



**LUKE A. BRONIN**  
Mayor

# CITY OF HARTFORD

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**KAREN TAYLOR**  
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## **Permanent Commission on the Status of Hartford Women Recruitment and Engagement Committee Meeting Minutes (September 20<sup>th</sup>, 2021)**

Meeting start: 6:47pm

- Rename the Recruitment and Planning Committee to Recruitment and Engagement Committee
- Instead of having a specific committee that does planning, each committee should be responsible for planning events related to its focus/work
- Need to print and distribute Commission recruitment brochures (from Karen Taylor)
- Reach out to various Hartford FB groups to post about the PCSHW, inviting people to attend meetings and recruit Commissioners
  - Janeé will try to adapt the recruitment brochure for social media
  - Each Commissioner should identify if their neighborhood has a Facebook group and post in it (a standard flyer/template can be used and distributed to all Commissioners) about the Commission
- The Commission can do an orientation program for new Commissioners, or can recommend to Karen Taylor that the Office of Equity and Opportunity conducts an orientation program for all Commissions
- Sharon will work on creating a template for Commissioner bios
- The Commission needs to be more present on/in Hartford events.
  - Can advertise in Weekly Hartford Events emails/mailings
  - Each commissioner should talk about the Commission more in their own circles, and at events that they attend
    - Brochures/flyers/business cards with info about PCSHW distributed to each commissioner?
    - Fundraising for promotional materials?
- Janeé will reach out to student groups at Trinity to see if students are interested in joining the Commission (as Commissioners or as volunteers)
  - Students could handle social media posts and other more creative projects/ideas
- Jillian will reach out to UConn to see if an email can be sent out to Hartford Campus students and faculty
- PCSHW flyers – can be hung in schools and other public places
- Need to have a template and description of the Commission, including what it does, when the meetings are, links to the meetings, Facebook page, contact info, becoming a commissioner, etc. This template can easily be sent out and reused across multiple platforms
  - Sharon will reach out to Shannon and see if there's a template for the invite/flyer the Policy Committee used that can be adapted for flyers and information bulletins/descriptions about the commission. Sharon will ask Karen Taylor if there needs to be a standard format/template
- There needs to be more structure in the Commission overall, and more clearly defined roles

Meeting end: 7:17pm