

WYOMING COUNCIL OF WOMEN'S ISSUES
Minutes for June 10 and 11, 2006

Members Attending:

Teresa de Groh	Michelle Aldrich	Jenny Ingram
Jan Torres	Sherrill Helzer	Kim Capron
Pamela Downing	Julie Simon	

Members Absent:

Merna Rierson	Mary England	Linda Naylor
Cynthia Chavez-Kelly		

Staff Attending:

Diane Moser, WCWI Liaison

Call to Order:

The meeting was called to order at 8:10 am by Teresa de Groh, with an announced agenda change to include a telephone conversation with Julie Sapp, Policy Analyst for the Governor's Office to take place at 9:30 am.

Old Business:

A. Planning Session Report

The first item of business was to discuss the previous planning session. Four goals were established and a minor correction was made to the last one. Those goals are to:

1. Revitalize WCWI
2. Promote awareness of wage disparity
3. Build on the success of the Wyoming Woman of Distinction Award
4. Identify needs and concerns of women not being addressed by other groups

Michelle moved to adopt the goals, seconded by Jenny and unanimously passed.

The Council then discussed our "commitment agreement" to make sure it is reasonable. Following discussion, Pamela moved to accept it, as follows:

- I will contribute and commit to the shared WCWI vision
- I will respect the meeting process adopted by WCWI by attending and by being prepared, responsive and productive

The motion was seconded by Kim and passed with one member in opposition. During the discussion, it was determined that the vision statement would be added to the website while the goals are more of an internal discussion.

B. Organizational Structure:

Teresa had previously outlined a structural plan for four committee chairs and various project leaders. There was general discussion about the roles of each and the Executive Committee. Many projects overlap and all are part of our public relations planning. Michelle voted to adopt the organizational structure, seconded by Kim. The motion passed unanimously, with a recommendation that each face-to-face meeting include time for committees to meet.

C. Projects and Project Assignments:

Teresa presented a list of remaining projects and added other items that need to be addressed.

Committee	Chair (first name listed)
Educational Opportunities	Michelle, Jan
Employment Practices	Pamela, Cynthia
Home & Community	Jenny, Julie, Merna
Legal Rights/Responsibilities	Kim, Teresa, Sherrill

Committee	Project
Education	Living wage research, nontraditional careers
Employment	Summit Award, wage disparity
Home/Community	Woman of Distinction booklet, health and wellness
Legal	Handbook, Sexual Harassment Guide, legislative updates, voter bookmarks

Other:

- Newsletter
- Website
- PR PLAN (conferences, press releases, grants)
- Partnership meetings (Equipoise, RFCC, etc)
- Research on information from our Issues Survey
- Health Family Childcare Employment
- Insurance eldercare availability jobs
- avail of commun. cost wages
- services + w/teens
- cost

Michelle moved that Committee chairs be responsible for newsletter articles and updating the website and that we adopt the

committees as, referenced, with assigned projects. The motion was seconded by Jan and passed unanimously

Legislative Activities: Teleconference with Julie Sapp

Council members discussed the process of coordinating with legislative activities without overstepping their statutory authority with Ms. Sapp. Her opinion was that it is fair to advocate for the needs of women and that informed, factual "white papers" are a preferred form of communication with the Governor. If WCWI has a specific concern regarding a bill, we should communicate that to the Governor and we can attend legislative committee meetings to answer direct questions. One WCWI member and staff should be designated to speak for the Council.

Following the phone conversation, members discussed the need to develop white papers that reflect results of informed research and best practice, with talking points. In order to facilitate the process, time will be added for committees to meet later in the day and present their recommended actions to the membership.

D. Change to By-Laws:

Michelle moved to accept the proposed change to the by-laws which reduces the number of meetings from six to four each year. The motion was seconded by Jenny and passed unanimously.

Jan moved to change the format for minutes to provide a narrative summary for members and a formal set for official adoptions and website publication. Michelle seconded and the motion passed unanimously.

New Business:

A. Legislative Activities:

This agenda item was discussed earlier.

B. Set WCWI Meeting Schedule:

The calendar for next year was established to include:

October 20th and 21st – Casper (Woman of Distinction)

January 19th and 20th – Cheyenne (meeting with the Governor)

April 21st – Casper (beginning at 10 am, adjourning at 5 pm)

July 7th – Lander (beginning at 10 am, adjourning at 5 pm)

C. On Common Ground:

Teresa provided a written and verbal report on the meeting. Kim and Pamela will attend the follow up meeting in August to represent WCWI.

