

Indiana Commission for Women
Meeting Minutes
Tuesday, March 3, 2009, at 2:00-3:30 pm
Indiana Roof Boardroom
Vice Chair Virginia Calvin, presiding

Present: Dr. Virginia Calvin, Janie Craig Chenault, Cindy Felsten, Lisa Hershman, Andrea Heslin Smiley, Anne Jacoby, Amy McQueen, Patzetta Trice **Also Present:** Kristin Svyantek Garvey, Executive Director, and Bonnie Bazata

Not Present: Sen. Vaneta Becker, Linda Bloom, Rep. Suzanne Crouch, Rep. Mara Candelaria Reardon, Melissa Martin, Sen. Vi Simpson

Call to Order: The meeting was called to order at 2:00pm by Vice Chair Virginia Calvin.

Welcome and Introductions: Vice Chair Virginia Calvin expressed accolades to staff and committee members for the organization of the Torchbearer Awards that will be held in the evening.

Approval of Minutes: Vice Chair Virginia Calvin determined a quorum was not present so the minutes from the January 21, 2009 meeting will be voted upon at the next meeting. Cindy indicated that there was one change to the minutes. Regarding the pay equity bill, the Civil Rights Commission is writing the criteria but will not be evaluating the system. The minutes will be resubmitted for the next meeting.

Attendance Report: Anne Jacoby and Patzetta Trice reported on the absentee policy and letter that would go to delinquent board members. Virginia suggested that the letter be copied to the nominating committee when it was sent to a board member. There was a brief discussion about contacting the appointing agency when it is sent to a member. Virginia clarified that that would be the second step and that this letter would serve as a warning. Andrea suggested that the letter should indicate that the next step would include informing the source of nomination. Virginia pointed out that the policy would be included for next steps. The information on attendance is included the bylaws and the policy statement should also include that bylaw passage. Cindy read from the bylaws that Article IV, section 3 indicates that

“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.”

Patzetta suggested that point #4 on the policy statement should read, “ICW President will inform the ‘nominator’ of _____’s lack of attendance.” Cindy explained that the bylaws indicate that they will be asked to resign. The executive committee would then make a decision as to when an individual will be asked to leave the Board. A second letter would come from the Chair and executive director thanking them for their service. Patzetta and Anne will work on a second letter should the individual not comply. Kristin suggested that since there were changes made to the first letter and policy that they be submitted to the full board for approval at the next meeting.

Changes to Bylaws: Cindy reported on the following changes to the Bylaws:

- Article IV, Section 6 will be looked into further and will be recommended at a later date.

- Article V, Section 7: (The title, Article V, is missing from the document and will be inserted to the final document.) Section 7 addresses the election of officers. The phrase “if not present at the meeting” at the end of the sentence. Cindy moved that that the changes made to Article V, Section 7 be accepted at changed. Patzetta Trice seconded. The motion will be ratified at the next meeting.
- Article VI, Section 4: The phrase “by mail, email or fax” was added to the end of the first sentence. Cindy moved that that the changes made to Article VI, Section 4 be accepted at changed. Patzetta Trice seconded. The motion will be ratified at the next meeting.
- Article VII, Section 7: The “Indiana Civil Rights Commission” was removed and “Department of Workforce Development (DWD)” was inserted in its place. All subsequent reference to ICRC is also changed to DWD. Cindy moved that that the changes made to Article VII, Section 7 be accepted at changed. Patzetta Trice seconded. The motion will be ratified at the next meeting.

Kristin suggested that in future agendas the action items to be ratified will be listed so that board members can see what action must be taken.

