

The *Advisory Advance*

A newsletter created by
the Women's Advisors of New York City
for the benefit of women municipal employees.

Newsletter

<http://www.ci.nyc.ny.us/women>

Rudolph W. Giuliani, Mayor

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Women's Advisors of New York City

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The Women's Advisors Program was established by Executive Memorandum No. 4, August 4, 1975, to promote equal rights for women, and to combat sexual stereotyping and systematic barriers to advancement. The Advisors strive to achieve these goals through advocacy, skill development workshops and information dissemination. The Women's Advisors Program is unique in its representation of women in city government.

Celebrating Women's History Month

By Meryl Jones

This year marks the Seventeenth Anniversary of the nationwide commemoration of Women's History Month (WHM)—and the designated theme for 1998 is "*Living the Legacy: Celebrating the 150th Anniversary of the Women's Rights Movement, 1848-1998.*"

Celebrating women's accomplishments dates back to March 8, 1911, the first International Women's Day. In 1977, several women who would later found the National Women's History Project, an important national resource based in Windsor, California, began commemorating Women's History Week on an annual basis. In 1981, a Joint Congressional Resolution proclaimed the week of March 8th to be National Women's History Week. By 1986, the celebration was expanded to include the entire month of March.

In order to increase awareness throughout the general public and the school population about the contributions women have made to the shaping of local and national history, the New York City Commission on the Status of Women develops programs for Women's History Month.

In its role as publicist and coordinator for WHM, the Commission has encouraged women's organizations, cultural, professional and educational institutions, libraries and civic groups to sponsor programs to heighten public awareness of the diversity of women's contributions.

The Commission compiles, publishes and distributes a calendar of Women's History Month events free of charge to interested individuals. Listed are a variety of programs including lectures, exhibits, films, conferences, plays and readings.

In cooperation with the five Borough

Presidents and the Board of Education, the Commission sponsors a Women's History Month poetry, essay and poster contest in the City's public and private schools for students in kindergarten through grade 12. Student winners are recognized at a ceremony in each of the five boroughs. At the end of March, twenty students from each borough who are designated citywide winners, are honored at a ceremony at City Hall. They are presented with specially designed Olympic-style medallions underwritten by the Association for a Better New York.

This year the Commission is sponsoring an exhibit entitled, "*Living the Legacy,*" which will highlight the inaugural season of New York City's female professional basketball team, the WNBA New York Liberty. It will be on display at the Tweed Gallery, 52 Chambers Street, Manhattan, March 2 - 31, Monday - Friday, 9:00 AM - 5:00 PM. The exhibit is free of charge.

The National Women's History Project (NWHP) has available a free 40-page catalog for those interested in learning about women's accomplishments, both past and present. The catalog features women's history celebration supplies, classroom materials, multicultural books, posters, videos and gifts. The address is NWHP, 7738 Bell Rd., Windsor, CA, 95492-8518; 707-838-6000.

To receive a free copy of the Women's History Month Calendar, or more information about other Commission activities throughout the year, please contact the office at 52 Chambers Street, Suite 209, New York, NY 10007; 212-788-2738, (fax) 212-788-3298; website: <http://www.ci.nyc.ny.us/women>; e-mail: csw@mayorlan.ci.nyc.ny.us



Education, Technology and You in the Year 2000

Each December the Women's Advisors take time out to highlight the accomplishments and achievements of women in City government. On December 1, 1997, six extraordinary women were recognized for their empowering spirit, dedication to their respective careers, and the advancement of women in the workplace. Award recipients (shown above) were: Alberta Fuentes, NYC Housing Authority, (Edythe W. First Award), Meryl Jones, NYC Commission on the Status of Women, (Special Recognition Award), Delmira Kelly, NYC Housing Preservation & Development, (Women's Advisor Award), Rose Manchel, NYC Human Resources Administration, (Outstanding Contribution to Women in City Government Award), Carol Ann Roberson, NYC Police Department (Outstanding Role Model in City Government Award) and Mary Wilson, NYC Health & Hospital Corp. Union Representative, (Outstanding Service Outside of City Government Award).

Our speaker was Ms. Aliza Sherman, President of Cyber Grrls, an organization designed to enhance the participation of women on the Internet. Ms. Sherman encouraged us not to be intimidated by technology and to ask questions to learn more about the Internet. Congratulations to all award recipients and congratulations to the agencies they represent.

