



Maine Permanent Commission on
THE STATUS OF WOMEN

MePCSW Community Outreach Committee (COC)

Meeting Minutes

August 22, 2025

3:30-4:30 P.M.

MePCSW Committee Members in Attendance: Fatuma Hussein, Sue Mackey Andrews, Kate Easter, Darylen Cote, Jennifer Wilkey

MePCSW Committee Members Absent: Julie Mallett

Staff and Guests: Elinor Higgins (MePCSW ED)

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Facilitator: Fatuma Hussein and Sue Mackey Andrews, COC Co-Chairs

Welcome

Old Business and Public Comment

1. Review and approve meeting minutes from August 8th meeting
 - a. Motion to approve: Darylen
 - b. Second: Kate
 - c. Vote: Adopted by unanimous approval
2. Any members of the public may introduce themselves and speak for 3 minutes
 - a. No members of the public present

New Business

1. Introduction to the shared work space in Google Drive. Final versions of documents will need to be stored on the State of Maine share drive, but the google drive space will offer a more accessible work space.
2. Reviewed the COC draft vision and guiding principles that Elinor drafted
 - a. Ensure that the document consistently refers to “women and girls”
 - b. Liked the inclusion of some guiding question with each principle
 - c. Need to emphasize the lawmaker audience while emphasizing the need for community support and priorities
 - d. Want to ensure that we emphasize striving to represent diverse voices while also retaining a humility about having work to do in this area
 - e. Add sexual orientation and gender identity to the inclusivity statement
3. Interest in sharing vision and principles with the rest of the Commission – Elinor will share with Governance committee
4. Decision to continue refining the vision and guiding principles over the course of a few more meetings
5. Discussed existing outreach materials and language describing MePCSW
 - a. Affirmation that formal presentations about the work of MePCSW are handled by Elinor

- b. Discussed a need for simple, straightforward materials for sharing at events and in a variety of contexts. Suggestion about having different levels – a one liner, a paragraph, a one pager, a more detailed presentation for bigger events.
- c. Plan to develop these materials, and also include information about where Commissioners are around the state – dovetails with a presentation Elinor is already creating to inform Commission appointments
- d. Another helpful resource – FAQ document that includes common questions and concerns that Commissioners have heard
- 6. Discussed list of organizations where Commissioners have existing relationships from the June meeting evaluation
 - a. Continue updating affiliation information from Commissioners to ensure that it is complete and comprehensive. Ask Commissioners to review and add to their info as needed
 - b. Ultimate goal of creating regional database of affiliations and partners