

**Commission on the Commemoration of the 100th Anniversary of the
Passage of the 19th Amendment to the United States Constitution
2017 Annual Report**

In July 2013, the Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution was authorized by Chapter 603, Acts of 2013; Code State Government Article, sec. 9-3001. In compliance with the law, the Commission presents the following annual report of its progress and activities for 2017.

In the summer of 2017, a new Chair was appointed for the Commission by Governor Larry Hogan. Major General Linda Singh, Adjutant General of Maryland, serves as both the Governor's designee and the Chair to the 19th Amendment Commission. In addition this year, Liz Fitzsimmons was named to represent the Tourism, Film, and Arts in the Department of Business and Economic Development. The Honorable Cheryl Kagan was appointed by Senate President Miller, and Mythili Bacchu was named to represent the Maryland Commission on Women. Blair Burns Potter, the representative of the Democratic Party Women's Diversity Leadership Council, resigned and the Commission is awaiting a new appointment from the Governor's Appointments Office for this vacancy. Also, a Commission member representing the Maryland Women's Heritage Center was added by Chapter 478, Acts of 2017, and Diana Bailey was named to that position. A current membership roster of the Commission is attached to this report.

Under the new Chair, the Commission began having monthly meetings beginning in August 2017. The Commissioners have used these meetings to welcome new Commission members, to discuss goals and action plans and to re-establish work group committees. A roster of the committees and current membership is attached. In 2017, the Commission held five open public meetings; the minutes of the meetings through November 21, 2017 are attached. A final meeting for 2017 will be held on December 19, minutes of which will be reported on in the next annual report.

During this year Commissioner Nancy Kurtz, Chair of the Research and Historic Sites Committee, has engaged a student intern, Ms. Kacy Rohn, to work on assembling a list of sites in Maryland with a connection to the women's suffrage movement to be used as a foundation for some of the Commission's planning work. This list, including 68 locations throughout the state, has been shared with the full Commission and will be further discussed and explored during the January 16, 2018 meeting during a presentation by Ms. Rohn. As a result of this excellent work, the Commission is unanimously supporting the placement of the following historic marker by the Maryland Historical Trust and Maryland State Highway Administration in Hyattsville at US 1/ Rhode Island Avenue at 41st Place, in front of Melrose Park and along the Northwest Branch Trail. Once placed, this will be the second historic marker sponsored by the Commission. The approved text of the marker is below:

SUFFRAGE MOTORCADE

ON JULY 31, 1913, "COURIERS TO CONGRESS" FROM ACROSS THE NATION CONVERGED AT THE NEARBY HYATTSVILLE BASEBALL PARK, CARRYING 75,000 SIGNATURES DEMANDING IMMEDIATE ACTION ON A CONSTITUTIONAL AMENDMENT ENFRANCHISING WOMEN. HYATTSVILLE RESIDENTS WARMLY WELCOMED THE ARRIVING DELEGATIONS. AFTER THE BALLPARK RALLY, THE COURIERS PARADED IN 60 AUTOMOBILES TO THE U.S. CAPITOL TO DELIVER THE PETITIONS TO THE SENATE. SEVEN YEARS PASSED BEFORE THE 19TH AMENDMENT GRANTED WOMEN THE RIGHT TO THE VOTE IN 1920.

*MARYLAND HISTORICAL TRUST
MARYLAND STATE HIGHWAY ADMINISTRATION*

The Commission is currently planning a public celebratory event surrounding the unveiling of this marker during March in honor of Women's History Month 2018 and International Women's Day (March 8th). Other plans being discussed by Commissioners include coordinating with other local and regional groups to cross promote events and activities, providing educational materials allowing schools to incorporate Maryland's suffrage story into the curriculum, and developing additional activities as we move forward toward 2020.

In conclusion, the Commission, as it moves toward the 2020 centennial anniversary, has enthusiastically adopted the following mission and vision statements:

Mission

The Commission seeks to engage in and foster activities in commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution with a focus on Maryland centric occurrences, sites and citizens.

Vision

The Commission seeks to be a relevant and valued source to inspire discovery, vitality, renewed spirit, and deepened understanding of the Woman's Suffrage Movement with a focus on connecting people to places, preservation of landmarks, and advancement of education of Maryland's contribution to the Women's Suffrage Movement.

