



**Frederick County Commission For Women**

401 Sagner Avenue  
Frederick, MD 21701  
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**Frederick County Commission for Women:  
Special Public Meeting  
Via Zoom  
Tuesday, April 11, 2023  
6:00pm**

**COMMISSIONERS**

**Maura M. Page**  
*President*

**Melissa Atherholt**  
*Vice President*

**Cindy Shubin**  
*Recorder*

**Kate O'Leary**  
*Treasurer*

**Marguerite Vacca-Kaye**  
*At Large*

Edwina Benites-LM  
Lakshmi Darbha  
Valerie Dougherty  
Lois Jarmin  
Shauna Mulcahy

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Women is affiliated with  
Frederick County  
Government*

**Meeting Minutes**

**Roll Call of Commissioners**

President Maura Page called the meeting to order at 6:08 p.m., a quorum was present.

Commissioners Present: Maura Page, Melissa Atherholt, Cindy Shubin, Kate O'Leary, Marguerite Vacca-Kaye, Edwina Benites-LM, Valerie Dougherty, Shauna Mulcahy, Sessa Jupudi (future commissioner)

Commissioners Absent: Lois Jarmin, Lakshmi Darbha

**Purpose of Special Meeting:**

To discuss and approve a budget including the components thereof for the SheLEADS April 23<sup>rd</sup> April 23<sup>rd</sup> Leadership Workshop from 2-4pm at Hood College, with an anticipated 8-12 students from Frederick County high schools along with Hood College students.

**Discussion:**

Budget initially requested by Melissa Altherholt: \$425, comprised of \$75 for snacks, \$250 of giveaways/door prizes to participants including gift cards, and an honorarium of \$100 in a gift card to Ms. Debbie Higbie-Holmes for her generous donation of time. Melissa mentioned that the committee thought of a small gift card to entice the girls to come to the meeting, and that last year's event had low numbers. Cindy suggested that using gift cards as an enticement to attend the event could be inappropriate. Maura then mentioned that last year's low attendance was as a result of the event being held the day after prom, and that there is no conflict with prom for this year's event date.

Giveaways suggested by Cindy Shubin as a possible alternative to gift cards, to reduce the cost for this one event and make most of such relevant giveaways available for future FCCFW events - FCCFW event leaders could make small gift bags for the SheLeads session, noting that all items such as customized gift bags, pens and small notebooks could be delivered by Amazon within a week of ordering with free delivery and for use at tabling events. We could take a small percentage of these items to make 8-12 gift bags out of them for attendees, and the large majority of the order available for future tabling events. However, Valerie expressed concern about our deciding to order more giveaways for future events today. Cindy asked if we have FCCWF logo items on hand such as FCCFW pens and mugs and Melissa indicated that we do and that we could buy gift bags

***Our Mission: To create a stronger community by addressing challenges and fostering unlimited opportunities for all women.***

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Rev. 03/14/23



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at the dollar store and use FCCFW logo items we have on hand as part of the participant giveaways.

The updated suggested budget by Melissa was \$60 for snacks, a \$100 honorarium for Ms. Debbie Higbie-Holmes and \$20 per participant in total for giveaways with a maximum of 12 participants or \$240, for a total of \$400 budget for the event. Cindy asked what we would do with extra gift cards if we buy more than we need, and Melissa indicated that they plan to buy any gift cards to include in giveaways the day before the event, when they have a much firmer idea of the number to purchase, to help make sure we don't purchase more than we need.

Motion: Melissa moved that the commission agrees to give the SheLEADS committee a budget of up to \$400 for the leadership workshop on April 23<sup>rd</sup>. \$100 will be the honorarium, \$60 for snacks, and the remainder to be used at the discretion of the committee for door prizes and participatory gift bags. Kate seconded the motion. The motion passed unanimously.

Eddie moved to adjourn the meeting, and Kate seconded. Meeting adjourned at 6:35pm.

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