

Indiana Commission for Women
BOARD MEETING MINUTES
Wednesday, October 19, 2016
12:00-2:00 PM
Government Center South Building
Conference Room 10

PRESENT: Christine Altman, Sen. Vaneta Becker, Sen. Jean Breaux, Kori Chambers, Kayevonne Dailey, Rep. Sheila Klinker, Rep. Peggy Mayfield, Stephanie Moore, Patzetta Trice, Heather Willey

STAFF: Kristin Garvey, Lindsey Craig

GUEST: Rep. Cindy Kirchofer

CALL TO ORDER: The meeting was called to order by 1st Vice Chair Patzetta Trice at 12:15 PM.

ROLL CALL: Kristin Garvey, Executive Director, called roll for attendance. Quorum was established at 12:17 PM

APPROVAL OF JUNE MINUTES:

- Secretary Kori Chambers moved to approve the June 2016 Minutes. Senator Becker seconded. Kristin Garvey called roll for approval. The motion carried with two abstentions (Altman/Mayfield).
- Secretary Kori Chambers moved to approve the August 2016 Notes. Christine Altman seconded. Point of order was discussed that because quorum was not established during the August meeting, the notes were provided for information purposes only. The motion was rescinded and no action was taken on the motion.

FINANCIAL REPORT:

- Executive Director Kristin Garvey directed the board to the report provided in the packet. She indicated that the report covered two months of financials, which includes the management sheet that she prepares as well as the report that is derived from the accounting system. She provided a caveat that ICRC has not hired a CFO yet. She has tried to collate the information from the raw data and has only provided a report for the General Fund. There is no report for the Special Fund. She reported that she has not been able to do a financial report for the fiscal year ending June 30th because she does not have access to that information. She indicated that there was nothing out of the ordinary for the first two months of the current fiscal year.
- There is some travel expenses with regard to the NACW conference; however, those expenses were one third of what was budgeted because NACW did reimburse Executive Director Garvey for two-thirds of her expenses. She also indicated that because she took some extra time around the conference as vacation, she was required to pay for everything and request reimbursement. Because NACW reimbursed her directly, she also was required to obtain an ethics waiver from the Inspector General since that reimbursement may have appeared as a gift. She worked directly with the ICRC ethics officer and the Inspector General approved the waiver. The amount budgeted for out-of-state travel that was not expended is available to be used for other expenses.
- In response to a question about our allocated budget, she indicated that because ICW now has two major events, the allocation versus expenditures will be tight. For the last two years, ICW has had major events that has pushed ICW to the limits of the allocated budget. She explained that because the funding funnels up to ICRC, they make the biennium budget request and that she is not privy to

those discussions. Another question was asked about whether it would be possible to bring on a part-time employee. She responded that the four commissions have had discussions about what that type of position would look like if it was shared. She had made the argument to have two positions that are shared by two commissions, rather than one position shared by four commissions.

EXTERNAL AFFAIRS:

- Second Vice Chair Stephanie Moore reported on the 2016 Torchbearer Awards. Overall, the event was a success that raised the ICW's profile. Kristin Garvey directed the board to the after action report located in the board packet. She pointed out several recommendations that have been made about how to approve the event. Discussion was opened and focused on several areas, including a) time of the year; b) lack of diversity; c) nomination application process, and d) outreach. It was suggested that the board spend time at the December retreat to discuss in more detail strategies to improve the processes around Torchbearers.
- Second Vice Chair Stephanie Moore reported that the Girls Leadership Forums were scheduled for November 2016. The dates were difficult to obtain for a variety of reasons. She asked that board members push out the information to their networks to encourage participation. Kristin Garvey added that the speakers had agreed to present at all three locations, which will make sure that the curriculum was the same. What was currently need were the opening speakers at each location who would be available to speak to the girls about her personal leadership journey. Christine Altman volunteered to speak at the Fort Wayne forum in the event that no one else could be identified. Senator Jean Breaux offered to speak at the Indianapolis forum and Kori Chambers indicated she would attend. Senator Vaneta Becker offered to speak at the Evansville forum. There was further discussion focusing on sponsorships. Additional clarification of sponsorship strategies is needed.
- First Vice Chair Patzetta Trice asked that the board use the December Retreat as an opportunity to discuss ICW's initiatives in more detail.
- Second Vice President Stephanie Moore reported that she, Kristin Garvey, and Lindsey Craig attended a new grantee orientation for ICW's Paid Family Leave feasibility study. She reported that she also attended the day-long symposium which provided presentations and access to experts on paid family leave.

EXECUTIVE DIRECTOR REPORT

- Executive Director Kristin Garvey indicated that a draft of the annual report was provided for the board review. A suggestion was made to include a financial report on the 2015 NACW Conference, which ICW hosted. In addition, there was a suggestion to include a key on the performance metrics to help readers understand more clearly.
- She also reported that after the 2016 election she will create a report on women in the Indiana General Assembly. She hopes to include a more comprehensive report after this year's elections that would analyze women in all elected offices.
- She directed the board to a list of women that could potentially be profiled for the 2017 *Writing Her Story*. She asked that they review the list and recommend thirty-one women to profile.

As there was no additional business to come before the board, First Vice Chair Patzetta Trice adjourned the meeting at 2:03 PM.