The Commissioners are confident that their progress to date and their common vision moving forward are consistent with the founding legislation and respectfully submit this report for your review and approval.

Sincerely,



MG Linda L. Singh
Chair

**Commission on the Commemoration of the 100th Anniversary of the
Passage of the 19th Amendment to the United States Constitution
2017 Membership Roster**

Chair

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**Commission on the Commemoration of the 100th Anniversary of the
Passage of the 19th Amendment to the United States Constitution
Work Group Committees**

1. *Historic Sites and Research:* Chair Nancy Kurtz, Diana Bailey, Emily Oland Squires, Sen. Katherine A. Klausmeier, Pat Anderson
2. *Marketing, Advertising, and Tourism:* Co-Chairs Liz Fitzsimmons and Cindy Miller
3. *Events:* Co-Chairs Liz Fitzsimmons and Cindy Miller, Diana Bailey, Roberta Sharper
4. *Coordination and Communication:* Chair Diane Williams
5. *Finance:* Liz Fitzsimmons, Nancy Kurtz, Diane Williams

2017 MINUTES

***Commission on the Commemoration of the 100th Anniversary of the
Passage of the 19th Amendment to the United States Constitution***

***Commission Meeting
Tuesday, August 15, 2017
10:00 am - 11:15 am
Fifth Regiment Armory, Baltimore, MD***

Minutes

Attendees:

Commission members: Maj. Gen. Linda L. Singh, Lee Bachu, Elizabeth F. Fitzsimmons, Senator Cheryl C. Kagan, Senator Katherine A. Klausmeier, Nancy Kurtz, Diettra J. Lucas, Roberta Sharper, Diane Williams, Elizabeth Newell (for Emily Oland Squires)

Guests: Catherine Kelly (Military Department), Diane Bailey (Women's Heritage Center), Liz Coelho (Maryland State Archives), COL Janeen L. Birkhead (MDNG)

I. Greeting and Introductions

The Commission Meeting was called to order by Chair Maj. Gen. Linda L. Singh at 10:05 am. She asked that a roll call of participants be taken as several members attended via conference call.

General Singh gave introductory remarks and encouraged the members to give input about their vision for the Commission and what it is striving for. She intends to engage with her contacts in other organizations to encourage their participation.

General Singh then began the meeting agenda.

II. Achievements to date

Elizabeth Newell reported the following achievements:

- The Commission created and published a website hosted by the Maryland State Archives to help communicate and publicize its efforts online at <http://msa.maryland.gov/mdvotesforwomen/>
- The Commission issued a press release announcing its formation, explaining its mission, and calling for information and assistance. Responses to the press release were collected and responded to by the Maryland State Archives. The Archives had initiated a data file of the offers of assistance and information-sharing for use by the Commission.
- An information brochure was printed to introduce the Commission and its mission. However, this brochure is outdated since the membership has changed.
- Commissioners compiled a list of contacts to identify existing research on Maryland's suffrage story, to create a pool of interested stakeholders/volunteers.
- The Commission formed Committees to fulfill the goals of the legislation. The committees are: Event Planning, Historic Sites Inventory, and Communication/Coordination.
- The Commission, with assistance from the Maryland Historical Trust and the Maryland State highway Administration, erected an Official Roadside Marker in Overlea (Baltimore County) to commemorate the historic women's suffrage march through Maryland in February 1913. The marker was unveiled at a Kick-Off Event on June 9, 2014.

III. Work Plan Development

Funding. General Singh emphasized the importance of establishing clear goals for the Commission, as those goals would drive the Commission's funding requests.

Senator Kagan agreed that the Commission needs to develop a plan for what needs to be accomplished in order to justify any funding in the budget.

Elizabeth Newell (Maryland State Archives) and Elizabeth Fitzsimmons (Department of Commerce) said that their agencies had no funding in their budgets for Commission activities.

Elizabeth Fitzsimmons (Department of Commerce) added that she is able to leverage web resources to get advertise the events.

In discussion, the group agreed that much of the resources and impetus for any events and projects would need to involve the community.