Financial Report: Kristin presented the financial report for the 2009 Torchbearer Awards. She reminded board members that last year’s awards had an approximately \$15,000 surplus. The event will bring in about \$31,000 in revenue with expenses being around \$36,000. Kristin indicated that there were a few new changes this year including hiring an event coordinator and a publicity coordinator. Because March is Women’s History Month, the publicity coordinator will work throughout March to push stories on the torchbearers. Sponsorships were low; ICW only received seven Gold and Silver sponsorships. Next year, nomination forms and sponsorship packets will be sent out in August so that potential sponsors can have the information prior to making final decisions about next year’s budgeting. Patzetta stated that it was difficult to understand who was actually responsible for contacting potential sponsors. She also said that it would be helpful for board members if they could provide names and addresses to the staff and have staff send out packets. Kristin agreed that the staff should send out the packets for the board members and keep track of who has been contacted and what was the outcome. The staff could then send out a regular report on progress. However, the staff does not have addresses or phone numbers for all of the sponsors and will work to build a database. Andrea suggested that the board do a debrief on the sponsorship process to see where things can be improved. She is excited about vamping up publicity efforts so that potential sponsors do not just hear from ICW around Torchbearers. Kristin indicated that in order to gain sponsorship, ICW must cultivate throughout the year.

Monthly Financial Report – Kristin indicated that there is now a FY 2008 YTD column to compare this year to last year. Board members will see that ICW has not been spending as much as was spent in FY 2008. Kristin has worked with DWD staff to realign the budget so that funds from salaries which will not be fully used can be redistributed to other categories. In the past, ICW bought “things” such as pens, magnets, etc. Kristin would like to see ICW contract services to have reports done or be associated with important activities in Indiana. For example, NAWBO (National Association of Women Business Owners) has approached ICW and is working on a study on the economic impact of women business owners in Indiana. Kristin would like to see ICW support projects like this and see Indiana people doing Indiana studies. Kristin had hoped to have a proposal from them in order to consider it but have yet to receive it. Patzetta asked about NAWBO’s plan to let individuals know about

their study. Kristin suggested that ICW's value for partnership could be to develop a good mechanism to distribute the information. Another opportunity would be to contract with ExactTarget, the company chosen by the State of Indiana as an email distribution and communication software. By developing regular communication with constituents ICW could get its message out to build interest. As an example, in the past eight months, Kristin has sent about 5000 email messages for both Torchbearers and *Working Women in Transition*. ExactTarget can help manage those emails without clogging up staff's accounts. It can also keep track of those who do not wish to receive communications, those email accounts that are a problem and what people are reading in the email message. From those attending, a consensus was reached to go ahead with establishing an ExactTarget account. Kristin also asked that if there are any other ideas of how ICW can use the funds to please contact her with them. She would rather use them then let it go.

Committee Structure and Tasks: Kristin distributed a list of committees with assignments and descriptions. She also referenced an 8 ½ x 14 sheet of paper with tasks distributed at the last meeting. In order to keep the discussion going, she suggested that the next steps would be for she and the committee chairs to talk individually about what is the best way to do the work. She sees board meetings for being committee reports and action items so that Commissioners take charge of the board meetings. Virginia suggested that at the next board meeting that there is time for the committees to meet. Kristin indicated that the only hesitation is that some individuals may be on more than one committee, especially those that are mandated by the Bylaws. Patzetta also asked about Commissioners' term dates. Kristin indicated that there was a document that was included in the board manual that showed when each Commissioner's term ended. She compared that with other documents and discovered that some commissioners' term may actually end in 2010. She will resubmit that to everyone to see if they agree and then will begin to call those Commissioners whose terms are ending this year to see if they wish to continue. ICW can then work with the appointing agencies to fill those that are vacated. Janie interjected that she has submitted her resignation so that Commissions can work to fill hers.

2009 Torchbearer Awards Prep: Virginia wanted to commend Melissa Martin for her hard work and ability to secure the Governor's participation. Kristin reported that the event will be exciting and that Commissioners should work to cultivate future sponsors. There will be several senators and representatives attending and approximately thirty-eight women who will participate in the Legacy Processional. Sponsors will receive a thank you letter. Staff may send out a publicity packet to let them know about the event. A suggestion was made to have the publicity coordinator to develop some sort of teaser for those who did not sponsor. A debrief meeting will be planned to go over everything and anyone interested can participate in the debrief meeting.

Old Business: Patzetta appreciated that Kristin included the Torchbearer committee structure in the document so that individuals can see how many people are actually needed to pull the event off. Cindy also reported that that the Pay Equity bill passed the house with bipartisan support with several sponsors. It now moves to the Senate. Virginia asked that the minutes reflect their appreciation of bringing that bill to their attention.

Meeting Adjournment: The regular meeting for the Indiana Commission for Women was adjourned at 3:08 p.m.