

Indiana Commission for Women  
Meeting Minutes  
Thursday, March 4, 2010, at 1:00-2:30 pm  
Indiana Government Center South, Foyer 2 West  
Betsy Corridan, Chair, presiding

**Present:** Linda Bloom, Dr. Virginia Calvin, Betsy Corridan, Cindy Felsten, Erin Houchin, Anne Jacoby, Amy McQueen, Patzetta Trice

**Also Present:** Kristin Garvey, Executive Director

**Not Present:** Sen. Vaneta Becker, Sen. Jean Breaux, Rep. Jacque Clements, Lisa Hershman, Rep. Mara Candelaria Reardon

**Call to Order:** The meeting was called to order at 1:10 pm by Chair Betsy Corridan

**Ethics Presentation:** David Thomas, Office of the Inspector General, and Cynthia Carrasco, Indiana State Ethics Commission, presented information on the work of the Ethics Commission. There will be a mandatory online ethics training module that all board members and staff will have to complete. This training is done every two years and the last time it was completed by the Indiana Commission for Women was in 2008. The process will begin for the Indiana Department of Workforce Development where ICW resides will begin on March 22, 2010.

**Torchbearer Awards:** Kristin Garvey reviewed the sequence of the events for the Torchbearer Awards.

At this time quorum was reached at 2:00 p.m.

**Secretary's Report:** Virginia Calvin moved to accept the September 16, 2009, board meeting minutes as submitted. Cindy Felsten seconded. The motion carried unanimously.

**Treasurer's Report:** Anne Jacoby reported that 15% of ICW's funds are designated for operating expenses. Kristin Garvey submitted a request to the Office of Management and Budget (OMB) asking to transfer a certain amount of funds from the wages/benefits account to operating expenses. However, that request has been denied. Reviewing the expenditures, board members will see that one category (Acct 53xx) shows expenditures over budget. As treasurer, Anne will monitor this process. Kristin added that on the financial statement, board members will see that there are two figures at the bottom of the form showing \$106,824 in salaries/benefits and \$12,175 in operating expenses. According to the OMB, those are the only two figures monitored. As of February 23, ICW's operating expenses were approximately \$3900. Kristin has reviewed what is anticipated for the remainder of the year and she thinks that ICW will be okay. The largest expenditure is technology costs. However, ICW will also have to purchase a new copier since the current one has broken. The new equipment will be a multi-functional machine which will copy, print, scan and fax. Kristin will wait until the end of the year to purchase the machine. If there is something unforeseen that comes up during the rest of the year, ICW may either have to choose not to do it or draw upon the special funds account which is about \$12,000. There will be another \$4700 that will be deposited into the special funds account that will pay for expenses associated with the Torchbearer Awards. OMB would prefer that ICW draw upon those funds. Patzetta Trice asked for clarification on where the budget was cut. Kristin Garvey explained that the funds that are included in the \$25,000 under other personnel expenses was not allowed to be transferred to operating expenses and thus cannot be used for anything other than personnel expenses. In addition, the marketing and communications budget that was submitted at the beginning of the fiscal year was essentially zeroed out. Among many other items of what is no longer permitted, OMB has told every agency that there will be no printing. This new policy affected ICW because no invitations could be printed. Betsy Corridan asked how the budget will be put together for next year. Kristin explained that according to OMB the only two figures will be the \$106,824 for salaries/benefits and \$12,175 for operating expenses. The marketing and communication plan with budget is submitted to a separate committee that makes the decision on the plan and budget. Betsy clarified that she would like to see someone from Department of Workforce Development to come to ICW's board meeting to make the financial report.

**Nominating Committee:** Virginia Calvin moved to accept Anne Jacoby as the ICW Treasurer. Linda Bloom seconded. The motion carried unanimously. Linda Bloom moved to accept Virginia Calvin as the First Vice Chair of the Board of Commissioners. Cindy Felsten seconded. The motion carried unanimously.

**Legislative Update:** Kristin Garvey reported that March 4 is supposed to be the last day of session. Cindy Felsten also reported that this year's session was dedicated to budget and not many other issues were heard or acted upon.

**Executive Director's Report:** Kristin Garvey reported that she had been asked to submit a marketing and communication plan for FY 2011. The format is different but the message is the same and the budget is much different than last year's. The only items requested were the medals and programs for next year's Torchbearer Awards, a reprint of the ICW brochure, a retractable banner and tradeshow table cloth for displays. Except for the banner and table cloth, all other expenses were approved last year. Other items that did not have expenses associated such as email campaigns, electronic reports, etc. were not included on the budget portion. Cindy Felsten suggested that if those expenses are not approved, funds could be used from the surplus from the Torchbearer Awards for the banner and table cloth.

Kristin Garvey also indicated she would be going to Highland, IN, to participate on a panel for a women's conference. She then would be going to Columbus, OH, to observe their statewide Ohio Women's Summit and then, to Lafayette, IN, to present on women's history month. To her knowledge, that would be the only traveling for the remainder of the fiscal year. She does have an invitation to meet with Joanne Gora, President of Ball State University and Torchbearer recipient. Patzetta Trice asked what the expected outcomes of those meetings were. Kristin Garvey indicated that she would like to meet and listen to what President Gora is doing at the university or what is going on in the community. However, there are a few initiatives that are outlined in the strategic plan that could be discussed such as the "listening sessions" or focus groups as well as the statewide women's summit. Partnering with universities would allow access to venues, facilitators or other expertise needed to make these programs successful. Cindy Felsten added that those partnerships were helpful when ICW sponsored the "Bridging the Gap" program in South Bend.

#### **Unfinished business**

*Committee structure:* Virginia Calvin moved to accept the committee structure that was discussed at the retreat. Amy McQueen seconded. Kristin Garvey indicated that this was meant to streamline the structure and take advantage of taskforces that are formed around a particular topic. The motion carried unanimously. Committee assignments will be sent out to board members at a later time.

*Board Expectations:* Virginia Calvin moved to accept the board expectations. Linda Bloom seconded. The motion carried. The document will be given at the next meeting for each board member to sign.

**New Business:** Kristin Garvey indicated that because there was a change to the committee structure, the By-laws will need to be reviewed and updated. Betsy Corridan indicated that this will be put on the agenda. Board assignments to committees will be sent out to board members at a later time.

**Next Board Meeting:** Because the board decided to meet on March 4, the regular meeting scheduled for March 31 has been cancelled. The next meeting will be Wednesday, April 14, 2010, at 12:00 noon. The primary purpose for the meeting will be to have a financial presentation by the Department of Workforce Development, to review the budget for FY 2011 and proposed changes to the By-Laws.

**Adjournment:** Betsy Corridan adjourned the meeting at 2:45pm.

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