Diane Bailey of the Women's Heritage Center reported that a small grant had been applied for, and Nancy Kurtz reported that the Maryland Historical Trust has applied for a grant to identify and investigate sites of interest.

Nancy Kurtz said that the state, through the State Highway Administration, will pay and install roadside markers "up to a point".

Commission Partners. The following organizations were mentioned during the meeting as possible partners with the Commission:

- State Board of Elections
- League of Women Voters
- AAUW
- National Park Service (to facilitate placement of markers)
- International Women's Forum - Gen. Singh is an alumna of the Forum, a bipartisan group focused on empowering women
- K-12 and Higher Education (MSDE, Maryland Higher Education Commission, colleges and universities, local superintendents) Goucher College has done research on the role the college played in the movement. Other women's studies departments might have similar projects.
- Department of Transportation (to address right-of-way issues)
- Girl Scouts of America and other youth groups - One focus of the Commission might be to encourage the next generation of young leaders in sports, the arts, and student government.

Member survey. General Singh will oversee the creation and distribution of a survey for Commission members. The survey will request feedback on the vision statement. The survey will allow members to indicate their preference for subcommittee assignment, provide input on Commission goals, suggest events and projects for the Commission, and make recommendations for Commission partnerships. The results will help determine roles and expectations, both tactical and aspirational.

Presentation on suffrage sites. Nancy Kurtz reported that a Maryland Historical Trust intern had identified 68 sites related to the suffrage movement and prepared a presentation that might be used as a template for talks at libraries, senior centers, schools, and other community venues. The presentation can also be linked to the Commission website hosted by the Maryland State Archives and perhaps by the Department of Commerce.

Events. Gen. Singh introduced the idea of having an event anchored by the next International Women's Day, a worldwide event with a human rights theme, highlighting the social, economic,

cultural and political achievements and contributions made by women. It is held annually on the 8th of March. The event could be in-person or virtual.

Catherine Kelly suggested that a video could be produced highlighting prominent women in Maryland. (Sen. Mikulski, for example) Several committee members added that they could use the Maryland women highlighted in the Maryland Woman's Commission – Hall of Fame.

Action items.

- General Singh (designee):
 - develop and distribute a survey of members to gather ideas from everyone and which will form the basis for a 2020 vision statement. Members should think about the legacy of the Commission.
 - Develop a draft document for feedback on the way forward. It is a draft and input for all committee members is needed and encouraged.
 - Ensure the meeting alternatives (directions) are widely distributed (ie Go to Meeting, Skype)
- Catherine Kelly will organize a focus group to discuss a timeline and possible events for 2018 based on member response to the survey.
- Elizabeth Fitzsimmons will check with Department of Commerce for programs focused on women-owned businesses to add to the list of potential Commission partners.
- Diane Williams will draft a press release to publicize the Commission's activities. The release should not be disseminated until the member survey is completed. A copy of the contact list for the release is attached.
- Roberta Sharper provided a list of event suggestions. A copy of the list is attached.
- General Singh will appoint a pro tem for those meetings and events when she is away on official business.

IV. Meeting schedule.

To maintain momentum the Commission will meet monthly. The next meeting is scheduled for September 19th, 2017.

Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment of the United States Constitution

**Commission Meeting
Tuesday, September 19, 2017
10:00am - 11:00am
Fifth Regiment Armory, Baltimore, MD**

Minutes

Attendees: Commission Members - Maj. Gen. Linda L. Singh, Cynthia Miller (for Liz Fitzsimmons), Senator Cheryl C. Kagan, Irnande Altema (for Senator Katherine A. Klausmeier), Nancy Kurtz, Emily Oland Squires, Roberta Sharper, Diane Williams

Guests: General Annette Deener (Military Department, Chief of Staff), Catherine Kelly (Military Department), Diana Bailey (Women's Heritage Center)

I. Greetings and Introductions

The Commission meeting was called to order by Chair Maj. Gen. Linda L. Singh at 10:04am. She asked that a roll call of participants be taken as several members attended via conference call. Maj. Gen. Singh gave introductory remarks to open the meeting. She welcomed members of the Commission, and thanked everyone for participation. She emphasized that this group can work as a team to make memorable events to commemorate the anniversary of the 19th Amendment and women's suffrage.