About the Awards Program:

Each year the Women's Advisors of NYC, turns the spotlight on women in City government who might not be recognized for their accomplishments. If you, or your co-workers are role models and an inspiration to other employees, you might want to be considered for an award. You must submit a nomination form and meet the criteria. Nomination forms can be obtained from your agency's Women's Advisors. Completed nominations should be submitted by the specified date. All nominations are reviewed by an independent panel of judges, and judges selections are final. Self nominations are welcomed.



"Give the Gift of Hope"

Let's celebrate spring and "Give the Gift of Hope." Each year the American Cancer Society and Volunteers throughout New York City participate in the Daffodil Campaign.

Daffodils are available for purchase and delivered directly to your agency. Proceeds from the event go to the "Look Good Feel Better Program." This program provides assistance to women after surgery and chemotherapy. The campaign ends after the first week of March. If you missed the event this year, contact your agency's Women's Advisor for next year.



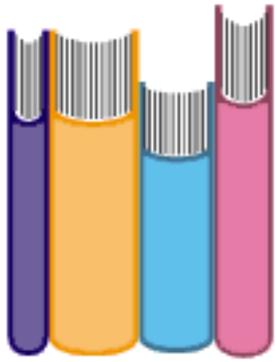
Our Participation

Last October, Women's Advisors around the City formed teams from various agencies to participate in the American Cancer Society's annual "Making Strides Against Breast Cancer" walk.

Some agencies represented were: Dept of Finance (DOF), Dept of Homeless Services (DHS), Dept of Citywide Administrative Services (DCAS), Dept of Correction (DOC), Dept of Sanitation (DOS), Dept of Design & Construction (DDC), Housing Authority (HA), Housing Preservation and Development (HPD), Human Resource Administration (HRA), Bronx District Attorney's Office, Off Tracking Betting Corp (OTB), City University of New York, Dept of Information Technology and Telecommunication (DOITT), the Police Department the Mayor's Office, and the Department of Environmental Protection (DEP). Congratulations to HPD committee on Women's Concerns who collectively turned in over \$5,000. Pictured above are some of the committee members.

If you missed out on the 1997 event, be sure to contact your agency's Women's Advisor to sign up next year and join the fight to combat breast cancer!





The Book Fair Raised \$2,800!

The book fair, held on October 22nd was so successful that the Women's Advisors plan to hold another fair before the winter holidays. One of the contributing factors to the event's success was the fact that

there were many books in various categories to select from and make purchases for holiday gifts. The event lasted one and a half hours and generated a whopping \$2, 800 in sales. The Women's Advisor's share went to the Scholarship Fund, the remainder went to the Book Company.

Looking Great in '98

Need a new look ? Do you want to revamp your wardrobe on a limited budget? Take ten pounds off without the diet. Try an Image Consultant. The right image consultant can help you improve your image, help you shop and choose the right colors for your complexion and so much more. Ms. Beverly Rhoden can help you "Flatter Your Figure" by teaching you all the helpful hints for a more flattering thinner appearance without a diet. Contact Ms. Roden at (212) 726-8350 for additional information.



Are you looking for practical time saving tips to improve your image? Try the working women's guide for the woman on the go....Contact Pamela Nicholas at (718) 842-0863.



Mark your calendar!

“Take Our Daughters to Work Day” - April 23rd

Contact your agency's Women Advisor for more information and find out how you can change a young girl's life through your participation in the program!



Women's Advisors of NYC – First Scholarship Award

And the Winner is....

In an effort to support and assist women in City government to improve their careers the Women's Advisors established the first “Women's Advisors of New York City Scholarship Award”. The scholarship award is open to all women who work in City government, and meet the specified criteria. Our first recipient was Ms. Yolanda Gonzalez. Ms. Gonzalez is currently employed with Health & Hospital Corporation at Coney Island Hospital. If you are looking for possible assistance in furthering your education, look for our second scholarship award application this Spring. Congratulations Yolanda!

Look for applications after the summer....

Eligibility - Applicants must be:

- full-time employees of New York City Government
- within two years of completing a degree in an accredited college within the five boroughs
- currently maintaining at least a 3.0 grade point average
- earning an annual salary of \$30,000 or less.

Requirements - Applicants must submit the following:

- Application form
- Current transcript
- Essay - A typed essay of 500 to 700 words should include future goals, career aspirations and how this scholarship will be of assistance.

An interview and proof of salary will be required of selected finalists.

A Scholarship of \$250 will be awarded.

