

Indiana Commission for Women
Meeting Minutes
Wednesday August 20, 2008
11:30am
Indiana State Library Rm. 401
Chair, Melissa C. Martin

Present: Melissa Martin, Cindy Felsten, Janie Craig Chenault, Amy McQueen

Also Present: Governor's Liaison Anita Samuel, Intern Chelsea Stauch, and Executive Director Kristin Svyantek Garvey

Not Present: Linda Bloom, Lisa Hershman, Anne Jacoby and Rep. Linda Lawson, Dr. Virginia Calvin, Sen. Vi Simpson, Sen. Vaneta Becker, Rep. Suzanne Crouch, Andrea Heslin Smiley, and Patzetta Trice

Call to Order: The meeting was called to order at 12:00pm by Chair Melissa Martin.

Welcome and Introductions: Kristin Svyantek Garvey was introduced as the new Executive Director of the Indiana Commission for Women at her first official meeting.

Approval of Minutes:

Chair Melissa Martin determined a quorum was not present and the minutes from June 18, 2008, were accepted for ratification by the entire board at the next meeting.

Financial Report:

- Meeting with DWD and Financial Procedures:
 - Treasurer Janie Craig Chenault reported it refreshed her memory to discuss the ICW budget and financial procedures. The meeting was held Wednesday August 13 to discuss budget and financial procedures. Janie, Melissa, Kristin, Anita and Chelsea attended along with DWD representatives Sharleen Daniel and Barb Taylor. Pursuant to the state budget bill, 90% of the budget is for wages. Kristin commented money was unspent from last year's budget because we were without an executive director for two months
 - Kristin announced she is scheduled to attend procurement training on Sep. 30th. Chair Martin recommended bringing mileage reimbursement forms to each meeting for commissioners to fill out easily.
- Fiscal Year 2009 Budget - Kristin would like to analyze the budget for next year. For the 2010/2011 budget proposal, Anita recommended we would submit for the same amount because additional funding takes proper justification and the State budget is extremely tight. Anita reminded the commission we have \$9000 in the Special Project fund and \$15,000 in our Torchbearer's Fund. Chair Martin commented the commission was in great shape, but asked if the budget allows for cost of living adjustments. Anita responded the State works on "pay for performance" rather than cost of living and this should be accounted for in the proposed budget.. The Budget was accepted for ratification by the entire board at the next meeting.

Reports:

- Ethics Training – Chair Martin announced that all commissioners have completed ethics training.
- October Retreat – Intern Chelsea Stauch reported the Retreat is to be held in Bloomington, IN, following our program for mature women workers. This enables commissioners to be in one place, can evaluate the program, and discuss what the commission should work on next. The prospective retreat locations were McCormick’s Creek State Park’s Canyon Inn, The Hilton Garden Inn next door to the Bloomington Convention Center, or the Biddle Hotel at Indiana University’s Memorial Union. Everyone liked these locations and the staff is researching prices and availability.
- Mature Women Workers Report – The US Department of Labor Women’s Bureau has granted the commission \$1500 for a project on mature women workers. Kristin Garvey generated an outline for the program and discussed the ideas the committee, including Sen. Vi Simpson, Dr. Virginia Calvin, Anne Jacoby, and Melissa Martin had discussed.
 - Two audiences: HR professionals and Mature Women Workers (MWW).
 - Structure: Keynote Speaker (University of Indianapolis) discussing their report entitled *Gray Matters*. Two panel discussions; For HR professionals - HR professionals speaking about MWW and how to attract them to businesses and for the MWW - representatives from DWD, Ivy Tech, and IU speaking about services and opportunities for MWW. And finally a motivational keynote speaker. Possibly Nancy Ahlrichs speaking on *Igniting Gen B and Gen V*.
 - Chair Melissa Martin pointed out Commissioner Sen. Vi Simpson knew there was going to be a GE plant closing in Bloomington and that is why we chose to have our program there. Melissa would like to have this program used as a demonstration project for different legislators to take around the State. If we could get support from different legislators it would be easy to replicate.
 - Anita Samuel also added, in order to entice both groups (HR professionals and MWW) we discussed having a mini job fair, and possibly offer one credit hour to either IU or Ivy Tech.
 - Kristin is working with the City of Bloomington on timing the program to accommodate both groups without disrupting the work day. The committee discussed having the program from 4:00pm to 6:00pm.
 - Potential titles for the program include: “Experienced women: putting the talents of older women to work,” “It’s not just a job: meaningful work for older women,” “We Wise Women/World Wise Women,” “Keep the flame alive: Engaging mature women in the workplace,” and “Working Women in Transition: A bridge to new found success.” Commissioners preferred using “mature” or “something else” other than “older.”