Maj. Gen. Singh wanted to offer an opportunity for the Commissioners to express their opinion on the role of the Commission and wanted to use the input of the team to move forward toward common goals. To this end, a survey was circulated to get member feedback. The agenda for today's meeting is to review the information gleaned from the survey. The staff will summarize the survey results for the Commissioners and seek discussion about next steps for this year and ideas for culminating events in future years. Major General emphasized that she would rather collect all the ideas big and small without limitations at this stage. Major General announced that in order to make more progress, meetings are being pre-scheduled and the team is working to get them onto the calendar in advance for more notice.

Maj. Gen. Singh then began the meeting agenda and turned the call over to her team. She was on travel serving as the keynote speaker at a women's empowerment event. Therefore, Chief of Staff Brig. Gen. Annette Deener led the remainder of the call on the Maj. Gen.'s behalf.

II. Survey Results Review

At the start of the meeting, there were six responses to the survey to date. The survey has been re-engaged online for those who have not yet filled it out. The survey can be found at: <https://www.surveymonkey.com/r/PJ7NPBV>

Emily Oland Squires agreed to send out an additional reminder for members to complete the survey by October 10, one week before the next meeting.

A. Vision

Of those responses received to date, the majority agreed that the first vision statement is best suited for the Commission:

The Commission seeks to be a relevant and valued source to inspire discovery, vitality, renewed spirit, and deepened understanding of the Woman's Suffrage Movement with a

focus on connecting people to places, preservation of landmarks, and advancement of education of Maryland's contribution to the Women's Suffrage Movement.

B. Events and Activities

According to the majority of survey responses to date, the Commissioners agreed that the remainder of 2017 would be a time of re-establishing the Commission and a planning period. There would be no major events this year. It was agreed that, once formed, each individual committee should consider what events and activities are most suited to the Commission and its vision and that the Committee chairs would bring those suggestions back to the group.

Sen. Kagan asked, what are ultimate goals of the Commission? Is the Commission including both education and celebration in their plans? According to the vision statement from the survey, the goals are: connecting people to places, preserving landmarks, and advancing education. Therefore, we want to make sure we reach young people in schools. Perhaps there could be a product given to schools for Women's History Month and distributed with the help of the Maryland State Department of Education and the Maryland Higher Education Commission. Diana Bailey commented that in addition to historical information, it would be good to disseminate socio-economic and cultural impacts of suffrage. Along those lines, the Maryland Humanities Council and the Maryland State Arts Council were mentioned as possible partners.

C) Committees

The Commissioners discussed the value of combining some of the committees since there are only 16 members. The following committees were agreed upon with member sign up to date:

- 1) Historic Sites and Research: Chair Nancy Kurtz, Diana Bailey, Emily Oland Squires
 - a) Maryland Historical Trust intern has done a historic sites survey and identified 68 sites with a connection to suffrage. The intern is creating an online Story Map with this information which will be complete in approximately two more months.
 - b) The intern from the Maryland Historical Trust could potentially be invited to a future meeting to give a presentation about her research and show the Story Map. This online resource could be circulated once completed.
 - c) Diana Bailey has an intern who will be putting the Maryland Historical Trust's list of historical sites into a national trail database.
- 2) Marketing, Advertising, and Tourism: Chair Liz Fitzsimmons - pending approval
- 3) Events - Liz Fitzsimmons-pending approval, Diana Bailey, Roberta Sharper (Chair to be determined)
 - a) Note: Roberta Shaper circulated a list of potential event ideas at the last meeting. She can re-share the ideas with Events committee members.

- b) Example of an event idea: A contest for people to express the meaning of the suffrage movement through the arts (songs, poems, artwork, plays, etc.)
- 4) Coordination and Communication - Chair Diane Williams
 - a) We will hold off on a press release until we have some plans to announce.
 - b) Ms. Williams will definitely get the local Women's Commissions and communities involved in the collaboration and partnership as we have more plans to share.
 - c) Ms. Bailey will share information about national events with Ms. Williams, with a copy to Ms. Kelly, as she receives notice of them.