D. New Member Orientation:

In order to familiarize new appointees, Pamela and Julie agreed to

present a list of recommendations on what should be included in new-member orientation packets in October. Both Linda Naylor and Mary England have terms that will expire in June and Kim needs to advise the Governor's Office she is interested in being re-appointed.

E. Nominating Committee:

According to WCWI by-laws, a slate of candidates for three offices needs to be presented next October for election in January. Jenny and Sherrill volunteered to be the nominating committee

F. Woman of Distinction:

The luncheon is tentatively scheduled for October 20th in Casper. A media advertising campaign will highlight nominees. There was general discussion about the criteria, process and scoring rubric, which will be discussed at the October meeting

G. FY 06-08 Budget:

Diane presented the draft budget, pointing to various category changes. Michelle moved to adopt the budget, seconded by Sherrill and passed unanimously.

III. Consent Agenda:

There was some discussion about the proper means of handling items that are listed under the consent agenda. Michelle moved to pull the April minutes, the financial report and the legal rights and responsibilities items. Jenny seconded and the motion passed.

A. April Minutes

Various corrections were made to the April minutes and they were accepted as amended

B. Financial Report:

The financial report was accepted for audit. There appears to be about \$2,800 left in the budget and Kim moved to use this balance to purchase advertising for the Woman of Distinction nominees. The motion was seconded by Julie and passed unanimously.

C. Committee Reports:

Legal Rights and Responsibilities:

The contract for the Legal Handbook expired May 31. All sections have been received and citations have been added to the text. Following an editorial and content review by WCWI members, it will be sent to the Attorney General's office for review. Julie moved to accept the committee reports as listed on the consent agenda, which was seconded by Kim. Motion passed unanimously.

IV. Matters from Council Members and Public:

New shirts have been received and will be mailed. Michelle asked that the council consider adopting a conflict of interest policy. Mary England will receive a paperweight for her years of service. Teresa will be meeting with two women visiting from Viet Nam as part of a global leadership exchange. Michelle suggested we purchase some blank note cards with the WCWI logo to be used for miscellaneous correspondence. Kim announced her candidacy for County Commission. Members were given bookmarks, stationary and business cards.

V. Adjournment:

The meeting was adjourned at 2:35 pm to allow committees to meet.

WCWI Committee Reports

Sunday, June 11, 2006

The same WCWI members met at 8 am on June 11 to hear reports from the various committees. Summaries are as follows:

Home and Community: Plans for the Woman of Distinction luncheon were discussed and it was decided to make sure the nominees are named in the quarterly newsletter. Sherrill will prepare a luncheon program for the award and the new display board will highlight nominees.

Employment Practices: Pamela assigned herself as Project Leader for the Summit Award to be presented in November. Members were encouraged to solicit nominations and various businesses and agencies were suggested. Our partners in the Summit Award have previously helped select the winner and there is a need to formalize their level of participation and support.

Wage Disparity: Pam is going to research the issue more in depth and Kim provided the information she had collected to date. The Childcare Initiative is currently looking at the problems in Wyoming and since Pamela is one of the members, WCWI will have an opportunity to access the Initiative's information and recommendations

Legal Rights and Responsibilities: Sherrill will compare sections of the new handbook to the previous edition and Jan and Michelle volunteered to edit the information. Formatting and printing will hopefully be completed by January, 2007, if the Attorney General's Office completes its review.

The committee recommends that the voter bookmarks become a permanent project each election year and that both the primary and general election dates be printed.

The Student Guide to Sexual Harassment will be initially distributed by Michelle at the ACT conference in Lander. She will keep records of which schools pick up the brochures so that we can mail them to schools who did not receive copies.

Legislative monitoring involves increased awareness and tracking of bills during the session and at various committee meetings. Each member will be given a list of legislators in her district.

Educational Opportunities:

Michelle outlined a plan to sponsor a state-wide conference on opportunities for training and self-sufficiency to high school females November 1 in Casper. There was discussion about the project size and whether or not the Council should take on a new project but the members decided to see if it is feasible. Julie moved to go forward with preliminary plans. The motion was seconded by Sherrill and passed unanimously.

Submitted by Jan Torres, Secretary
Approved October 21, 2006