

Indiana Commission for Women
Meeting Minutes
Wednesday, September 16, 2009
Indiana State Library
1:00-3:00 pm
Dr. Virginia Calvin, 1st Vice Chair, presiding

Present: Sen. Vaneta Becker, Dr. Virginia Calvin, Cindy Felsten, Anne Jacoby, Amy McQueen, Rep. Mara Candelaria Reardon, Patzetta Trice, Linda Bloom, Sen. Jean Breaux, Rep. Jacque Clements

Also Present: Kristin Garvey, Executive Director; Chelsea Stauch, Executive Assistant; Anita Samuel, Governor's Liaison; Erin Mays, House Republican Intern

Not Present: Andrea Heslin Smiley, Lisa Hershman

Call to Order: The meeting was called to order at 1:05 pm by 1st Vice Chair, Dr. Virginia Calvin

Welcome and Chair's Report: 1st Vice Chair, Dr. Virginia Calvin welcomed everyone to the meeting and lead the board in an exercise to get to know one another and introduce themselves. Dr. Calvin and Kristin Garvey attended a meeting with a group of influential women to discuss the ways how these women and their organizations can assist and support the ICW, which she believed was a success and worth the effort.

Board Roster and Directory: Garvey asked all commissioners to review their contact information and verify or update any sections by submitting the contact forms provided at the meeting; including assistants' names and contact information.

Approval of Board Retreat Plans: Garvey presented a description of the board retreat plans for October at the Fort Benjamin Harrison Inn and Conference Center. After discussion by the board, it was determined that the ICW would not hire a facilitator from Achieve Guidance because the cost was too much at this time. It was also determined that State Personnel could provide a facilitator for no charge; however she is unavailable on October 22. Board members present reached consensus that we must wait until a new Chair is appointed to confirm a date they are available and book the State's facilitator.

Approved the board retreat objectives: Virginia Calvin asked for a motion to accept the board retreat objectives as outlined in the document presented. The objectives presented are: 1. Setting the vision, 2. Refreshing the strategic plans to become more detailed and progressive, and 3. Achieving organizational efficiency through benchmarks and performance metrics. Anne Jacoby moved to accept the retreat objectives. Patzetta Trice seconded. The motion carried unanimously.

Dinner at the retreat: Garvey suggested inviting the commissioners who recently left the commission join us for the dinner preceding the retreat. The board thought this was a nice idea to include them.

Rooms for the retreat: Since the board chose to postpone setting a date for the retreat until we have appointed a chair, they chose to also postpone the hotel room requests until they learned their availability. There was also a request to verify the presence of a quorum, prior to the retreat. It was pointed out by Senator Becker that the end of October is the closing of legislators' interim study committees, with the deadline being November 1st. Garvey mentioned she would send out a meeting wizard (group availability finder website) to verify the availability of commissioners.

Executive Director's Report: Garvey met with many people since our last board meeting in May.

Inter-Agency Network on Women and Girls: Garvey invited various State Agencies who have a program which serves women directly such as the Office of Women's Health, Minority and Women Business Enterprises, and the Office for Women Veterans. The meeting inspired conversations about coordinating and collaborating. Many people exchanged business cards and connected. The network tentatively agreed to meet quarterly to share ideas.

South Bend Torchbearers: Garvey met with Dr. Calvin and three Torchbearer Award Winners: Becky Zaseck, Pat McQuade, and Bonnie Bazata, where they discussed how the ICW can engage the Torchbearers; how they can help us and how we can help them.

Partners Council or Network: Garvey will organize a meeting with external organizations including our advisory board members in order to enhance each others' efforts. A survey to assess the Torchbearer's ideas should be conducted. Rep. Candelaria Reardon suggested using college students, in a statistics class, to form a survey.

Marketing and Communication Plan: The approving committee requested additional information regarding ICW's marketing and communication plan. In response to that request, Garvey was able to look at the budget and calendar and make the goals more realistic and the marketing plan has been approved.

Nominating Committee Report: Postponed, by Dr. Calvin, to include new board members.

Approval of the Minutes: Cindy Felsten moved to accept the submitted minutes from the May 5, 2009, meeting of the Indiana Commission for Women Board. Senator Becker seconded. The motion carried unanimously.

Treasurer's Report: Garvey introduced the year-end 2008/2009 monthly financial report, pointing out that we came in \$26,776.56 under budget. Garvey presented the up-to-date 2009/2010 monthly financial report which she concluded is on target. Garvey also presented a year-to-date comparison of this year to last year, and the percent of the year is exactly the same as last year, 16.67%. The appropriation from this year to last year is different because some of that money was carried over to the Indiana Criminal Justice Institute when we made the transition of the Sexual Assault Victim Advocate Standards and Certification Board. Garvey answered a question stating that whatever monies the board does not use is reverted back, and in the past we have come under budget around \$10,000 to \$20,000. Garvey also reiterated that we are required to spend 90% of our funds in salaries. Staff salaries and benefits do not typically make up 90% of ICW's budget. So, each year, we must request that funds be available for alternative uses.

Approval of the Budget: Dr. Calvin asked for a motion to accept the submitted monthly financial report for the Indiana Commission for Women. Patzetta Trice so moved. Amy McQueen seconded. The motion carried unanimously.