Rather than having a dedicated Finance committee, the Commissioners discussed that it would be up to the committees to consider ways that their activities and events would be funded. Brig. Gen. Deener stated that a legal opinion is being sought about how the Commission can accept donations, conduct fundraising, and seek sponsorships. Diana Bailey mentioned that the Maryland Women's Heritage Center is a 501c3 and may be able to set up a separate account for this Commission to collect dedicated funds. The advantage to this offer is that the Maryland Women's Heritage Center is not a state agency or a political entity.

Senator Kagan suggested that the Commission have a social media presence. Ms. Oland Squires confirmed that the Maryland State Archives hosts a Commission webpage on its own web site which disseminates information, but does not have a Commission-specific Facebook, Twitter, Instagram, etc. Senator Kagan suggested that the social media not be linked to any specific organization/agency other than the Commission. Ms. Williams asked Senator Kagan to help with the Coordination and Communications committee.

D) Timelines

According to the survey, October 31, 2017 did not seem like a reasonable deadline to complete many of the initiatives put forth. However, to date, 100% of respondents agreed that the Commission should identify and establish committees by this date. A majority of the respondents also said that themes and sub-themes could be established by the Commission by October 31. Of the Commissioners who responded to the survey, the majority also agreed that we could establish a list of potential contacts, but that we should not engage until we have a plan. The remainder of the initiatives from the survey, including establishing a press kit, logo, list of events, etc., need more time to complete.

E) Meeting Dates

The next meeting dates are set on the third Tuesday of each month. Please mark your schedules in advance for 10/17/2017, 11/21/2017, 12/19/2017, 1/16/2018, 2/20/2018.

Meetings will continue to be offered with options to call in to a teleconference or attend in person.

Emily Oland Squires will send out a Google Calendar invitation to everyone for the meetings through February. Please note that the call in number/passcode may vary. The Military Department is looking into this matter.

Several Commissioners offered space for face to face meetings, including the Maryland Historical Trust in Crownsville, Senator Kagan in Rockville, the Maryland State Archives in Annapolis, if needed in the future. There will need to be discussion about whether these locations would have the same conference phone capability.

The Military Department may be able to offer web connectivity for a future meeting that would include the Maryland Historical Trust online intern presentation.

III) New Business

As the remainder of 2017 is to be a planning time for the Commission, please think about any goals and events that the Commission should consider for Women's History Month in March 2018 and Women's Equality Day in August 2018. Bear in mind that we can start off with a small event, not necessarily a large culminating event at this time. Perhaps this would be a time to kick off the arts contest?

Emily Oland Squires will send out a reminder to all Commissioners to fill out the survey by October 10, and to sign up for a committee before the October 17 meeting.

Emily Oland Squires will circulate the directory with contact information to all Commissioners.

IV) Adjourn - 11:03am

Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment of the United States Constitution

**Commission Meeting
Tuesday, October 17, 2017
10:00am - 11:00am
Fifth Regiment Armory, Baltimore, MD**

Minutes

Attendees: Commission Members – Pat Anderson, Irnande Altema (for Senator Katherine A. Klausmeier), Lee Bachu, Senator Cheryl C. Kagan, Nancy Kurtz, Cindy Miller, Emily Oland Squires, Roberta Sharper, Diane Williams, Pamela Young (for Diana Bailey)

Guests: COL Janeen Birckhead (Military Department), Catherine Kelly (Military Department), MAJ Latisha Lewis and CPT Christa Nieland.

I. Greetings and Introductions

The Commission meeting was called to order by COL Janeen Bircckhead at 10:10am. COL Bircckhead was representing MG Singh who was traveling. She asked that a roll call of participants be taken as members were attending both in person and via conference call.

II. Committee

i.) Assignments

The following committees were agreed upon with member sign up to date:

1. Historic Sites and Research: Chair Nancy Kurtz, Diana Bailey, Emily Oland Squires, Sen. Katherine A. Klausmeier, Pat Anderson
2. Marketing, Advertising, and Tourism: Co-Chairs Liz Fitzsimmons and Cindy Miller
3. Events: Co-Chairs Liz Fitzsimmons and Cindy Miller, Diana Bailey, Roberta Sharper
4. Coordination and Communication - Chair Diane Williams

