

Indiana Commission for Women
Meeting Minutes
Wednesday, May 20, 2009
Indiana State Library
12:00-2:00 pm
Melissa C. Martin, Chair, presiding

Present: Sen. Vaneta Becker, Dr. Virginia Calvin, Janie Craig Chenault, Cindy Felsten, Andrea Heslin Smiley, Anne Jacoby, Melissa Martin, Amy McQueen, Rep. Mara Candelaria Reardon, Patzetta Trice **Also Present:** Kristin Garvey, Executive Director and Anita Samuel, Governor's Liaison **Not Present:** Linda Bloom, Rep. Suzanne Crouch, Lisa Hershman, Sen. Jean Breaux

Call to Order: The meeting was called to order at 12:15 pm by Chair Melissa Martin.

Welcome and Chair's Report: Chair Melissa Martin welcomed everyone to the meeting and thanked everyone for traveling to Indianapolis to attend the meeting. Martin expressed her thanks to the board and staff for how well organized the Commission now is. Martin took the opportunity to recognize Janie Craig Chenault for her tenure on the Commission Board because she will be leaving the Board at the end of June. Martin also notified the Board that Sen. Vi Simpson has resigned from the Board and has been replaced by Sen. Jean Breaux. Martin also announced that she will resign from the board and as chair of the Commission.

Melissa indicated that there was a final report for the Torchbearer Awards in the packet provided for the meeting. She asked Kristin Garvey to make the report to the Board. The Torchbearer Awards went well this year from a lot of perspectives. The largest challenge this year was in the area of sponsorships, which is happening with all organizations' special events. Going forward, staff will work on getting information to potential sponsors early to allow them to incorporate it into their budgets for next year. In the report, staff has included many recommendations. The question was raised as to how much the Torchbearer Awards has generated over the past and a suggestion was made to do a brief analysis of the five-year financial information. For next year's event, Garvey recommended that the fee for the event be increased to \$70 in order to be more cost-covering. As soon as the event chair is named, the planning committee can discuss all of the recommendations and bring them to the board of directors for approval.

Executive Director's Report: Garvey indicated that the board and staff should begin making plans for this year's board retreat, traditionally held in October. A facilitator has been identified through a consulting firm, Achieve Guidance, which works with nonprofits and governmental agencies. Initial thoughts were to have the board retreat in Indianapolis at the Garrison on Ft. Harrison State Park. The board should begin thinking about the focus of this year's board retreat.

<p>Approval of Minutes: Cindy Felsten moved to accept the submitted minutes from the March 3, 2009 meeting of the Indiana Commission for Women Board. Janie Craig Chenault seconded. The motion carried unanimously.</p>

Attendance Policy: Anne Jacoby and Patzetta Trice reported on the progress of the attendance policy and submitted the second draft of the letters. Trice indicated that there were two letters drafted – one to the board member and one to the appointing agency – as well as policy on how it would be addressed. After two missed meetings, the individual would be notified. If the individual continues to miss meetings the nominators would be notified. Sen. Vaneta Becker recommended that the letter to the nominator be edited to remove the first sentence in the third paragraph, which reads: “The Commission does not have the authority to censor or members, such as terminate an individual's appointment.” Martin indicated that there should be an intermediate step that someone from the nominating committee should contact the individual to determine the reason for the absence. Garvey continued that it was important that individuals respond whether or not they are attending the meeting in order for staff to plan accordingly. She also hoped that the lines of communication are open so that both board members and staff feel comfortable contacting each other. Rep. Mara Candelaria Reardon asked whether there were rooms with teleconferencing technology to allow individuals to participate in the event they cannot attend. Martin asked that if materials are sent out ahead of time, board members can see what will be discussed and can prepare appropriately. Martin cautioned that because ICW has such a small board, she didn't want members to think that they can call in without regards to establishing quorum. Garvey indicated that she would follow up with the Library to see if there are teleconference capabilities. Discussion continued on the

expectations of board members, and there was agreement that as long as board members know what those expectations were, then they can choose whether they wish to be involved. Rep. Candelaria Reardon suggested that that ICW should prepare a brief document on board expectations and provide that to both the potential member and to the nominating agencies in order to give them the tools to make appropriate nominations.

Approval of Absentee Policy: Jacoby moved to accept the absentee policy and accompanying letters with the omission of the first sentence of the third paragraph in the letter to the nominator. Craig Chenault seconded. The motion carried unanimously.

Financial Report: Garvey distributed a financial report with projected expenses to the end of the fiscal year. With a couple of identified expenditures for the remainder of the year, projected year-end is roughly around \$93,000, which is about \$20,000 under budget of what is allocated to ICW. Given the current economic situation of the government and several specific circumstances, it can be presented in a positive message that ICW has acted prudently with its funds. Those circumstances include:

- No executive director salary for month of July;
- Cost share of venue and in-kind consultant services for *Working Women in Transition*
- Cost Share of office equipment/administration with IN Commission for Hispanic and Latino Affairs
- Contributions of reimbursable expenses by commissioners able to do so
- Loss of ability to sustain additional 1 ½ staff member in last 3-4 years.

