

Women's Commission 2008 WORK PLAN

INTRODUCTION

For the year 2008, the Women's Commission will assume an educational leadership role by serving as a resource through publications providing statistics and insights on issues affecting women in Fort Collins; coordinate and participate in community radio programs discussing issues affecting women in Fort Collins; and will continue to lead the effort on the Women's History Month Essay Contest and the Marcile N. Wood Award. Members will identify new community partnerships that will increase the productivity and outreach efforts of the Women's Commission.

The predominant focus areas for the Commission will be (not listed in order of priority):

- 1) Legislative action
- 2) Political participation

The gathered information will be presented in newsletters or a series of fact sheets and radio programs that will be shared with Council and the community.

Other activities to be completed by the Commission include:

- Networking within the city to explore new potential partnerships on our various projects.
- Actively exploring ways to increase the visibility of the Commission.
- Exploring interactions with other Boards, Commissions, and city entities to improve information dissemination and provide a framework for the information gathering activities of the Commission.
- Continue exploring the feasibility of a website link for the Commission.
- Continue collaborating with our CSU and Senior Citizen's Advisory Board liaisons to the Commission to improve networking.
- Promoting membership applications and assimilating new members fully into our meetings and activities.

ANNUAL COMMISSION ACTIVITIES

Women's History Month Essay Contest – The Commission will continue to sponsor the annual essay contest for Poudre School District junior high students and expand this contest to include home-schooled and private-schooled junior high students. A committee will work with Cindy Ronan (PSD) with the coordination of the contest packets and picking up the completed essays. Student entries will be reviewed in February and winners will be selected. The winners will be honored at a special event, with a presentation of trophies and prize packet by the Mayor or designated representative. This event will include a ceremony at a School Board meeting with the

presence of a Council member. The Fort Collins *Coloradoan* will be notified of the winning essays and encouraged to publish the students' names in recognition and support of Women's History Month. Winners will receive a certificate at their respective schools during their year-end awards ceremonies. We will explore more direct communication with English teachers in the schools and home school organizations to continue the increase in participation in the event. Underwriting for prizes will be arranged for by Commission members.

Marcile N. Wood – The Commission will sponsor the Marcile N. Wood Award recognizing an outstanding citizen in the Fort Collins community who has made a significant contribution to the well-being of women in the spirit of Marcile Wood's volunteerism and community activism. In January, the Commission will send out applications for this award and work with 211 in announcing the nomination season. The winner will be chosen in February and will be publicly announced and celebrated in March. Members of the Commission will explore celebration venues for this award in addition to a presentation at a Council meeting.

COMMISSION LIAISONS

Relationship with City Council – The Commission will continue to report to our City Council liaison, David Roy, to track the Council's policy agenda and, in the Commission's advisory role, provide information and appropriate comments to the City Council on issues of concern to women in Fort Collins. We will send e mails to Council sharing information gathered by the commission.

Relationship with city staff liaison Suzanne Jarboe-Simpson- Continue the wonderful association with this valuable and dedicated city employee.

Relationship with Colorado State University – The Commission will continue to work with our CSU liason to improve networking, information dissemination, and internships.

GENERAL TIMELINE

January:

- Welcome new members and elect new officers.
- Complete the 2007 Annual Report to be presented to the City Council by the end of the month.
- Publish the January newsletter. Topic: affordable housing.
- Discuss the Women's History Month Essay Contest.
 - Confirm contest prize gift certificates with the Downtown Business Association, the Foothills Fashion Mall, and other vendors.
 - Assign tasks to Commission members for the location and time of the event, scheduling the Mayor or designated representative, and organizing the refreshments.
 - Determine schedule for reading essays.

- Discuss Marcile N. Wood Award Contest
 - Complete mailing list.
 - Determine advertising schedule.
 - Work with city to have information posted on fcgov.com.
 - Inform 211 of event to share with non profits and on their website.
- Assign topics, time table, and gather information for the newsletters, fact sheets, and radio programs. Develop the materials throughout the year.
- Explore publicity options for promoting events, winners, and honoring women within the community at large.
- Explore venue options for meeting with community members and women to gather information about their needs.

February:

- Elect vice chair and secretary.
- Schedule city council liaison to speak at the April meeting: City Council 101.
- Prepare proclamation for Women's History month for review by Mayor.
- Review applications for Marcile N. Wood Award and choose a winner.
 - Plan the award presentation.
- Collect essays from Cindy Ronan at Poudre School District, private schools, and home-schooled children.
 - Finish planning Women's History Month event.
 - Pick up awards.
 - Create an outline for the event.
 - Explore publicity avenues incorporating the School Board and Council.

March:

- Present Marcile N. Wood Award.
- Present Women's History Month Essay Contest Awards.
- Mayor to present proclamation during Council meeting for Women's History Month.

April:

- Contact the Coloradoan to put information about the essay contest and MNW winners in the *Coloradoan*.
- Write thank yous and send a Thumbs Up to the Coloradoan.
- Post mortem on both contests.
- Radio program on KRFC (topic: Marcile N. Wood winner)

April – December:

- Review and discuss the City Council Policy Agenda in relation to our Areas of Concern (and to Budgeting for Outcomes). Adjust Commission work accordingly.
- Interview local groups working on women's issues to gain a greater understanding of most pressing issues as they relate to the City Policy Agenda and Budget.

- Obtain input from the women of the community on Areas of Concern and needs assessments.

May:

- Publish the May newsletter. Topic: boards and commissions

June:

- Planning as determined by the Commission.

July:

- Planning as determined by the Commission.

August:

- Present Women's Equality Day Proclamation at the City Council meeting.
- Discuss new member application process.

September:

- Radio program on KRFC (topic: voting).

October:

- Begin planning for Marcile N. Wood Award and Essay Contest for 2008.
- Assign Commission members to chair these events.
- Begin working on 2009 Work Plan.
- Elect new chair of commission.

November:

- Complete 2009 Work Plan to be presented to the City Council.
- Plan December activity to review the year and team build with members.

December:

- Begin working on 2008 Annual Report.
- Announce essay contests to PSD.