ALEXANDRIA COMMISSION FOR WOMEN
MEETING MINUTES
Tuesday, September 8, 2026 | Hybrid (In-Person and Virtual)

4850 Mark Center Drive, Rm. 9208
7:00 - 9:00 p.m.

ATTENDANCE

Yvette Jiang; Annette Maldonado; Gina Wood; Krystle Bransky; Giovanna Rogow; T. Nicole Hutchinson, Caroline Schofield; Sharon Prince, and Miya Wiseman

Virtual: Lexi White; Hope Nelson, and Neacola Yvonne Shaw

Excused Absences: Rev. Dr. Shelley Brown and Courtney Lee

Staff: Debra Evans and LaTanya Chinagorom

CALL TO ORDER & WELCOME

Chair Maldonado called the meeting to order at 7:18 p.m. The Chair welcomed Commissioners and participants attending in person and virtually. The Chair announced that the scheduled speaker would not be presenting and that the agenda would proceed with Commission business and discussion items.

APPROVAL OF MAY 2026 MINUTES

Chair Maldonado motioned to approve the May 12, 2026, minutes as presented. The motion was moved by First and Second Vice Chairs Wood and Rogow seconded. The motion passed unanimously.

COMMISSION ANNUAL REPORT

Commissioner Wood provided an update on the Commission's Annual Report required by the City of Alexandria.

The discussion emphasized the importance of documenting Commission accomplishments, community engagement, partnerships, volunteer activities, and measurable progress throughout the year. Commissioners noted that consistent reporting of activities will strengthen future Annual Reports and help demonstrate the Commission's impact.

Commissioner Wood thanked Commissioner Jiang and City staff for their assistance in reviewing and preparing the report.

Chair Maldonado motioned to approve the Commission's Annual Report. The motion was moved by First Vice Chair Wood and seconded by Second Vice Chair Rogow; all were in favor. The motion was approved and the report will be submitted to the City.

Action Item: Ms. Evans will submit the report to the City.

Action Item: The Commission will continue improving documentation on Commission activities and accomplishments.

ONBOARDING REFRESHER/ONBOARDING HANDBOOK - APPROVAL

The Commission reviewed the draft Onboarding and Refresher Handbook.

A Commissioner raised a concern regarding quorum language, which identified a fixed number of members required for a quorum. Commissioners agreed that the language should be revised to reflect the appropriate quorum requirement based on current Commission. A motion was made to approve the handbook with the recommended revision to the quorum language to read *a quorum is half of the Commission members, plus one must be present to proceed with a meeting*.

Action Item: Ms. Chinagorom updated the handbook to reflect the new quorum language.

Action Item: Ms. Evans will send the handbook to Commissioners for use.

UPCOMING MEEITNG LOCATIONS

The Commission discussed safety and security considerations for future meeting locations.

Commissioners agreed that in-person meetings should be held at a City facility with appropriate security, which is The Redella "Del" Pepper Community Resource Center (4850 Mark Center Drive). The Commission also discussed alternating between in-person and virtual meetings in accordance with the Commission's bylaws.

The proposed schedule will alternate meeting formats, beginning with a virtual meeting in October 2026.

Chair Maldonado made a motion to alternate Commission meetings between in-person and virtual formats, with in-person meetings held at 4850 Mark Center Drive. First and Second Vice Chairs moved and seconded.

The next meetings and locations for 2026 are:

- October 2026: Virtual meeting.
- November 2026: In-person meeting (4850).
- December 2026: Virtual meeting.
- Continue alternating meeting formats thereafter, as appropriate.

COMMUNITY ENGAGEMENT UPDATES

Landmark/Van Dorn Coalition

First Vice Chair Wood provided an update regarding the Landmark/Van Dorn Coalition and its community planning process. They have identified the vision.

The coalition has identified the following focus areas:

- Youth opportunities outside of school.
- Community safety and violence prevention.
- Green spaces, recreation, and safe outdoor spaces.

First Vice Chair Wood reported that she will serve as a co-lead for the working group focused on community safety and violence prevention.

The coalition expects to continue developing action plans into early 2027, with implementation potentially extending through 2030.

Action Items: Commissioners interested in participating in coalition working groups may contact First Vice Chair Wood who will inform the Health Department and she will continue providing updates to the Commission.

Alexandria Women's History Walk

Chair Maldonado reported on participation in the Alexandria Women's History Walk and described the event as an informative opportunity to learn about women's contributions to Alexandria's history and discussed the possibility of organizing a future walk for Commissioners and community members.

Action Item: The Commission will explore scheduling a Women's History Walk for the Commission, inviting the community as well in the Fall.

Women's Equality Day Event

Commissioners Jiang and Wiseman shared highlights from a Women's Equality Day event hosted by Councilwoman Sandy Marks at the world's first menstrual boutique, Ms. Moxie's Moon Shop. The Mayor and Senator Elizabeth Bennett-Parker, and Chair Maldonado were present.

The event included an activity and included intergenerational audience – included the Girl Scouts, and discussions regarding women's suffrage and the continuing pursuit of gender equality.