There are still a number of Commissioners who have not selected a Committee to date. As the Commission moves forward, the Chairs should please let the group know who else will be assisting in each Committee's effort, including both other Commission members who join and the general public. The Commission wants to be sure to capture the names of those involved in the work.

ii.) Action Plans

The Chair received 8 responses to the online survey (<https://www.surveymonkey.com/r/PJ7NPBV>) and has reviewed the results. From these results, she would like the Committees to work on developing 30, 60 and 90 day action plans. The Committees will need to do work outside the Commission meetings and should contact the Military Department with needs for support. To assist in this effort, the Military Department will draft a template to send out to the Committee Chairs. This template will include spaces for a list of suggested events/products from the Committee, a timeline for their proposed completion and a budget estimate. The Chairs will return the completed forms to the Military Department who will compile them into one comprehensive document which will be considered at the next meeting. It was agreed that 2017 would remain a planning time.

COL Bircckhead asked if there were any events/products that could be completed with a hard deadline of March 2018. The Commissioners discussed the possibility of historic site markers. Commissioner Kurtz pointed out that the manufacture time for the State

Highway Administration (SHA) was 8-12 weeks. Therefore, it would be difficult to meet a March deadline.. SHA funded markers must be on state maintained roads or on state owned properties, which means there are not many places in Baltimore City where they can be placed. This will be a legal limiting factor, although there are a few markers in the city, for example one at the Lewis Museum and a few at the sports stadiums. It is also possible that private property owners may allow interpretive signage to be placed on their property instead of a State marker. This signage would be of the Commission's own design and manufacture but also need to be paid for completely with Commission funds. Commissioner Williams requested that Prince George's County be considered for a marker placement. Commissioner Anderson suggests that placing one marker in each region of Maryland (Eastern Shore, Western, Central, and Southern) might be an equitable way to balance marker distribution. Commissioner Kurtz agreed to share a list of historic sites with the Commissioners in advance of the January meeting, so that Commissioners may review. Also, Commissioners can provide comments on where best to place historic markers.

In addition to markers, Commissioner Kagan asked what the goal and products of the Historic Sites and Research Committee would be and what would be the timeline. Commissioner Kurtz has asked her intern, Ms. Kacy Rohn, to give a presentation to the Commission on her research at the January 16 meeting. Ms. Rohn is also creating a web story map that will be complete by the January meeting to share. This project will be placed on the Maryland Historical Trust website when finished, but may be linked to from the Commission website (<http://msa.maryland.gov/mdvotesforwomen/>). This website has been hosted by the Maryland State Archives, but can be changed if the Marketing, Advertising, Tourism Committee would like to take it on as planning proceeds. In the meantime, Commissioner Williams noted that a link to the Commission webpage has been added to the Maryland Commission for Women's webpage and promoted on their Facebook page.

In response to Commissioner Kagen's question regarding products of the historic sites and research, Commissioners Squires suggested that the information could be compiled into an educational packet for teachers. The Commission could share the Maryland story of suffrage with a timeline of its participation (the good and the bad), significant Maryland figures and places. Creating educational materials would have a lasting impact long after the 2020 anniversary has come and gone. Commissioner Anderson agreed that creating teaching materials and hosting teacher's workshops would be a good product and one that the Maryland Historical Society could support along with the Maryland Historical Trust and the Maryland State Archives. The goal should be to have the teaching materials prepared by 2019 so that teachers would have them in hand to use in their classrooms for the 2020 anniversary.

Commissioner Miller (the new representative from the Department of Commerce) indicated that the work of the Marketing, Advertising, Tourism Committee would largely be driven by other committees. She indicated that social media would be a large part of the marketing plan. After the conclusion of the meeting, Miller affirmed that she and Liz Fitzsimmons will Co-Chair both the Marketing, Advertising, Tourism and the Events Committees. Commissioner Miller asked to be brought up to date on Commission activities, and Commissioner Squires agreed to send her the meeting minutes and past handouts.

Commissioner Sharper reminded the group about the list of possible events that has previously circulated. COL Birkhead said that the Events Committee needs to review potential events, select ones to work on, and come up with a plan on how they could be accomplished. Commissioner Squires agreed to circulate the Events handout again to be sure all the Committee members had a copy.

