



**Board of Commissioners  
Meeting Minutes  
Thursday, November 14, 2013**

**Present in attendance:** Commissioner Christine Altman, Senator Vaneta Becker, Cindy Felsten, Rep. Sheila Klinker, Kori McOmber, Stephanie Moore, Kelly Perri, Marta Pincheira, Patzetta Trice

**Present via conference call:** Rep. Cindy Kirchhofer, Erin Smith

**Staff:** Kristin Garvey, Executive Director

**Call to Order**

The meeting was called to order at 12:09 p.m. by Christine Altman, Chair of the Indiana Commission for Women.

**Chair's Report**

After introductions, Chair Altman asked each board member to provide a bio and photo to be uploaded to ICW's website. She then reported that one of her goals for the coming year is to elevate the profile of the Indiana Commission for Women in local communities. She reported that Kristin Garvey, executive director, will be creating a series of monthly press releases to help the agency earn media. She suggested that if ICW can elevate its profile, the agency can become the go-to place when issues affecting women arise. ICW can then become a convener of the appropriate groups who can work on those issues. Patzetta Trice offered that the agency should also consider including other media sources, such as newspaper op-eds, in these efforts.

**Executive Director's Report**

Kristin Garvey reported she included a list of activities she has participated since the board met last in May 2013. She highlighted a few of the activities including her meetings with local commissions for women. She also traveled to Evansville to work with the local level Circles group, which was part of the original listening sessions. She mentioned that ICW was represented at several conferences, including the *Integrating Women Leaders* conference in September. Cindy Felsten is on the planning committee for that event and will be chairing the event in 2014. Trice may also be stepping into the event planning role for the conference. Garvey also served as an expert reviewer of the *Status of Girls Report in Indiana* that Saint Mary's College published in September. ICW also became a community partner for the *Indiana Governor's Conference for Women* in November.

Garvey reported that several women veterans approached the Commission to discuss issues that had developed at the Indiana Department of Veteran Affairs. The group asked how ICW could help. Garvey volunteered to conduct listening sessions for the women veterans to understand the unique issues they face, if IDVA requested. She will continue to monitor the situation and report to the board if there is any new information.

Chair Altman asked that Garvey provide a bi-weekly email update on her activities, progress on those activities and any upcoming events of interest to board members. Garvey also asked the board to identify their expectations for her. She will continue to have material to the board at least one week prior to the meeting. Chair Altman also asked Garvey to provide a list of resources to the board. Garvey then mentioned that there were resources on the website. She reported that the website had gone through a "refresh" but there are some pages that may be skewed. If any board member notices something that is not working properly, she should let Garvey know so that she can correct it.

### **Approval of May Minutes**

**Cindy Felsten, secretary, made a motion to accept the minutes as submitted and Senator Vaneta Becker seconded. The motion carried.**

### **Treasurer's Report**

Kristin Garvey reported that a financial report was submitted to the board for their review prior to the meeting. She mentioned that at the end of FY 2012 (June 30, 2013), ICW reverted approximately \$6000 back to the State. The current Biennium Budget which was passed in the last legislative session included a 3% reduction in funds. Therefore, ICW's operating fund for 2013-2014 is \$98,115. She stated that ICW's current year budget (July 1, 2013-June 30, 2014), which was submitted prior to the board meeting, expends the total appropriated fund with the intention to revert only the required amount of 3%. She stated that about 15% of the budget is for variable costs, which can be used for programming. The other 85% must cover fixed costs, salary, benefits and technology. Chair Altman suggested the board reconsider how ICW can raise additional funds to cover programming and/or event expenses. It was suggested that Chair Altman meet with Jamal Smith and Danny Lopez of the Indiana Civil Rights Commission, where ICW is located. **Senator Vaneta Becker moved to accept the financial report as submitted. Patzetta Trice seconded. The motion carried.**

