

Women's Commission 2009 WORK PLAN

INTRODUCTION

For the year 2009, the Women's Commission will continue providing educational leadership by providing resources on 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 and develop 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) Economic wellbeing
- 2) Health

The gathered information will be presented in printed and electronic formats, 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 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.
- Pro-active community involvement

ANNUAL COMMISSION ACTIVITIES

Women's History Month Essay Contest – The Commission will continue to sponsor the annual essay contest for junior high students attending Poudre School District as well as 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 for PSD. The committee will also work with home school coordinators and contacts at private schools to ensure materials are available and picked up. Student entries will be reviewed in February and winners will be selected. The winners will be honored at a special event in front of the Fort Collins City Council, and at a PSD School Board meeting. Winners will be recognized with a presentation of trophies and prize packet by the Mayor or designated representative. 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. The Commission will distribute applications for this award and work with 211 in announcing the nomination season. The winner will be announced in front of the Fort Collins City Council. Members of the Commission will explore additional celebration venues for this award.

Community Education –

- The Commission will produce written materials related to their annual focus areas which will be available in both electronic and paper form.
- The Commission will work with local radio station KRFC to produce and air two programs in 2009 – one focusing on the winner of the Marcile N. Wood Award and the other on a topic to be determined by the Commission.
- The Commission will participate and/or arrange community events that highlight issues pertinent to women in Fort Collins.

COMMISSION LIAISONS

Relationship with City Council – The Commission will continue to report to our City Council liaison, 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 provide updates 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 (chair, vice chair, secretary)

- Complete the 2008 Annual Report to be presented to the City Council by the end of the month.
- Develop and post information about the 2009 areas of focus
- 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 topics and time table for the 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.
- Discuss participation in the Annual "Journey" Conference (high school students)
- Begin discussions with Office on Aging on the May showing of 'Look Us in the Eye'"

February:

- 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.
- Prepare proclamation for Women's History month for review by Mayor.
- 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, City Council and other educational entities

March:

- Schedule city council liaison to speak at the April meeting: City Council 101.
- Review applications for Marcile N. Wood Award and choose a winner.
- Plan the award presentation
- Present Women's History Month Essay Contest Awards in front of City Council and at the PSD School Board meeting.
- Mayor to present proclamation during Council meeting for Women's History Month.
- Discuss plans for Take Back the Night participation and support
- Finalize plans for the 'Look Us in the Eye'"

April:

- Contact the Coloradoan to put information about the essay contest and MNW winners in the *Coloradoan*.
- Present Marcile N. Wood Award.
- 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)
- Discuss plans for Older Americans Month (May)

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:

- Provide support for graduates of the Women's Studies program
- Participate in the "Look Us in the Eye" program

June:

- Planning as determined by the Commission – review rest of '09 and make adjustments as necessary
- Discuss September radio program – determine topic – make arrangements with KRFC

July:

- Planning as determined by the Commission.
- Arrange for August presentation of the Women's Equality Day Proclamation

August:

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

September:

- Radio program on KRFC (topic: tbd).

October:

- Begin planning for Marcile N. Wood Award and Essay Contest for 2009.
- Assign Commission members to chair these events.
- Begin working on 2010 Work Plan.

November:

- Complete 2010 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 2009 Annual Report.
- Announce essay contests to PSD, home schools and private schools.