Executive Director’s Report:

During her first six weeks, Executive Director, Kristin Svyantek Garvey focused on the organizational structure of the Commission and looks to strengthen our organization. She outlined work needed to be done in her Status Report. The electronic and hard files for the Commission are in disarray and need to be accessed easily. The Commission’s databases need to be updated. Relationships with other organizations need to be established or reestablished. Kristin outlined a plan in order to do this:

- Find our “Hedgehog”, a concept outlined in *Good to Great* by Jim Collins – 1) What we are the best at. 2) What we are passionate about. And 3) What do we have the resources to do. Then we build our services and organization around our hedgehog.
- Bylaws and Statute discrepancies – It came to Kristin’s attention there are discrepancies between the two and should make them agree with each other; possibly change the Bylaws

- Strategic Plan – There is memorandum to be done with other organizations to form relationships. The commission needs to implement a PR plan. Kristin would like to inquire with Butler University about making our commission a project for a Public Relations class; like one done for her previous organization (International Center of Indianapolis). Melissa suggested forming a blog with topics and discussion to help Hoosier Women.
- Projects – Replicating Bridging the Gap and the Mature Women Workers project are on the list. As well as a project for Osteoporosis and Girls. Kristin passed our information for Pennsylvania Commission for Women's "Governor's Conference for Women." This large event brings in over 7,000 participants and 100 sponsors.
- Meeting with Jane Blessing – Jane is 2009 Torchbearer Committee Chair and commission Advisory Board Member. Her agency, Partnership for a Healthier Johnson County, has action teams that look at issues. ICW could use the same concept so that these groups can generate information that can be used to continue our work. Kristin compared these to knowledge communities (online) of an organization called NAFSA. Knowledge communities were virtual communities that members could access information on particular topics, e.g. intercultural teaching and learning.
- Speech in a Box – An idea to have a pre-written speech in which commissioners could borrow in order to build awareness in their communities.
- Talent Bank – something done in the past to maintain a file of qualified women to serve on boards and commissions. Kristin would like to revive this idea. Melissa brought up having a Torchbearer Talent Bank and recommended putting online.

The Torchbearer Awards – Kristin reserved the Indiana Roof Ball Room for March 3rd, but the date is still tentative. This year the commission would like to invite as guests only the winners and not the finalists. Also, there was discussion on cutting the number of awards to ten. Kristin would like to invite former and current Olympians to the Torchbearer Awards and recognize them for their service. To lay the groundwork for the Torchbearers the commission should attend the Indiana Fever basketball game on Aug. 28th. They will be recognizing Basketball Legend and All-Star, Rick Smits, and former Olympians. Janie suggested asking Home Depot to be involved because they employ the most Olympians.

Legislative Preview - Anita reported Legislators are currently serving on the Interim study committees.

Women in Business Seminars:

- Janie reported her experience in Jasper was very good. However, she wished we could have helped the Office of Community and Rural Affairs (OCRA) and the Lt. Governor with the event.
- Kristin and Chelsea attended the event in Marion and agreed it was a wonderful event, but hoped to collaborate in the future.

Adjournment:

The meeting for the Indiana Commission for Women was adjourned at 1:45pm

Respectfully submitted as reviewed by Cindy Felsten, Secretary