Committee Reports

Outreach and Public Relations: Anne Jacoby presented the new brochures to the board members. More copies and an electronic version are available. Garvey presented a bulletin for Working Women in Transition. Jacoby announced that 1st Vice Chair Dr. Calvin received the Governor's Award for Achievement in Civic Leadership.

2010 Torchbearer Awards: Garvey presented a document that outlines initial plans for the 2010 Torchbearer Awards. She stated that because Melissa Martin, ICW's former chair, has stepped down, we will be without her leadership. For the past five years she had provided amazing vision to the Torchbearers. With her departure, this year's Torchbearers may have challenges but also opportunities. The Torchbearer Awards Gala falls under one of our strategic goals: to recognize women's contributions to the State of Indiana. Garvey would like to see a better connection between the Torchbearers and Women's History Month.

- **Location:** Garvey tentatively reserved the Indiana Roof Ballroom on March 2, 2010; although, there is concern over American Disability Act requirements because there is no access for the VIP reception. The board thought to use one of several spaces at the Indiana Repertory Theatre (Janet Allen, a Torchbearer, is artistic director at the IRT).
- **The Budget:** Garvey mentioned that available funds for Torchbearers have decreased because of the audiovisuals requirements and for contracted services. Dr. Calvin appreciated the benchmarks Garvey created.
- **Rehiring Help:** Last year, the commission hired Cathy Tilford to handle the logistics and coordinate the event and Deborah Morton to handle the publicity and PR. Garvey included some funds to have contracting services. Trice felt it was critical to have Tilford work with us again. Felsten felt the PR that was done prior and during the event was also critical because it publicized the commission.
- **Possible Strategic Initiatives:**
 - WFYI vignette: proposed their idea too late, but may be interested this year

- Pre-event photo shoot
- Legacy Website: collaborate with the Indiana Historical Bureau to create a Torchbearer Legacy website, including all winners, which could be unveiled at the Awards Gala.
- **Committee Structure:** Garvey envisioned positioning board members and outside volunteers in the Strategy, Program and Logistics Committees. Board members supported this structure.
- **Nomination form:** Garvey made some changes to the nomination form criteria using similar criteria Mickey Maurer used when choosing the women for his *19 Stars of Indiana* book. Sen. Becker asked for the purpose of a nominating organization and if this criterion was necessary. Bloom answered the commission used organizations to get the word out, and Calvin answered organizations were used to receive more sponsorship. Garvey also changed a requirement to limit one nomination per organization.

Approval of Torchbearer Report: Trice moved to accept the 2010 Torchbearer plans as outlined in the Torchbearer Report. Sen. Becker seconded. The motion carried unanimously.

Working Women in Transition (WWIT): October 9, Evansville – Ivy Tech Community College; October 16, South Bend – St. Mary’s College; November 6, Indianapolis – IUPUI. The Women’s Bureau at the U.S. Department of Labor said WWIT must focus on green jobs in order to use the grant money, \$3,000. To bring in this aspect Garvey suggested a keynote to speak on the emergence of green jobs and panelists could possibly be women in green jobs. Garvey called on commissioners to recommend a keynote speaker or people serve on the panel. Felsten asked for a clear definition on what a green job means or is. Calvin stressed using WorkOne in our program. A \$20 fee will be assessed to participants for a copy of the facilitator’s book, *Women Like Us*. Scholarships will be available for those who cannot afford the \$20 fee. Rep. Candelaria Reardon expressed an interest in holding this event or another event at Purdue University Calumet.

Approval of Working Women in Transition program: Cindy Felsten moved to accept the WWIT budget and plans. Sen. Vaneta Becker seconded. The motion carried unanimously.

Bridging the Gap: Garvey asked for requests for a Bridging the Gap Seminar in commissioners’ areas, then arrange meetings with people in the area and start to set up the programs.

Items of Interest: Garvey brought up other ideas or programs the ICW might be interested in doing - Ohio Women’s Summit, Pennsylvania *Voices*, Pennsylvania - The Status of Pennsylvania Women Report 2009, Minnesota – Must Manifesto and accompanying PowerPoint.

Legislative Report: Felsten started a coalition of groups, not just women’s groups, but the NAACP, Hispanic groups, and a variety of others who wrote a pay equity bill, and they are working to put this issue back on the agenda. The bill supported a report to evaluate the pay of all State employees. This kind of a report had not been done since the 1990s and it is recommended that a report be done every 3-5 years. The United States is the worst of several developed countries for pay equity and Indiana is one of the worst in the country. Minnesota was willing to testify on behalf of the legislation. Sen. Breaux commented that she attended a press conference with Chief Justice Sullivan where he enrolled a program in several counties to allow women and other victims, to file a protective order online in the presence of a domestic violence advocate, as opposed to going down to the county clerk’s office and standing in line. Garvey met with Rep. Dembowski, chair of the women’s caucus POWER (Political Organization for Women’s Education and Representation), and Garvey would like them to meet with the Commission.

Adjournment: Dr. Calvin adjourned the meeting at 3:00pm.

Respectfully submitted as reviewed by Cindy Felsten, Secretary
Chelsea Stauch