



10-24-2019

## 2020 Summit Planning Notes October 24 through February 21

Illinois Wesleyan University

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**Summit Planning Notes  
October 24 through February 21**

**October 24th meeting**

Stay with Summit for 2020 with a discussion / vote on new name at Annual Meeting

Theme: Hearing Different Truths

Embracing Different Truths

Exchanging Truths

Sharing Truths - more impactful - consensus theme

Sharing Stories - safe

Need to make sure we help understand that sharing truths is about sharing lessons learned, experiences, etc. Helping others avoid pitfalls, etc.

MG to share with Adriane the theme consensus - completed and Adriane was in agreement.

Project Planning: Next steps

Create an outline of the weekend with what we have, who is current point person and what we need to fill in for the point person (see the summit outline already in Google Docs with updated notes

Set up all CFW meeting in November to share sessions and where we need point people, other ideas, etc.

This should also include other needs such as Table Captains

Set up ongoing meetings for Engagement Committee and send out invitations

MG to send invites for Tues Nov 5th, 19th, Dec 3rd and 17th at 4:00

**November 5th meeting**

Outline for ALL CFW Call

Before call, ask Amy and Jackie need any help on their parts (Marilynn)

Adriane - website deadline for registration

Aim for mid December to open registration

Greetings and Hosts - on Friday - Executive Committee and Chairs to make sure all guest feel welcome

Mock Interview person - Molly Rollings or Claudia Brogan (Gianina)

The Lounge - Alissa and/or Kelly Benante (Gianina)

Adriane - rooms for sessions, etc.

Wine and Cheese - Laine or ?? (if Laine says no) (Marilynn)

She Speaks - Molly McLay, , Kasey Evans (Adriane)

Dinner at Wilder House - Allecia or ?? (Gianina)

Reserve Rooms process

Hotels with a block room

Registration support - ask Adriane if Sara is our main person  
Saturday Ice Breaker - ask for Volunteer on call  
Polar Plunge - Kim Bankston, she will let us know if want someone else  
Greet and Hosts - various members to volunteer on call  
Mentoring Game - ask Amy and Jackie if need help (Marilynn)  
Budget - need someone to lead, ask for volunteers on call  
Lesson Learned - student members, recent grads and Council women (ask for volunteers on call)

While did not discuss on the phone, Marilynn will be glad to reach out to a few students to ask for their involvement

Marketing - contacts on campus (Tracy)

Project Plan Document: put on Google Docs. This will be updated to include more details, such as names. To be used by Engagement Committee to track progress on steps - a working document for Engagement Committee

Summit Outline - working document for use in creating registration info, etc. Adriane created last year, Gianina started the updating for this year. Will ask Adriane to let us know what else she needs.

### **November 19 meeting: Gianina, Kim, Kelly, Marilynn, Adriane**

Use Executive Committee and Chairs as Table Hosts versus asking for volunteers

Documents on Google

Project Plan

Deadlines

Members and Involvement

Lounge: Alissa Miller and Erin Milligan?

Wilder House Dinner: Allecia

Mock Interviews: Molly Rollings

Notes from CFW Call - MG to draft and share with team before sending to all

Friday Lunch: Expand to include all Alumni, students and staff/faculty now that Georgia is President

150 Years of Women

### **December 3 meeting: Gianina, Kim, Adriane**

- Outreach: Adriane will get email addresses for Kim to do outreach through Panhel, etc. So far no information is available about sororities doing Polar Plunge. Softball team has been confirmed as participating. Kim will work with Kim Nelson-Brown
  - ACTION ITEM: AP will send email addresses to Kim B
- Program:
  - Gianina offered to help with luncheon remarks and timeline.
  - Marilynn recommended getting students involved in planning and on panels to encourage student participation.

- It was decided to reduce the Saturday afternoon sessions to one, since that may be a time of low participation. Shannon O'Rourke has an excellent proposal for a session on financial planning, budgeting, contracts, etc. Recommendation from Marilyn to enlist student members to help, which will help keep information relevant and increase participation.

- ACTION ITEMS:

- Contact Shannon about enlisting student assistance. [See list of members here](#) (Marilynn recommends Amanda Wesche who is highly engaged. New member Stacy Kaeding '08 is in HR.)
- Mentoring activity should also include students in planning.
- Adriane will need final titles and descriptions for all sessions by December 13 in order to build registration.

- Marketing Committee

- Jessica Shull is in the process of developing the Summit logo. She will send 3-4 designs to the marketing committee to decide on. Adriane shared more context around the theme to assist.
- Need plan from Marketing Committee on plan for Summit marketing. Student members and student list from RSO Fair should be utilized to assist.

Commented [1]: Who can contact Jackie/Amy?

Commented [2]: +tracy.lytwyn@gmail.com can you update us here? Thank you!  
\_Assigned to Tracy Lytwyn\_