

Seattle Women's Commission
Annual Retreat Agenda
Saturday, October 16, 2021
9:00am – 3:00pm

Pre-Work

- Review previous [work plans](#) for reference (topical vs. current committee make-up)
- Review our [website](#) and follow all social media
 - <https://www.seattle.gov/womenscommission/>
 - Social Links on website
- Update your [contact information](#) in the Committee Roster in Google Drive
<https://docs.google.com/spreadsheets/d/1CuZcVEiTepKJHx8erfmvfwjRPYhZVXOTLyHdZGbbWPA/edit#gid=0>
- Review Bylaws - bring questions or suggestions for discussion.
<https://docs.google.com/document/d/1p8MqZXM2b3XmX1pYtxh833NfUIbNWKnp9bCR6R9CU4s/edit>

Goals

- Get to know each other better
- Engagement/ Accountability/ Communication
 - Prepare for SharePoint transition
- Work Plan priorities and roles
- Understand the role of the Commission, our community engagement and interaction with elected officials
- Role of SWC in post-COVID environment (possible report with WA State Women's Commission)
- Re-introduction of SWC to City Council Members & New Mayor

Desired Outcomes

- Each Committee has confirmed Committee Chair(s)
- Outline for a SWC 2 Year Work Plan, Jan 2022- July 2023; related Subcommittee work plans
- Updated shared calendar or clarity around committee/task force meetings (other commissions, WA state women's commission meetings, etc.)
 - Previous shared calendar: https://docs.google.com/spreadsheets/d/1Lm24eML67i-igC2-t_y_ciPBoHwD2Ash/edit#gid=561248927
- SWC Elevator Pitch -- overarching goal, how do we talk about our work
- Update Bylaws

Attendance

Present:

Absent:

Open Commission Seats: TBD

Co-Chairs: Abriel, Tana, Kyla, Rebecca

Subcommittee Chairs:

- Policy & Research: TBD
- Government & Community Relations: Rachel
- Events & Communications: Jema & Whitney

Agenda

Time	Item	Facilitator	Notetaker
8:50 am	Arrive, BYO breakfast, coffee/tea	NA	

9:00 am	Welcome, Recognition of Native Land	Abriel	
9:05 am	Connection: If you really knew me, you'd know these 3 things...		NA
9:20 am	Goals and Desired Outcomes	Rebecca	
9:30 am	History & Role of SWC	Tana	
9:50 am	BREAK		
10:00 am	<ul style="list-style-type: none"> ● 2 Year Work Plan Brainstorm & Discussion ● Post COVID Priorities 	ALL CO-CHAIRS	
11:30 am	Lunch Break (30 min)		
12:00 pm	SubCommittee Breakouts <ul style="list-style-type: none"> ● E.G.: WA State Women's Commission Co-Report? ● E.G.: Developing SWC media contact list 	Sub. Comm. Chairs	
1:00 pm	BREAK		
1:10 pm	SubCommittee Reports: Calendar/ Organization Discussion	Abriel	
2:00 pm	Bylaws	Kyla	
2:45pm	Close and Next Steps <ul style="list-style-type: none"> ● EX: Meetings with Elected Officials ● Transition to SharePoint 	Rebecca	
3:00pm	HAPPY WEEKEND!!!		