

**Meeting Minutes**  
**Permanent Commission on the Status of Women**  
September 11, 2013, 12:00 PM – 1:00 PM  
Nash School, Augusta

**Welcome and Introductions**

Present: Jennifer Burke, Melissa Simones, Donna Yellen

Participating via conference call: Marianne Moore, Fatuma Hussein, Cheryl Timberlake, Elizabeth Ward Saxl

Absent: Romy Spitz, Karen Keim, Julia Colpitts, Brenda Commander, Sharon Campbell, Ruth Summers

**Review and approve March and June meeting minutes**

Motion to accept March meeting minutes – Jen, second – Marianne, all in favor

Motion to accept June meeting minutes – Jen, second – Donna, all in favor

**Review of Commission meeting schedule – second Wednesday, every other month.**

No objections to proposed schedule

**Committee Reports**

**Governance Recommendations to fill vacancies**

SEAT 2 – (Denis/Elderly) Governance Committee recommends Jessica Mauer, Executive Director of the Maine Association of Area Agency on Aging

SEAT 12 – (Karen Stram/At Large) Governance Committee recommends Holly Stover, Director, Prevention of Domestic Violence and Sexual Assault, DHHS

SEAT 13 – (Karen Raye/At Large) Governance Commission agreed that there should be an expanded representation of girls. The Governance Committee recommends Samantha Lott Hale, Director of Program, Girl Scouts of Maine. She is located in the Bangor area.

SEAT 17 – (Eloise Vitelli) Governance Committee recommends Sarah Reuf-Lindquist, CEO of the Maine Women’s Fund. Her agency works with women business owners and funders.

Motion – to accept the Governance Committee’s nomination for fill vacancies for Seats 2, 12, 13, and 17 – Elizabeth, second – Marianne, all in favor.

Jen - Any objection if I reach out to see if everyone still wants to be on the Commission? None.

*Recommendation for officers: Chair, Vice-Chair, Treasurer*

It is the recommendation of Governance Committee that Jen Burke serve as Vice-Chair.

Marianne would be glad to be Treasurer. She is currently Mayor of Calais and is Treasurer for the Washington County Development Authority. Chair still needed.

Motion - to accept the Governance Committee’s nomination of Jennifer Burke as Vice-Chair – Cheryl, second – Marianne, all in favor

Motion – to accept Marianne Moore as Treasurer – Elizabeth, second – Jen, all in favor.

## **Finance**

Jen – Cheryl, Ruth, and Julia all expressed interest in being on the Finance Committee. Marianne should be on the Committee as well. We have a proposed budget from our July meeting. The Finance Committee should meet to discuss how to move forward and be ready to present their ideas to the Commission at the November meeting.

### **Take-aways from Spring Strategic Planning/Action Steps:** *Set priority areas, Plan for next report to the Legislature*

Jen - Where we should go with the Commission? We need to resolve and set priorities for coming year as we prepare for the 2014 report.

Marianne – From the Strategic Planning meeting notes: 1. Public outreach and education is important; and 2. Being the voice of women and girls in Maine; becoming the umbrella for that information.

Melissa – Present our findings in different parts of state.

Jen – Present at conferences. Let people know we're here and presenting issues.

Elizabeth – Could that outreach do double-duty? Next report could be an additional reflection of the voices of Maine women with focus groups around the state. The feedback we receive could be basis of the next report.

Jen – If we want to take that approach, we the Finance Committee needs to discuss as there will be costs. We also have the expense of an intern. I sent an email to USM in the Spring, but have not heard back. Set up a new Report Committee once we have new members.

Elizabeth – It might be useful if simultaneously the Outreach Committee looked at the scope of that approach and questions we might like to ask in order to build costs. Where were we under-sampled for the first report?

Donna – We need more input from the elderly. We also had more affluent women.

Jen – If everyone is comfortable, I will take this approach to the Outreach Committee to develop and bring to the November meeting. That way, the Finance Committee could work on it and be ready for the new year.

### *Bios/Directory of Commission members*

Jen - Please send your bio to Nikki. An example will be sent to you. We'll put photos up as well.

### *Build Affiliates/database*

I did receive a list from the Maine Women's Fund. I'll bring it to the Outreach Committee. Are there restrictions to setting up a Facebook page?

## **Other Items to Consider/Concern**

Elizabeth will email our recommendations for the vacancies to presiding officers/those responsible for appointments. She would like to present the list of recommendations for those appointments about to expire to them at the same time. She will also invite the potential members to the next meeting.

Motion to adjourn – Jen, second – Melissa, all in favor. Reconvene again on November 13, 2013 at noon.