Wheels on Meals

The Commission received information regarding Councilwoman Jacinta Green's Wheels on Meals initiative. One event took place on August 27, 2026. An upcoming event is scheduled for September 24th. Information is available on Instagram as well.

Action Item: Information on registration and participation information will be shared with Commissioners.

Additional Community Engagement

Commissioners shared information regarding:

- Commissioner Hutchinson shared information on the Adolescent Campaign Against Teen Pregnancy (ACAP) and youth advocacy activities. She is the liaison for ACAP. More information can be found on Instagram. September 24th is the next meeting. They meet once/twice per month 5:30pm – 7pm at the Del Pepper Community Resource Center.
- Youth health and school resources.
- An upcoming Black Family Reunion event is scheduled Saturday, September 19, 2026, from 11 a.m. to 3 p.m. at the Local History/Special Collections Branch Library located at 717 Queen Street, Alexandria, VA.
- Other opportunities for community engagement.

Action Item: The Commission emphasized the importance of participating in City and community activities and reporting those activities as part of the Commission's work.

COMMISSIONS

The Chair reported that applications had been submitted for Commission representation opportunities with the:

- Human Rights Commission
- Commission on Aging

- Economic Opportunities Commission

Commissioners also discussed developing relationships with other City commissions and organizations to identify areas of shared interest and collaboration. There are many intersecting areas with Economic Opportunities and other commissions.

Priority areas identified included:

- Housing
- Health services
- Economic opportunity
- Public safety
- Senior services

Commissioner Hutchinson suggested not changing bylaws to have a liaison on other commissions but sitting in to listen in on these commission sessions.

Action Items:

- Await responses regarding submitted applications for the Commission.
- Encourage Commissioners to participate in meetings and partnership opportunities with other City commissions and organizations.

STRATEGY SESSION DEBRIEF: COMMITTEES AND FY26 – FY27 GOALS

The Commission reviewed key outcomes from the August 8, 2026, Strategic Retreat.

Commissioners discussed feedback received from the retreat and conversations with Councilwoman Sandy Marks and Councilwoman Jacinta Green.

Some feedback from the surveys are as follows: Invite Councilwomen Marks and Green to the Commission meetings – It was expressed that the Commission must meet with them outside of the 2nd Tuesday meetings due to the City Council meeting taking place the same evening and same time.

The following priorities emerged from the retreat:

1) Communication – Nine votes
2) Status of Women Report – Five votes
3) Town halls and partnerships – same votes as Community Advocacy
4) Community Advocacy. Under this topic are subtopics:

a) Housing

b) Mental health

c) Women's health

d) Economic development.

The Commission agreed that communication, community advocacy, and the Status of Women Report should become the primary organizational focus areas. Executive and Nominating Committee are two committees are needed.

The Chair proposed building three subcommittees:

1. Communication
2. Community Advocacy
3. Status of Women Report

The groups will not be independent of each other. They will be engaged and engaged with other groups in and outside the City.

Commissioner Hutchinson suggested that Commissioners be mindful of their volunteer time in tracking and recording their hours. It should be part of their subcommittees for reporting purposes. First Vice Chair suggested that volunteer hours should be a standing item on the agenda where Commissioners document their hours during a meeting.

Chair Maldonado motioned to approve the three subcommittees, and each Commissioner will be part of at least one subcommittee. First Vice Chair Wood so moved, Second Vice Chair Rogow seconded. All were in favor.

Action Item: The Commission agreed to test an electronic reporting process for approximately two to three months. The process will be reviewed and adjusted as needed.

SUBCOMMITTEES OUT-BRIEF: MEMBERS AND NEXT STEPS

Subcommittees met for 20 minutes unrecorded.

Communications Subcommittee

The Communications Subcommittee will focus on:

- Internal and external communication.
- Community outreach.
- Public awareness of Commission activities.
- Community feedback and information sharing.

- Resource identification and dissemination.

Commissioner Bransky reported to the Commission on behalf of the Communications Subcommittee. The charge is to understand what people's needs are. They will email a survey and report out at the next Commission meeting. They will work with Ms. Evans to make the survey available online. Understanding resources that are available and what people need to know and collaborating with other Commissions for Women to find out what they are doing.

Community Advocacy Subcommittee

Commissioner Wiseman shared on behalf of the Community Advocacy Subcommittee will align with the priorities of the Commission to include housing, women's health, mental health, economic development, education and public safety and focus on one priority per quarter. The subcommittee will collaborate with Alexandria City High School's College and Career Center on a workshop that focuses on several topics related to the students.

Status of Women Report Subcommittee

Chair Maldonado and First Vice Chair Wood are the Status of Women Report Subcommittee. They will focus on:

- Reviewing the existing 2018 Status of Women Report.
- Identifying current priorities affecting women in Alexandria.
- Coordinating with the Communications and Community Advocacy Subcommittees.
- Developing an updated report, white paper, or other appropriate publication for March, which is Women's History Month.

NEXT MEETING

Tuesday, October 13, 2026 | 7:00–9:00 p.m.
Location: Virtual via Zoom

ADJOURNMENT

Meeting adjourned at 8:36 p.m.