

ARLINGTON COUNTY COMMISSION ON THE STATUS OF WOMEN
PLANNING MEETING

Date: Sunday January 26, 2025
Time: 1:30-5:00 pm
Location: Arlington Mill Community Center

MINUTES

January 2025



Planning Meeting

Commission on the
Status of Women

Agenda

1. 2025 Events and Key Dates
2. Event and Engagement Proposals
3. Women of Vision Awards
4. Sexual Assault Awareness Month
5. Communications Strategy

Commissioners 2025

1 Caroline Romano, Chair

2 Marguerete Luter, Chair

3 Jeanine Finch

4 Arbora Johnson

5 Rachel Johnston

~~Xenia Ruiz (Nov 2025)~~ - resigned January 26, 2025

6 Julia Tanner (Jul 2025)- absent

7 Susan Strauss

8 Sasha Whitney

9 Jade Garnett

10 Lorelle Langhorne - absent

11 Harjinder Gill

12 Grace Freeman - virtual

13 Lisa Marcellus

Courtney Palmer-Sales, Staff Coordinator

13 members, 8 for quorum



Events and Key Dates

Key Dates

January 26

February

March 26

April

April 24

August 13-17

September

Activities

Planning Meeting/Retreat

Budget (thru Mar.)

Women of Vision Awards

Sexual Assault Awareness Month

Take Back The Night

Arlington County Fair

Legislative Priorities (thru Oct.)

Commission Meetings

~~January 9~~

February 13 (Susan)

March 13 (Susan)

April 10

May 8 (Jeanine, Arbora)

June 12 (Sasha)

July 10

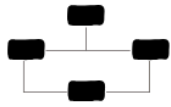
~~August 14~~

September 11 (Jax)

October 9

November 13

December 11 (Jinder)



Organizational Structure

COMMISSION ON THE STATUS OF WOMEN

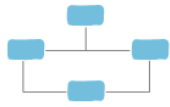
Executive Committee

Chair and Vice Chair

Communications
Department

Policy and
Research
Department

Forums and
Special Events
Department



Organizational Structure

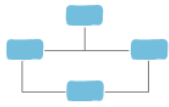
COMMUNICATIONS DEPARTMENT

- In collaboration with Department Directors and Committee Chairs:
 - Create and post (or send to account POCs) social media content, and
 - Develop press releases and event announcements.
- Organize and maintain repository of event photographs.
- Maintain Commission contact lists.

Jeanine Finch, Co-Director

Jinder Gill, Co-Director

Sasha Whitney, Creative Lead



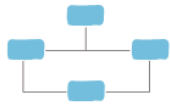
Organizational Structure

POLICY AND RESEARCH DEPARTMENT

- Review County Manager's proposed annual budget and develop budget testimony (Feb-Mar).
- Research legislative issues and develop annual legislative priorities for submission to the Board (Sep-Oct).
- Research and compile sexual violence crime statistics.
- Sponsor task forces for special interest topics, as appropriate.

Rachel Johnston, Director

Arbora Johnson (primary budget), Lisa Marcellus (budget and legislative), Grace Freeman (legislative)



Organizational Structure

FORUMS AND SPECIAL EVENTS DEPARTMENT

- Review community calendars for potential outreach events (Feb Susan).
- Liaise with other Arlington commissions and groups.
- Establish and maintain rapport with other women's commissions to leverage relationships and resources (Marguerete, Arbora).
- Organize outreach activities (e.g., SAAM and County Fair).
- Establish Committees, and Committee Chairs, for larger events like Women of Vision Awards Committee.

Arbora Johnson, Co-Director and County Fair Chair

Marguerete Luter, Co-Director (County Fair)

Susan Strauss, Jinder Gill, Jax Chaise (County Fair)

Jeanine Finch, WOV Committee Chair

Women of Vision Awards

Topics:

- 1) Committee Chair updates
 - Application/selection process
 - Sponsorships
 - Event planning and execution

Objectives/Outcomes:

- 1) Review and update WOV project plan
- 2) Assign committee/commissioner for each activity

Sexual Assault Awareness Month

Topics:

- 1) Sexual violence statistics in ARL
- 2) Take Back The Night and other SAAM activities

Objectives/Outcomes:

- 1) Develop SAAM project plan
- 2) Assign committee/commissioner for each activity

Communications Strategy

Topics:

- 1) Review social media accounts
- 2) Discuss various roles: account POC, content creator, communications manager

Objectives/Outcomes:

- 1) Develop strategy and CSW communications plan
- 2) Assign committee/commissioner for each activity

Email: cswarlington@gmail.com (Caroline, Marguerete, Jeanine)

Instagram: cswarlington (Caroline)

Facebook: arlingtoncsw (Caroline, Jeanine)

Linked In: Arlington County Commission on the Status of Women (Caroline, Marguerete, Jinder)

Conclusion

Objectives/Outcomes:

- 1) Review action items and next steps.
- 2) Questions and clarifications.