

Indiana Commission for Women
Meeting Minutes
Wednesday, January 21, 2009
12:00pm
Indiana State Library Rm. 425
Chair, Melissa C. Martin

Present: Amy McQueen, Cindy Felsten, Rep. Suzanne Crouch, Sen. Vaneta Becker, Patzetta Trice, Anne Jacoby, Dr. Virginia Calvin, and Chair Melissa Martin

Also Present: Governor's Liaison Anita Samuel, Intern Chelsea Stauch, and Executive Director Kristin Svyantek Garvey, Pat Sanchez, Executive Director of the Indiana Commission on Hispanic/Latino Affairs, Michael Smith, Legislative Assistant to Rep. Mara Candelaria-Reardon, and Cathy Tilford, Event Coordinator

Not Present: Linda Bloom, Lisa Hershman, Rep. Mara Candelaria-Reardon, Sen. Vi Simpson, Andrea Heslin Smiley, and Janie Craig Chenault

Call to Order: The meeting was called to order at 12:00pm by Chair Melissa Martin.

Welcome and Introductions: Chair Melissa Martin welcomed Michael Smith, Legislative Assistant to Rep. Candelaria-Reardon who was present in her behalf. Cathy Tilford, Event Coordinator for the 5th Annual Torchbearer Awards Gala; and Pat Sanchez, Executive Director of the Indiana Commission on Hispanic and Latino Affairs were also in attendance.

Approval of Minutes:

Chair Melissa Martin determined a quorum was present and the minutes from the August 20, 2008 meeting were accepted and approved.

The minutes from the June 18, 2008 meeting were also accepted and approved.

Financial Report

Monthly Financial Statement

Kristin Garvey reported that Point 2 (Services other than Personnel) appeared over-budgeted; however, monies would be pulled from other line items in order to balance the statement. She also indicated the Governor has asked all State Agencies to return 7% of their budget, and will ask for an additional 3%. Kristin Garvey provided a revised budget showing the 10% decrease. Senator Becker asked if she thought the 10% decrease would mean pay cuts for the staff of the commission. Kristin did not think it would affect that portion of the budget; however, she has been conservative on other expenditures. In the past, the commission has always had to revert 7% of the funds at the end of the year. She also pointed out that there is a moratorium on out of State travel and could account for that additional 3%.

Chair Martin asked for a motion to approve the financial report through the end of December. Senator Becker moved and Commissioner Felsten seconded. The motion carried.

Fiscal Year 2009 – 2011

Commissioner Anne Jacoby requested that a copy of the financial report from Fiscal Year 2008 be included at the next meeting to compare the commission's spending from last year to our budget for the year. The commissioners were reminded there is \$15,000 with the Indiana Women's History Association Fund (ICW's outside fiscal agent). There is also \$9,000 of non-reverting funds available for use in our special funds through the Department of Workforce Development (DWD).

Money raised from Torchbearer Awards is used for ICW programs and special funding and is an investment towards the commission's mission – not only for Torchbearer costs, but for other program costs. The Torchbearer budget is, worst case scenario, planning for a total of \$40,000 in costs. \$20,000 is for food alone, which is paid through tickets, and the commissioners agreed this was a very good price for such a large event. Individual registrants pay \$50 per ticket, and the food costs the commission \$35 per person. Commissioners recalled that the Roof is a lot more affordable than many other venues in town.

Kristin announced the last page of the budget was the budget put forth to the legislature. It showed all that had previously been presented to the commission and is similar to the budget the commission had prior to the Indiana Sexual Assault Victim Advocate Standard and Certification Board (SAVAS&C).

Chair Report

November Questionnaire: The Commission emailed a questionnaire for members to fill out but only received one response. Chair Martin asked commissioners to please complete and return the answers as soon as possible in order to create a better vision for the ICW.

Attendance Process: ICW's bylaws Art.4 Sec. 3 state:

Members of the Commission absent for more than half the meetings in the fiscal year may be asked to resign and allow the vacancy to be filled. Final decision will be made by the Executive Committee.

The ICW has yet to ask anyone to resign, but to be productive the commission needs more active participation. Commissioners Anne Jacoby and Patzetta Trice were asked to collaborate on an attendance procedure to present at the next meeting. Items to be carefully considered are extenuating circumstances, what to do in the event of a foreseen absence, warning system, whether to contact the appointing authority as well as the commissioner, and how and when to go about this process. Commissioner Anne Jacoby suggested bringing an ongoing attendance record to take attendance; which will remind the commissioners of their specific absences. It was also recommended to the commission to remove that section of the bylaws if we were not going to implement it.