Commissioner Williams said that she has a list of potential organizations to contact, but is waiting to make contact until the Commission has a plan to report. COL Birkhead asked if the Communications and Coordination Committee is planning to also keep a list of national contacts, including federal programs eastern seaboard states. What is our role in going to other events and keeping up with what they are doing? Ms. Young suggested following the National Trail Planning Group as well as the National Women's History Museum who regularly make announcements. Ms. Young also felt that these would be useful networks for passing our information on as well, and will ask Commissioner Bailey to pass the notices on to the whole Commission. Commissioner Williams agreed that the Communications and Coordination Committee could keep contact information for those other non-Maryland organizations. She and Commissioner Bachu also agreed that the local women's commissions groups will be contacted for participation, support and assistance as we move forward.

iii.) Finance

At the last meeting, it was agreed that each Committee will consider its own financial needs. However, the Commission will need to be accountable and accurate with funds, especially if we are asking for allocated funds and/or are raising funds. The Commission Chair has decided that each Committee Chair will serve on the Finance Committee. This arrangement will allow them to have an equal stake in communicating their funding requirements and will allow for both better accountability and overall coordination. The Finance Committee will be in charge of the distribution of funds. In a previous meeting, Commissioner Bailey mentioned that the Women's Heritage Center (501c3) may be able

to be a holding area for funds raised, but there is no update at this time. Ms. Young will follow up to get a response from Commissioner Bailey in 2 weeks about whether a dedicated account can be set up on behalf of the whole commission. In addition, the Military Department has sought a legal opinion about MG Singh's participation in fundraising. While she does have some limitations, she likely will be able to participate in some way.

III) Confirmed Schedule

The next meeting dates are set on the third Tuesday of each month. Please mark your schedules in advance for 11/21/2017, 12/19/2017, 1/16/2018, and 2/20/2018.

Also, the intern from Maryland Historical Trust has been asked to give a presentation of her historical sites research and the story map at the January 16 meeting, which we hope to be a face to face meeting at the Maryland State Archives.

Commissioner Kagan indicated that a Tuesday at 10am in January would conflict with the legislator's schedules during session. Commissioner Squires stated that past meetings during session were held earlier in the morning (beginning at 8 or 8:30am) and also had been held downtown at the legislative office buildings to accommodate the general assembly schedule. Commissioner Kagan also said a Monday afternoon meeting might work, or that the legislators could send representatives to this meeting.

IV) New Business

Commissioner Kagan stated that the night before the General Assembly reconvenes that there is traditionally a fundraiser held for the Women's Caucus. She said this would be a good time to start promoting the Commission and its work. She stated that Commissioner Kelly is the Chair of the Caucus, and she would be happy to reach out to her to see if the event would be happening again in January 2018. The Commission agreed that this event would be a good time to reach many interested people and to be visible. Commissioner Kagan will reach out to Commissioner Kelly to check on options for this event.

V) Adjourn - 11:09am

Commission on the Commemoration of the 100th Anniversary of the Passage of the
19th Amendment of the United States Constitution

Commission Meeting
Tuesday, November, 21 2017

10:00am - 11:00am
Fifth Regiment Armory

Minutes

Attendees: MG Linda Singh, Jennifer Hafner Abbott representing Emily Oland Squires, Pat Anderson, Diana Bailey, Sen. Cheryl Kagan, Sen. Katherine Klausmeier, Nancy Kurtz, Cynthia Miller representing Liz Fitzsimmons, Roberta Sharper, Ruth Umbel, Diane Williams, Jenna Williams representing Del. Ariana Kelly.

Guests: Catherine Kelly of the Military Department and MAJ Latisha Lewis from the Maryland Army National Guard.

I. Greetings and Introductions

Meeting called to order at 10:05am by MG Singh and moved immediately on to updates from committee activities.

II. Committees

1. Historic Sites and Research: Chair Nancy Kurtz, Diana Bailey, Emily Oland Squires, Sen. Katherine Klausmeier, Pat Anderson

Commissioner Kurtz has circulated draft of historical marker text. She and her intern are still working on it, so it is not final yet. They are going to add numbers of people and cars and tweak language a bit more. If the marker is ordered by Dec 1st it can be done by March. Advantages of chosen spot include: it's at the entrance to the city of Hyattsville, a rail trail goes through there, and there is a skateboard park with parking lot. It's a good space for event and gets a lot of visibility. Also shared table to events and locations for other possible markers.