### **Approval of the 2012-2013 Annual Report**

Discussion on the 2012-2013 Annual Report as submitted to the board was opened. Marta Pincheira corrected her residence location from Indianapolis to Franklin. Kori McOmber corrected her residence location from Indianapolis to Greenwood. Patzetta suggested that work affiliation be removed from the list of board members. Chair Altman indicated that if there are changes after the report is approved, board members can amend the report at a later date. **Rep. Sheila Klinker moved to accept the 2012-2013 Annual Report with the suggested changes. Stephanie Moore seconded. Cindy Felsten, secretary, called the roll for approval of the amended report. The motion carried unanimously.**

### **Strategic Plan**

Kristin Garvey reported that a 2013-2014 Strategic Plan was submitted to the board for their review and approval. She had been instructed by the Governor's Office to submit a one-year plan by September 30, 2013. The Governor's Office asked that all plans be submitted using *Good to Great* (Jim Collins) concepts. Marta Pincheira asked whether the agency had any talking points for board members to use. Chair Altman suggested that it include who ICW is, what it does and what the key focuses for the year are. **Patzetta Trice moved to accept the 2013-2014 Strategic Plan as submitted. Senator Becker seconded. Cindy Felsten called the roll for approval of the report with changes. The motion carried unanimously.**

There was a question about the previous year's plan. Garvey responded that she used that plan to generate this year's plan. Chair Altman asked that Garvey provide a report on the previous year's progress so that the board understands what they may want to pick up at a later time. Erin Smith commented that the hope was to have a longer strategic plan so that there is continuity in ICW's work. Chair Altman summarized that Garvey will pull together a report on her assessment of the previous strategic plan. The board will then review what was accomplished. Then, they will look at what was not accomplished and either integrate them into or remove them from the strategic plan.

### **Torchbearers Award Report**

Kristin Garvey reported that she had the Government Center Auditorium and Conference Rooms A, B, and C have been reserved for March 5, 2014. She has also reserved the Indiana Historical Society for March 12, 2014. Patzetta Trice, event chair, asked the board to consider ways to promote the event in

their communities. Erin Smith suggested that the board consider collaborating with the Indiana Governor's Conference and have the Torchbearer Awards in conjunction with that event. There was a concern that if it is tied to that event, it could become more political. Chair Altman asked Smith to connect with the organizers of the Indiana Governor's Conference to begin dialogue. She cautioned everyone about focusing on 2014 because of the timing and layers of decision-makers to discuss this idea. Trice suggested that there may be an opportunity for the Torchbearer recipients to have some level of recognition at the Governor's Conference in November 2014. There was a consensus that because the event was the 10<sup>th</sup> Anniversary of the Torchbearers, the board would like to maintain the event in March. Garvey stated that she would check with the Indiana Historical Society about March 5, 2014. There was discussion around the nomination process. The board asked that individuals be added to the list of groups that could make nominations. Garvey will make changes and send the form to the board by email. Stephanie Moore and Kelly Perri volunteered to be part of the event planning committee.

### **Women's Day at the Statehouse**

Discussion then turned to next year's Women's Day. Chair Altman asked whether the board should consider doing something in the summer. Cindy Felsten clarified that the purpose of the Women's Day was to bring women to Indianapolis during the legislative session. A suggestion was made to shift the timing of the event to the afternoon, when legislators have concluded the day. Chair Altman then suggested that a plan be put together and submitted to the board for discussion. The board reached consensus about moving the event to the Statehouse and changing the date of the event to mid- to late-January. Kristin Garvey will investigate dates and locations in the Statehouse.

### **Legislative Affairs Report**

Organizational Day is scheduled for November 19<sup>th</sup> 2013.

### **New Business**

The board discussed the meeting schedule for 2014. It was suggested that the board meet on the second Thursday of every other month. Chair Altman asked Garvey to send out a list of potential meeting dates and asked the board to check their schedules to see if they have any conflicts.

### **Announcements**

Kristin Garvey announced that there were vendor forms for the new members. She asked that they complete the form to be added to the Auditor's list. Board members then can be reimbursed for mileage once their information is included in the Auditor's system. Garvey stated she would send the vendor and reimbursement forms to all board members if they wish to complete it.

**Adjournment:** As there was no other business to come before the board, the meeting was adjourned at 2:05 PM

Respectfully submitted by Kristin Garvey