

Meeting Minutes
Permanent Commission on the Status of Women
October 8, 2014, 12-2:00pm
Nash School, Augusta

I. Welcome and Introductions

Present: Andrea Irvin, Regina Rooney, Holly Stover, Melissa Simones

Participating via conference call: Jen Burke, Marianne Moore, Jessica Maurer, Fatuma Hussein, Sarah Reuf-Lindquist, Rebekah Smith

Absent: Jessica Laliberte, Elizabeth Ward Saxl, Gary Walcott, Amy Gallant, Samantha Lott Hale

II. Review and Approve Minutes from September Meeting

Motion to approve minutes from 09/10/14 meeting – Regina, second – Marianne, all in favor.

III. Membership Orientation

a. Review Commission Charge, By-laws and Current Standing Committees and Members -

Andrea

Commission established in 2010, but by-laws established in 2013. Significant overlap between the two in regards to memberships and how appointments are made. We do have a broad charter.

There is an unlimited amount of options in terms of what we want to be as a commission. Under *Powers and Duties* we have six duties listed. *Advocate* has fairly strong language supporting the conversation we had last week. *Meetings* would be great if we had funding. If you're not able to attend a meeting, let us know. Be mindful of requirement of keeping us informed of absences.

Regina – *Advocate* with state and federal officials stands out to me. However, without funding, it's hard to be active federally.

Melissa – *Information*. Over the next year I think it would be great if we could get out the word about the different opportunities.

Consider Facebook page for Commission when we consider outreach strategy when disseminating the report. Strategy should consider internal (people we report to in Augusta) and external (general public) audiences. Report should also be shared with other states. All commissions benefit by developing relationships and sharing information.

b. Commission Communications

List Serv/Google Group for Email - Andrea

Do people find Google Group useful and would you like to use it in a consistent manner? Everyone is on it and approved. Type in the one email and everyone will get it. I will check to see if you are replying to the original author or the whole group.

Regina – Easier to maintain this one list with the transition of members.

Group agreed to commit to using it.

Google WorkSite - Regina

Table until next meeting. Regina will review the process with others via GTM.

IV. Committee Reports/Updates

a. Governance – Elizabeth absent

Governance Committee consists of Elizabeth, Melissa, Jen, and Andrea. At large and Tribal (Gov appointment) seats open.

- Regina recommends Cheryl Denz of Appleton. She owns a small family farm and small business in Rockland called Terra Optima. She is interested and available to attend meetings.
- Andrea and Regina reached out to Kim Condon Lane. She grew up in Aroostook County, did government relations work, has been involved in women's issues. She's interested.

Regina – Motion that we invite Cheryl to be considered as a member our commission. Second – Andrea, all in favor. None opposed.

b. **Outreach** - Jen

I have circulated the update of survey analysis. We need to discuss how to circulate with the larger report/expanding cross-tabs. Report and analysis will be combined and can be edited at that point, but want to be sure everyone is ok with the analysis now.

- Report will have an executive summary. Need to determine how much cross-tab data to include without making report too long. Could issue a deeper report next year. Policy makers aren't always able to digest more info, but there are plenty of people out there looking for deeper knowledge. Important not to skimp on content.
- Melissa – One section re: members of labor unions said only 10.9% of women are members. In state of Maine ____% are members. The word “only” indicates that it is much lower, where it is close to Maine total.
- Outreach Committee will find out what the actual number is relating to the number of respondents with a higher education as compared to the state average as opposed to “slightly higher” on page 3.
- Fatuma is meeting with Holly from Bates tomorrow. She will ask about their timeline and what they need from the Commission in order for students to work with us to help with further cross-tab analysis as a service-learning project.

c. **Report** - Regina

Would like feedback about the contents of report sent out last month. A few people sent edits. Reminder that Reports committee started brainstorming policy recommendations, but this was tabled. Email feedback or thoughts that come up. I will work with Jen to merge the two and come up with a real draft. We are on track. Looking at DIY report formats. Also could look for a design student. But, we would need report now. I can share examples of what I'm thinking of.

d. **Finance** – Marianne

Andrea and Rebekah will join the committee. Holly will join after the conference. Will plan a conference call to brainstorm and commit time to looking at grants. Andrea suggests considering requesting state funding.

V. **New England Women's Policy Commission Conference Friday, November 7th** - Holly

Amy costing out a couple of vans in the Portland area. Comparing the cost of personal mileage vs. vans and a bus. Bus would hold 60 people and alleviate parking problems (350 people coming in at the same time). Need to know how many people would be willing to ride a bus.

Working on bios for 3 speakers for the breakout sessions. Sarah has joined as a speaker on a plenary panel with other representatives of Maine Women's Funds.

Big task for today is to go over invitation list. One state invited 2700 people.

- Andrea will share her eblast invite sent to the people who indicated interest in attending at the Donna Beegle event in July re: women in poverty
- Conference organizers suggest inviting all of your commission members and key members of any major policy commissions, coalitions or women's groups. Please send along any suggestions.
- Also suggest inviting key women elected in your state, women in appointed positions in state agencies and their staff. Holly will work with Human resources. Short list from Regina. Melissa will send Holly the list of state reps' addresses. National representatives men & women, Mary Hermon – Rebekah will contact Sen. King's office.
- Present CEO's and Executive Directors that you work with on a regular basis.

VI. **Other Business**

a. **Commission File Storage** – not discussed.

b. **Discuss 2015 Meeting Schedule and Location(s)**

Should we continue to meet monthly for less time if we're meeting more frequently? Consider a new location during session for parking. Does this day and time generally work for everyone?

Fatuma – Suggest holding a few meetings in different areas of the state.

Andrea – Would be interesting even if it was a listening session. There is a desire to do more community engagement.

Regina – Maybe this is part of the conversation about distribution and communication strategy.

VII. Adjourn

a. **Next Meeting is Wednesday, November 12, 2014, 12-2pm**

Add a December meeting Dec 10 from 12 -2:00

Motion to adjourn - Melissa, second - Regina, all in favor.