverage
- Recipient Awards
- Recipient Headshots
- Invitations/Tickets

As information came in from the various teams, it became clear that we could be looking at an approximate event cost of \$4,000 - \$7,000. This clearly exceeds our current annual budget and is not an option for the 2022/23 MCSW Board at this time. In conversations with the Mayor, he indicated that the likelihood of securing these additional funds was highly unlikely. Mayor Booker suggested that we instead combine the Woman of the Year Awards with the City of Lawton Birthday that is held annually the first Thursday in August.

Benefits:

- Holding the event as part of the City of Lawton Birthday party eliminates much of the cost for MCSW (with the exception of awards)
- Holding the event as part of the City of Lawton Birthday party dramatically increases visibility for the WOTY event and its recipients.
- Holding the event as part of the City of Lawton Birthday party dramatically reduces the Commissioners work load for set-up, break down, contacting/inviting VIP's, and general planning duties.
- Holding the event as part of the City of Lawton Birthday party in August instead of in May allows us ample time for the administrative duties of the WOTY event. Administrative duties include notifying the Lawton-Fort Sill Community that nominations are open, allows time for the independent panel to make recommendations, allows time to notify recipients and to order awards.

While these details are basic, many other key factors make the recommended format (joining the COL Birthday Party) sustainable for the 2022/23 MCSW Board and future MCSW Boards to come. Since part

of our mission has been to rebrand and bring awareness to the organization, we always want to put our best foot forward with this or any other event we sponsor. Joining our event with the COL Birthday Party will allow us to put our best foot forward and while continuing to honor women of the Lawton-Fort Sill Community.

Proposal:

In light of these key details, I propose that we:

- Join the Woman of the Year event with the City of Lawton Birthday Party thereby moving it from May to August.
- Begin meeting with COL officials to nail down details of the event.
- Continue to brainstorm and consider hosting alternative **educational** style events to bring awareness to the organization, honor women, and educate the community of the ongoing needs of women in the Lawton-Fort Sill area.

MCSW

Steering Committee

Danielle Brewer

Ginny Sahler

DoBanney Scott

U.Lisa Williams

Met 12/13/2022, 5pm, Hilton Garden Inn. Present Danielle Brewer, U.Lisa Williams

Next Meeting:

Discussed the role and purpose of a steering committee:

An advisory body that offers support, guidance and oversight of projects and goals. Key concerns for steering committees are the direction, scope, budget, timelines, and methods used. Steering Committees generally meet periodically to discuss each of these aspects and help set, or reset direction. The committee must allow for open discussion so that each opinion can be heard and assessed. Finally, it must have clear goals and a well-managed agenda.

What is our committee's Immediate Focus: support the MCSW 12 Month Strategic Plan of rebuilding, reinvigorating and reenergizing which was begun in October of 2022 with a focus on research, mission and image.

Immediate Action Items: Review with Commissioners the MCSW Purpose, Vision, Philosophy and Core Values.

Next Steps: Develop and present to the Commission specific ways to put our purpose, vision and values into action.

Reach out! Get the word out! Connect with the community and the women we serve. Meet them where they are. Visit and engage service organizations and let them know who we are and what our mission is.

While we are an advisory board, we need to make sure we are fully prepared to assist in that capacity. How do we do that?

Compile a current list of available resources and services.

Create standard talking points so our mission and message remains clear, accurate and concise.

Revamp and update our website making it a user friendly information resource.

Create simple literature to share when we visit organizations and to post in prominent areas.

Board Buddies

Teresa Christina Dana

Yvonne Melody

Cheryl Maria

Patricia Charise

Danielle Dani

Sara Rebekah

Ginny Dobanney

Ulisa Bernita

*This List is subject to change.