

## WE Lead Meeting

Friday, February 9, 2018, 11:00am-12:00pm

Attendees: Francesca Patricolo, Natalie Luttrell, and Michelle Hansmann

### Topics

1. WE Logo
  - Lois Waugh is not able to access the original files. The logo will need to be recreated.
  - Francesca is checking with PBOT's graphic designer to see if she can help re-work the logo before the WHM calendar is complete. Francesca is waiting on confirmation.
2. WHM Calendar design
  - The team is comfortable with designing the calendar after previous WHM calendar with the national women's history month logo.
3. WHM events
  - We have close to 18 events which is on par with last year
  - Deadline for calendar entries is Feb 15<sup>th</sup>
  - Natalie will send calendar description to Sara Peterson the designer for the calendar on Feb 16<sup>th</sup>. We hope for a quick turn-around the following week.
4. Galentine's Day
  - 35 ppl have confirmed, 31 tentative, 32 declined
  - Francesca will bring food Monday
  - Natalie will help prep strawberries Monday after 4pm
  - Sara and/or Natalie will help transport dishware to and from City Hall
  - Natalie, Sara, and Ida will bring art supplies for card making
  - Natalie, Sara, Michelle, and Francesca will help set up at 9:30am
  - Natalie will bring newspaper and sign up sheet