

Wings for Success  
Education and Coaching Committee Meeting Minutes  
For Wednesday, September 6, 2023

In attendance: Beverly Stewart, Lorena Baeza-Lara, Dan Murphy, Denise Reilly, Sheena Gladden, Rich Gotwoski, Theresa Rappucci, Vivian Charon, Carolyn Benslimone, Elizabeth Nassau, Pam Burton, Rina Vassallo

Introductions- we welcomed new volunteers

Minutes- Minutes are now posted on Wings website- volunteer section that is password protected- *wings4Success*.

Motion to approve August minutes made by Beverly Stewart, seconded by Rich Gotwoski

Recap of Recent Workshops/Events

- Doing monthly virtual workshops- July and August workshops delivered
- Lorena requested feedback from facilitators.
  - Beverly's was on 8/9 @ 11 a.m., topic- Interview Process- Before, During and After, 3 participants
  - Sheena's was Friday 8/29@ 3p.m., topic- Resume Writing, 2 participants, one spoke only Spanish so she didn't stay
  - Technology went smoothly
- Discussion ensued re times and how we are promoting these workshops, Lorena is emailing our partners, they are advertised on website, Sheena suggested we survey to get optimum times, days and topics, also suggested by Dan to make them a standing item in newsletter and question was asked if we send reminders to clients who sign up and Lorena does that, it was also asked if there should be a minimum number to run these
- LCH 50<sup>th</sup> Anniversary- Dan and Beverly assisted, they raffled off a Coach purse- that was well received, new Career Link administrator Juan attended, possibility of collaborating again with them, also New Choices

Volunteer Opportunities

- Monthly Virtual Presentations- this is a new program, clients register online and we need volunteers to present on a topic of her/his choice via Zoom with Wings providing tech support, volunteers also welcome to attend, contact Lorena to volunteer, if volunteering check in a few days before

September Dates:

9/6/23- 1:30 How to Navigate the Job Search- Caroline

9/14/23- 2 p.m. Financial Literacy- Denise

9/30/23- 9:00 a.m. Building a Strong Resume- Sheena

- Donation Days
  - Tuesdays and Thursday 11 a.m. for 5 p.m. both locations, first Saturday on month from 9 a.m.-noon
  - Volunteers can assist

- Beverly suggested placing a banner on locations those days
- Community Events
  - 9/23 New Garden Park 9 a.m. -2 p.m.-table with resources
  - 10/7 New Garden Park noon – 5 p.m.
- October Virtual Presentations
  - Elizabeth is interested- concerned about technology, Wings will support presenter, she also offered to do an in person workshop and suggested Re-entering the Job Force after 50
- Young Mom’s 10/19 Jennersville, topic- Work Etiquette
- Suggestion was made to use WC Community Center- Melton Center to host workshops, a volunteer will follow up

#### Information

- Please use the following googledoc link to update when you volunteer  
<https://docs.google.com/spreadsheets/d/1wggMY-hN10V3AF4k-zBr19TG-BNhBBHq/edit?usp=sharing&ouid=112331747119400207079&rtpof=true&sd=true>
- Workshop Evaluations below

[Click Here for English Post-Workshop Evaluation](#)

[Click Here for Spanish Post-Workshop Evaluation](#)

For workshop evaluations, the meeting leader for each workshop will be the designated person to submit the form to your contact and/or participants.

- One-on-One Advice Session Evaluations

[Click Here for English Post-One-on-One Advice Session](#)

[Click Here for Spanish Post-One-on-One Advice Session](#)

#### New Business

- Rina offered to mentor Elizabeth

#### Upcoming

- Next meeting is Wednesday, October 4<sup>th</sup> at noon

#### Adjournment

- Motion to adjourn made at 1:03 pm by Beverly Stewart and seconded by Dan Murphy

Respectfully submitted,