Number of Awards

A maximum of two scholarships will be awarded at the December 1998 Women's Advisors Award Ceremony.

Duration

One year; scholarship awards are not automatically renewable, but recipients may reapply.

Where to Apply

For further information contact:
Cyd LeGrair-Clarke - (212) 788-9448
Gloria Parker - (718) 391-1776



SBA Helps Women Entrepreneurs

By: Esceta M. McGee

Last summer, my vehicle was stopped by a woman working with a road construction crew. We looked at each other and smiled knowingly. She gave me a “thumbs up” signal, which I quickly returned.

As the Small Women’s Administration’s (SBA’S) Women’s Business Ownership Representative, I hope to see much more of that kind of progress, which enables a woman to take her place where she wants to be and where, not so long ago, none had gone before. That’s why I am so excited to tell you what the SBA is and how we help women who possess that entrepreneurial spirit.

We are an independent agency of the federal government in place to aid, counsel, assist and protect the interests of small businesses, to preserve free and competitive enterprise, and to maintain and strengthen the overall economy of our region and nation.

The SBA New York District Office is located at 26 Federal Plaza on the 31st floor in the Federal Building and at 35 Pine Lawn Road, Melville, New York. We provide business assistance and guidance to women who wish to become entrepreneurs, as well as those already in business. These services are provided through the Service Corps of Retired Executives (SCORE) located within our offices as well as eighteen other sites in our service area. Business assistance and guidance are also provided by a Small Business Development Network, located at 20 centers throughout the New York District. The District covers New York City’s metropolitan area inclusive of Long Island, Westchester, Dutchess, Orange, Putnam, Rockland, Sullivan and Ulster counties.

We offer many loan types to suit nearly every small business owner. Let’s start with the 7(a) Loan Guaranty, called such, since it is section 7(a) of the Small Business Act which authorizes the SBA to guarantee loans to small businesses that cannot obtain financing on reasonable terms through “normal” channels.

This program is used to fund varied long-term need of small businesses such as real estate, expansion, equipment, inventory or working capital. The SBA can guarantee 75 percent of the loan amount up to \$1,000,000.00. For loans under \$100,000, the guaranty rate goes up to 80 percent. Loan terms for working capital can be considered for up to 10 years and up to 25 years for real estate. The SBA sets a maximum interest rate not to exceed 2.75 percent over the prime lending rate.

Another popular loan program under section 7(a) in our Low Documentation Program (LowDoc). The maximum request cannot exceed \$100,000, which the SBA uses a one page application! That’s why it’s such a popular program. The good news: under LowDoc, reliance is placed on the *strength of the applicant’s character and credit history*. The other news: *The applicant must satisfy all of the lender’s requirements first*. Then, the lender requests SBA to guaranty the loan.

The two above types of loans under 7(a) require the potential borrower to take a business plan to their favorite lender.

The SBA newest Women’s (**The Women’s**

Prequalification Program) loan program enables the SBA to prequalify a guaranty for loan application of \$250,000 or less **before** visiting the lender. This program doesn’t focus on assets, but instead on *character, experience, credit and reliability*.

How can you get in on this? Call any of our intermediaries for an appointment (see below). They will assist you in writing and reviewing your business plan, business history, financial preparation and credit history to strengthen your loan application.

Next, the intermediary sends your package to SBA for review and approval. Once approved, the SBA issues a letter certifying that an SBA guarantee is available. Finally, the intermediary helps select a lender where you will be welcomed with open arms.

We want to help you get to where you want to be! You can reach your SBA district office weekdays from 8:30 a.m. until 5:00 p.m. at **264-1450 (NYC)** or **(516) 454-0764 (Long Island)**. Our general information number is **1-800-ASK-SBA**, or visit us on the Internet at www.sba.gov/womeninbusiness or www.onlinewbc.org. As the women’s business representative, I’ll be happy to assist you further and can be reached at (212) 264-1472.

SCORE

NEW YORK CITY

26 Federal Plaza; New York, NY 10278
(212) 264-4507
Mon. thru Fri., 10:00am - 2:00 pm

New York Public Library for Science,
Industry & Business
188 Madison Avenue
@ 34th & 35th Street, NY, NY
(212) 592-7033
Mon. thru Fri., 11:00am- 2:00pm

MELVILLE, NY
35 Pinelawn Road; Room 207-W;
Melville, NY
(516) 454-0771



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**The Advisory Advance is a
cooperative project that each
Women’s Advisor takes pride
in producing.**

