



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA COMMISSION FOR WOMEN

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MEETING NOTICE AND AGENDA

Name of Organization: Nevada Commission for Women

Date and Time of Meeting: November 26, 2024 @ 9:00am

Location of Meeting: **Microsoft Teams [Need help?](#)**
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Meeting ID: 239 476 313 601
Passcode: mZ98KQ

Below is an agenda of all items to be considered. **Action may be taken on items followed by the words “For Possible Action.”**

1. **Call to Order**- Chair Brown
2. **Roll Call**- Amberly Johnson
3. **Public Comment**- Chair Brown

Public comment will be taken during this agenda item. Comments may be limited to three minutes per person at the discretion of the chairperson. Members of the public may comment on matters not appearing on this agenda or may offer comment on specific agenda items. Comments may be discussed by the Commission, but no action may be taken on matters presented by the public that are not already on the agenda marked for action. The matter may be placed on a future agenda for action.

4. **Approval of Minutes from the October 22,2024, Nevada Commission for Women Meeting**- Chair Brown (**For Possible Action**)

Commissioner Rogers Markwell- Motion
Commissioner Taylor: Second
Chair Brown: All in Favor?

All in Favor

5. **Discuss Budget for March 4th Event - Chair Brown (For Possible Action)**

Brown: Open it up to Amberly, do you want to start with the SWAG?

Amberly: I was thinking about offering Swag to hand out at the event, to get out name out there. I did an overall round up to include name tags and \$2,000.00 budget would get all of it and there be left over just in case. All left over swag can be transferred to other events or for you to have to hand out.

Brown: does this include the step and repeat?

Amberly: yes, and the two banners, water bottles, key chains, and different stickers.

Taylor: Overall, from what I reviewed it is a very impressive selection. Amberly that you selected based upon our recommendations or comments from our last meeting. Then you for doing the due diligence and searching for specific items such as the step and repeat.

Those documents are attached to our meeting invite as well. This has the point of reference, Commissioners.

Brown: And for any other Commissioners that have a little more experience with swag, do you have any comments about the budget? Or something specific we should have?

Rogers Markwell: in my experience, I think it just be thoughtful of something that people would continuously use. There's always the handouts and the fun things that people hand out at conferences, and you see that it goes by the wayside pretty fast. You want it to be something that will be in constant use and that they are constantly looking down and realizing where it came from and the meaning behind it.

Brown: I completely agree with that. I was thinking the same thing. Should we discuss like a notepad? Approve a notepad and pens today? I'm good with that.

Rogers Markwell: I'm curious what specifically because there's a lot of different items on here. What specifically are we kind of leaning into currently? I'd love to have a discussion around that if possible. I know the step and repeat was an important one and I think that's great because that will, you know, be used again in the future as well.

Brown: Banners

Amberly: Two banners, one for the front door and then one for right when you enter the auditorium itself. I found that it was going to be our best bet instead of large banners to hang. Keychains this is kind of what we had floating around the office. We were all talking about cool swag and things that we would get excited to see and have. There are different keychains to choose from and different types of water bottles. You guys have a bunch of sticky note pads already. Little lip balms, everyone appreciates a chap stick.

Taylor: I'm not picky if it is branded with the Commission's logo. Also, agree with an item people will reuse.

McDoniel: I agree. I think when I've done trade shows in the past, it seems like notepads, pens, the lip balm I think is a great idea too.

Proper: I would only add for us to mindful of the month in general and more than likely those in attendance will be attending a few other workshop sessions, luncheons, things of that nature. So id there is a possibility to have an item that stands out from those. I will tell you I grab notepads to give to other people. I don't typically keep them. And man, if I get one more water bottle. Just thinking through that and sometimes that's the most financially responsible and the fastest and the easiest. I understand all of that, I do just

want us to be mindful if we want to be something that is memorable and keeping us front of mind. Maybe, for you to find something that is unique and apart from other experiences that people will be having in March.

Amberly: absolutely, and I can continue to do some research and look into things and then you guys can vote next month.

Proper: thank you so much

Rogers Markwell: one thing that I found, I speak at a lot of conferences, and a hot item that I have seen this year, which is kind of funny is like a translucent kind of pink greenish bag that turns colors and people just flocked for it. I mean were in line for days for this bag which was almost like a hologram ish bag but it had a logo I think. It was something people could take to the grocery store or whatever, keep in their cars, but it was the hottest thing that I've seen this year that people were waiting in line for. So talking about something kind of unique that people would reuse, I think. I mean, I know that I reuse bags all the time, but to have one that's different looking, I think people loved it this year.

Taylor: How many people is our capacity, I think it was 50 people right?