Committee Reports

Working Women in Transition (WWIT): Executive Director Kristin Garvey reported the success of the program held in Bloomington, IN. There were about sixty people in attendance. The speakers were Chancellor John Whitehart of Ivy Tech Community College, a supportive partner; Dr. Ellen Miller from the University of Indianapolis, Center for Aging & Community (CAC); Linda Rendleman, 2008 Torchbearer and owner of Business Women Connect (Indianapolis, IN); and Nancy S. Ahlrichs, owner of EOC Strategies, LLC. The

overall responses to the survey were very positive. The only major complaint was the need for more time. The participants felt like they were cut short in the breakout sessions and were not able to get all the information they could have gotten with more time. Kristin said there was a response from organizations in other cities to replicate the program. Dr. Calvin thought this program is much needed in the Northern part of the State, and she specifically mentioned Elkhart, IN. Kristin would like to get the speakers together to discuss packaging the program and taking it on the road in order to keep the momentum going. The cost of the event was roughly \$1,500, which was provided through a grant from the U.S. Departments of Labor – Women’s Bureau. The speakers for the event in Bloomington were not paid, but the Commission felt the speakers should be paid for their time if we replicate it. Kristin added that Linda Rendleman does charge for her sessions, but her services were free for this particular event. Dr. Ellen Miller was very excited about WWIT and said she would be available to travel for another program. The Commissioners thought attaching ourselves to Ivy Tech Community College would help us to accomplish the replication of WWIT. Dr. Calvin suggested that members from ICW have a meeting with Susan Brooks, General Counsel and Senior Vice President for Workforce & Economic Development and Joyce Rogers, Vice President for Development at Ivy Tech Community College to discuss this possible partnership. DWD Commissioner Teresa Voors was also mentioned to have at the discussion so that ICW understands the community we are visiting and we can best address their problems and be of help to the women there.

Torchbearer Awards (March 3, 2009): Cathy Tilford, Event Coordinator for the Torchbearer Awards, announced to commissioners she is working closely with Deborah Morton, Torchbearer Media Consultant, to brainstorm ideas to create enthusiasm about being a Torchbearer Nominee. The theme for this year’s Torchbearers’ Awards is based around service to your community and America. They hope to get a letter from Governor Daniels congratulating the nominees. It was the commissions hope that letters would be sent to all nominators on February 9, 2009, to announce the winners and allow them to announce the message to the nominees. Simultaneously, a message would be sent to winners and other nominees inviting them to join us for the event. Commissioners also discussed holding tables for people at a discount for winners. Cathy Tilford would be the “go-to” person during the Torchbearer event and hoped to improve communication and organization by holding a meeting prior to the event that night, giving commissioners specific tasks to accomplish, copies of the seating chart, important information, and hopefully walkie talkies.

Every commissioner is responsible for selling or buying at least one table.

Anne volunteered to call the winners in her area to see if they would like to purchase a table.

A formal Commission meeting will be held on the day of the event (2:00pm-3:30pm) led by Dr. Virginia Calvin, Vice Chair. A brief logistics/rehearsal meeting is also scheduled directly following the commission meeting (3:30pm) led by Cathy Tilford.

Bylaws and Statute Comparison: Cindy Felsten reviewed with Commissioners both the ICW bylaws and statute and presented her findings. One of the discrepancies was the number of Commissioners ICW was allowed to have. ICW’s statute designates fourteen Commissioners while the Bylaws designate twenty. The other discrepancies are minor issues and can be easily updated to reflect ICW’s current situation. It was suggested that Felsten

make suggested changes to those minor discrepancies to be presented at the next board meeting. The issue regarding the number of Commissioners would be discussed further at a later board meeting to make a sound decision.

Legislative Report

Executive Director, Kristin Garvey and Intern, Chelsea Stauch have developed a report that will track those bills that affect women. Chair Melissa Martin suggested to closely look at Senate Bill 0130 presented by Senator Sue Errington. Commissioner Cindy Felsten explained that this bill would implement a system to evaluate positions within State Government to ensure fair and equal payment. The bill was written so that the Indiana Civil Rights Commission would create the criteria for evaluation in order to ensure an unbiased result. Commissioner Felsten also described that other states have implemented similar programs with success and the trend has spread throughout their states with a 90% compliance rate. If this bill is ratified, State Personnel would enforce it at no extra cost to the State. Chair Martin assigned all commissioners to read each of the bills closely, thoughtfully evaluate each of them, and e-mail her and Kristin with their three recommended bills to be supported by the ICW.

Executive Director's Report

Kristin Garvey presented a binder with important documents that will help the Commissioners to do their work. Included was a list of the committees, what their responsibilities, tasks, and potential activities are, and what mandate, bylaw, or strategic goal it fulfills. The commissioners thought this was a good visual plan that will ensure the completion of items the commission is to accomplish. Chair Martin also passed out a list of committee assignments to each of the Commissioners in order to begin working on tasks. Further discussion would happen at the next Board meeting.

Garvey also announced to commissioners the International Center of Indianapolis has asked to meet with Kristin on February 2 at 1pm. The Japanese women are visiting the city to discuss networking and would like to have input from the ICW. The meeting is expected to last about an hour and half. Garvey asked any commissioners that were interested in joining the meeting to do so.

Announcements

- The ICW's Fifth Annual Torchbearer Awards Gala will take place on March 3.
- There will be an ICW meeting scheduled before the event from 2:00pm-3:30pm to be led by Dr. Virginia Calvin, Vice Chair of the ICW.
- Directly following that meeting at 3:30pm, a brief logistics/rehearsal meeting will be lead by Event Coordinator, Cathy Tilford.

Meeting Adjournment

The regular meeting for the Indiana Commission for Women was adjourned at 2:10pm.