Garvey also provided a six-year trend which illustrates that ICW has continually come under budget. She expressed her concern that, if the trend to revert funds back continues, there is the prospect that budget will permanently be reduced. There was discussion on staffing issues. Once the new budget has been decided in the legislature, ICW must make critical decisions on how to fulfill its strategic goals and staffing needs. Anita Samuel explained that she serves on the strategic hiring committee. The committee is looking at every single position in state government and if a position is need, ICW must provide a sound justification. Virginia Calvin asked that the board consider when with this commission achieve equity and demand that there be an additional staff member so that ICW can serve the women of Indiana

Approval of Financial Report: Calvin moved to accept April financials with May-June projections as presented. Rep. Candelaria Reardon seconded. Motion carried unanimously.

Committee Reports

Nominating Committee: Calvin reported that the Nominating Committee will wait until after the new appointments to board have been made and the new Chair has been identified. Once the board positions are filled, the Committee will identify someone willing to serve as treasurer and determine the interest of officers. A slate of officers will be presented at the July meeting.

PR and Outreach Committee: Jacoby reported that the PR and Outreach Committee has been working with Garvey to put together a Marketing and Communication Plan for Fiscal Year 2010, which has been requested by the Office of Management and Budget. Martin commented that all documents have flexibility and can be updated and changed as things develop. Jacoby asked Garvey to present the plan to the board.

During discussion, Sen. Becker asked for clarification on whether the Commission should be advocating on behalf of legislation affecting women and commented that she and other female legislators did not see that happen during this last session. Martin offered that one of the factors is staffing. Sen. Becker advised the board that ICW should make sure that the agency is pointing out its stand on legislation in front of the General Assembly. Rep. Candelaria Reardon concurred that as legislators, they need input fro ICW on some of those issues. Andrea Heslin Smiley suggested that ICW look at what is that one piece of legislation that we should support for the next two years. Rep. Candelaria Reardon added that if ICW identify the issues then we can respond to the bills being presented. Martin reported that ICW does have a legislative committee and that Cindy Felsten is the chair. Going forward, ICW should be in a better position. Garvey also suggested that because the board retreat is coming up, the board should consider a discussion on vision, values and identification of what those key issues are. Martin also asked if Heslin Smiley would provide good examples of progress tracking methods or dashboards.

Acceptance of 2010 Marketing and Communication Plan: Jacoby moved to support the draft of the 2010 Marketing and Communication Plan as presented in order to submit the document to the Office of Management and Budget as requested. Calvin seconded. The motion carried unanimously.

Garvey also reported that she is working with the PR and Outreach Committee to revise the ICW general brochure in order to incorporate the messages presented in the Marketing and Communications Plan. She has submitted the request to have it printed and if approved, will have it printed in June so that it will be available for use at the start of the fiscal year.

Internal Committee: At the March board meeting, Felsten presented several minor changes to the Bylaws. The board needs to have a perfunctory vote to accept the changes made.

Jacoby indicated that the PR and Outreach Committee had discussed removing the role of Historian from the Bylaws and asked whether to include that change. Garvey suggested that the board wait to discuss structural changes because as committees begin to meet, there may be additional changes to be made.

Approval of the Changes to Bylaws: Felsten moved to accept the presented changes to the Bylaws of the Indiana Commission for Women. Heslin Smiley seconded. The motion carried unanimously.

Program committee: Garvey reported for Trice, who excused herself from the meeting. As outlined in the calendar of the Marketing and Communication Plan, there are several programs being planned for the coming year. *Bridging the Gap* was not done this year but ICW should consider doing it again next year and developing a toolkit on putting on an economic summit so that ICW can train others to do the same in their communities. Initial thoughts would be to have the event in Indianapolis. Sen. Becker suggested that the committee consider having it in another community in order to bring in college students to participate. Martin added that it made sense to have it again in northern Indiana as well as in southern Indiana. She suggested that she, Calvin, Sen. Becker, and Garvey meet this summer to discuss details of how to duplicate in other parts of state and document and build toolkits.

Garvey reported that ICW will be participating in some capacity in each of the *Women in Business* seminars sponsored by the Lt. Governor's office, the Office of Community and Rural Affairs, and the Small Business Development Centers. Garvey asked board members who are able to attend the one near them.

Legislative Committee: Felsten reported that most bills related to women's issues did not make it out of committee. However, there were a few bills that passed and that the staff has been tracking them. Garvey indicated that she would like to write a more formal legislative report. Sen. Becker added that there was one bill not on the list. She sponsored SB 554 which focused on Breast Cancer Screening. Staff will add that bill to the tracking grid and incorporate the information into the legislative report.

Development Committee: Heslin Smiley reported that she and Garvey have discussed discussing ways to build sponsorships for the Torchbearer Awards. It is apparent that a development strategy fits into the overall Marketing and Communications Plan so it seems appropriate to combine the two committees. A question was raised about these fundraising initiatives regarding if ICW gives back funds to the state, why is there need for fundraising. Martin explained that so much of the Torchbearer Awards is not covered by state funds so these efforts are solely for the event. Heslin Smiley concluded her report that so much of fundraising is about building relationships so the efforts need to be year-round and incorporated into the agency's overall plans.

Announcements:

- Garvey announced that she had received information from the Indiana Fever about their *Inspiring Women* event in July. Anyone interested in going to let her know so that ICW can respond to them.
- Rep. Candelaria Reardon announced that there will be an all-day empowering women seminar on June 18th sponsored by the Latino Institute.

As there was no further business to come before the meeting, the meeting was adjourned at 2:15 p.m.

Respectfully submitted as reviewed by Cindy Felsten, Secretary
Kristin Svyantek Garvey