

## WE Lead Meeting

July 25, 2017 11am-12pm

Attendees: Sarah Brenner, Ida Salazar, Huong Nguyen, and Natalie Luttrell

**\*\*Bolded names = To-do tasks\*\***

1. Planning for Ice-cream social/ Logo contest event (Please share your ideas on how to organize this event).
  - **Natalie** will send email announcement on August 15<sup>th</sup> city wide about ice cream social and logo contest. **Natalie** will attach flyer about logo contest for further distribution and those without email
  - August 22<sup>nd</sup>, **Natalie** will email a reminder about logo contest and ice cream social just to WE network. Send an Outlook invite for ice cream social so people can RSVP
  - WE Lead will review and vet submissions to 3 finalists
  - WE membership will vote on top 3 in person and/or possibly on webpage (TBD)
  - New logo will be used on T-shirts as fundraiser
  - **Natalie** will ask Debbie about City rules for logo contest
  - August 31<sup>st</sup> will be the date for ice cream social. Location will be City Hall courtyard facing 5<sup>th</sup> Ave. **Ida** will inquiry about booking space and **Sarah** will buy ice cream bars. Logo brainstorming activity will be set up at tables. **Ida** will bring markers and **Huong** will bring paper
2. Leadership Development Program update
  - DEEP wants to form LDP committee. Puja will be our committee representative and Houng as back-up
  - WE Lead will select next year's 5 LDP members affiliated with WE. Those 5 members will need to contribute to WE.
3. How to use OneDrive to share file
  - Ida sent out instructions
  - Auto setting allows all receivers with editing power. So if you do not want anyone to edit you need to manually change the setting

#### 4. Website

- Sarah asks group, what ways do you see members engaging with the website? This can be an ongoing question
- Group agrees WE Lead should start book club

#### 5. Add an unsubscribe option to outgoing emails

- Yes! **Natalie** will ask Debbie or Tracy Le if we can add a subscribe and an unsubscribe button to outgoing emails.
- We should also state “DO not reply all” on outgoing emails.

#### 6. Responding to emails

- **Natalie** will keep track of emails and either respond or delegate email to other WE Lead members

Update on the Sept. panel and donation event

- Postponed until Francesca is available