Kurtz said that story map of suffrage related sites and events is nearly complete, and she will be able to share by the next meeting. It can be linked to on the MHT website. This will be the focus of her intern's presentation at January meeting.

Discussion then carried into the marker's unveiling and an event to have in conjunction with it and when to have it. The Chair is going to come up with a list of those to contact in Hyattsville, such as their government officials and legislators whose district includes the city. The hope is that there is a community center or library with community space nearby that can be used.

The plan is to arrange for the unveiling near International Women's Day (March 8, 2018). Since this is during the legislative session, initial focus for selecting a date was on a Monday. Abbott suggested a weekend would be better for engaging with the public. Many felt Saturday would be preferable to a Sunday due to church and family obligations. The target date discussed as first choice was March 3, 2019. Back up dates for consideration mentioned were: March 5, 8 and 12.

As for incorporating suffrage into school curriculum, Commissioner Bailey stated that Women's Commission has resources that are not currently shared with schools. There is new packet by the Women's History Museum, of which she has a digital copy.

2. Marketing, Advertising, and Tourism: Co-Chairs Liz Fitzsimmons and Cindy Miller

Cindy Miller provided update. The committee has not had a chance to meet yet. She is working on a project with the State Highway Administration's fallen heroes' bridge and highway program which will include GPS markers, like heritage markers. Applying this to suffrage sites could create new media and mapping for people to find more easily using the coordinates.

As for social media, we need to find out who is interested, assess viability of website, creating hashtags, etc. The commission website was discussed. The consensus is to keep the site as a webpage hosted by the Archives.

3. Events: Co-Chairs Liz Fitzsimmons and Cindy Miller, Diana Bailey, Roberta Sharper

Commissioner Sharper noted she needs a better understand about programming. Focus is on March event/unveiling of marker in Hyattsville.

4. Coordination and Communication - Chair Diane Williams

Williams is waiting on information for event in planning stage so it can be posted and shared. She has added the president of the College of Notre Dame of Maryland as a volunteer on committee. Senator Kagan has submitted the names of three volunteers as well which have been forward on to Commissioner Williams, Fitzsimmons and Miller as the volunteers have expertise in PR and marketing.

III. Financials

Commissioner Bailey said that the board of the Maryland Women's Heritage Center gave favorable response to being a financial partner. The Chair said we need to pull together what that entails and have further discussion. There is awareness of limitations for the Chair and some commissioners regarding the ability to ask for support and donations. There are some corporations with senior women in key roles who are supportive and the Chair would like to make introductions.

IV. Upcoming Meeting Schedule

- i.) Tuesday, December 19, 2017, 10:00am, Fifth Regiment Armory or Call in
- ii.) Tuesday, January 16, 2018, 8:30am, Maryland State Archives
Presentation by MHT intern, Kacy Rohn ***NOTE TIME AND LOCATION CHANGE
- iii.) February 20, 2018, March 20, 2018 at 10:00am
 - b) Does this time need to be changed to accommodate General Assembly?

V. New Business

The Chair asked if anyone has contacted Maryland Public Television. Ms. Miller said that she has a meeting with them next week on several matters and can bring up a collaborative project to the forefront. The Chair mentioned being recently interviewed by a group of students doing projects on women's suffrage. Commissioner Kagan is also scheduled to be interviewed by them as well. The Chair sees potential of doing a 3-4 minute video of key individuals spanning generations and having it available on a platform such as YouTube to connect and share with younger generations. The Commission will pursue partnerships with communication students or the like.

Miller asked if the commission should design a logo. The Chair agreed it should and will contact her coin designer as well as a couple of student artists. There was discussion about requesting design submissions through social media and a possible award for the chosen design, as well as the need to provide guidelines for submission and judging. The Chair will come up with minimum specifications as well as personally provide a \$50 gift card and one of her coins since there is no budget. She will circulate scans of the commission's original brochure for those who are unfamiliar with it.

Having letterhead, especially for fundraising letters, was also brought up.

VI) Adjourn - 11:04am