Brown: 120, I think. They said 50 in the lobby area, and that the room held 120, I believe. I will double check that.

Taylor: what about a plaque

Proper: we are moving away from plaques because of no space and people not being in an office

Brown: Commissioner Rogers Markwell, what kind of bag are you picturing? Like a makeup bag, travel bag?

Rogers Markwell: The bag I was given one of these crazy bags and they're literally kind of like, I don't know how to explain it, you know when you have that tissue paper that's kind of holographic? That turns pinkish, greenish, and yellowish? It's a reusable bag could be for grocery shopping or whatever you want. Travel, whatnot.

Proper: Is it one of those bags that comes like folded down already or OK, got it.

Rogers Markwell: This bag was more rectangle; it was kind of a harder plastic and it was that holographic kind of look to it with just a logo on it but it made the logo stand out because the material was so different and unique comparably to a lot of the bags that you see.

Brown: So I have no idea about pricing. That's a question for Amberly, but what if we do a bag, lip balm, a pad of paper and a pen? Since we already have the pads, we have the sticky notes. Amberly do we have pens left?

Amberly: I have not seen any pens

Brown: ok the pens were actually terrible that we got. I like the bag idea because we are women and we do carry bags. I wouldn't be opposed to a big bag or a travel makeup clear bag. You know something like that.

Rogers Markwell: For pens where I get pens from that actually write really well is pens.com. They are less than a dollar a pen. I think they are 67 cents or 76 cents or something like that. They write well and people love those pens, and something that I use for my own firm.

Brown: We will have like a SWAG Bag. I'm thinking we can have them laid out and everyone can grab one when they leave. I think that would make an impact. So at this time should we vote so that we can have everything in place by end of January to get

invitations out at least a month before. So at this time do we think 2,000.00 will be enough or should we bump it up just in case and then we don't have to come back to and agree?

Amberly: Yes

McDoniel: I think the clear bag is a great idea because I went to a Raiders game and you need a clear bag. That could be something people use a cute little clear bag.

Brown: That's what I was picturing. I think in my mind is a bag you can take if you need. Because I too went to a Raiders game and didn't bring my purse because I didn't have a clear bag.

McDoniel: concerts too

Brown: So at this time, if Amberly thinks \$3000.00 is enough to cover this, I mean I guess we can always come back, but I'm just trying to make it easier for you to is there any more discussion about the budget or the items?

At this time I will ask for motion to approve the \$3000.00 budget for the Swag

Rogers Markwell: Move to approve the \$3000.00 budget for swag

Proper: 2nd

Brown: All in favor?

All in Favor

6. Discuss who the keynote speakers will be - Chair Brown (For Possible Action)

Brown: DiLullo emailed and asked if Yvette Fernandez, UFC government affairs woman. Lisa Cano, and Dean of Law School

Proper: Shawna Wells. Owns B is for Black Brilliance.

Brown: The Dean of Law School, Yvette Fernandez, and Lisa Cano. If Lisa Cano cannot then we will ask Shawna Wells. All in favor?

All in Favor

7. Discuss Times for March 4th event- Chair Brown (For Possible Action)

Brown: we will discuss times, as this will not be an all day event, thinking 2-2.5 hour event with my thoughts thinking 11:45 to 1:30pm.

Rogers Markwell: we have to think about what types of food we will be serving, do we want to serve a whole lunch, breakfast, or snacks. Lean towards breakfast

Proper: agrees with lean towards breakfast.

Brown: the Law school has offered room around lunch or later

Brown: Commissioner DiLullo is in contact with caterer so we will have to discuss next meeting

8. Discuss Caterers for March 4th event- Chair Brown (For Possible Action)

Discuss in December meeting as Commissioner DiLullo is not here and she has the contact with caterer

9. Discuss the purchase of SWAG in the amount of no more than \$2,000 dollars from Budget Account 1029- Chair Brown (For Possible Action)

Already discussed above

10. Board Member Comments- Chair Brown (For Possible Action)

No comment

11. Public Comment- Chair Brown

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12. Adjournment

Nevada Commission for Women

Unless noted as an action item, discussion of any item raised during a report or public comment is limited to that necessary for clarification or necessary to decide whether to place the item on a future agenda.

All times are approximate. The chairperson reserves the right to take items in a different order or to combine two or more agenda items for consideration to accomplish business in the most efficient manner. The chairperson may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The chairperson may call for a break.

We are pleased to make reasonable accommodations for members of the public with disabilities and who wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Nevada Commission for Women staff at (775) 531-3144 as soon as possible, and no later than 24 hours prior to the time of the meeting.

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The Eicon building located at 515 E. Musser St, Carson City,

NV

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