

Wyoming Council on Women's Issues

Meeting Minutes

November 5, 2004

Call to Order

Michelle Aldrich, Chair, called the meeting to order at 8:00 a.m.

Roll Call

Michelle Aldrich, Jan Torres, DaNece Day, Merna Rierson, Sherrill Helzer, Teresa de Groh, Jenny Ingram, and Diane Moser were present; Mary England joined the meeting during the Financial Report. Three council seats are vacant; Cynthia Chavez Kelly and Nina Romero-Caron were absent.

Minutes of Last Meeting

Teresa noted two corrections to the September 25, 2004, minutes. Michelle asked if there were any other corrections to the minutes. Hearing none, Jane moved to accept the minutes, as corrected, prepared by Teresa de Groh, Secretary. Jenny seconded the motion, which passed unanimously.

Financial Report

Michelle summarized the budget information emailed to Council members by Diane. After a short discussion clarifying line items, Council members noted that the budget was in good shape.

The Council also had a short discussion regarding the costs of the Woman of Distinction luncheon. Since tickets were sold to the luncheon, most of the expense was covered by ticket sales, but not all. Members noted that next year the Council should attempt to recoup luncheon expenses through ticket sales.

Friend's Financial Report

Michelle noted a presumption that the balance in the Friends account is relatively unchanged. There has been no communication from Marty, who manages the bank account, that any new donations have been received.

Committee Reports

Health

Girl Power and the Wyoming Women's Foundation (WWF) Grant. Jan informed the Council that the WWF grant award will be announced on November 15. At that time, WCWI will know whether sufficient funds exist to bring Girl Power to both Rock Springs and Casper. If the WWF grant is not awarded to WCWI, then Girl Power will be held in Rock Springs only.

Jan noted that she passed on the Cleopatra Project information to the Wyoming Association of Mental Health Boards, as requested at last meeting.

Legislative

Teresa, new Committee Chair, indicated she has drafted an article for the newsletter and it is her intent to develop a regular column for Legislative Committee updates. The timing of the next newsletters was discussed. The next newsletter should be coming out by end of November and the next newsletter in January, in order to disseminate information about legislative activity.

Council members were informed that no "meet and greet" will be held with legislators. However, a packet will be put together as in previous years, for distribution to all legislators. The packet will contain a cover letter from the WCWI Chair, a summary of projects, contact information, and prints of all current publications: Resource Directory, Legal Handbook (to new legislators only), bookmark, Issues Survey, Summit Award brochure, press release for 2004 Woman of Distinction, and nomination form for 2005 Woman of Distinction.

The method of distribution of the packets to legislators was discussed and the Council agreed to continue to mail the packet prior to the start of the legislative session, with a letter from the Chair. Michelle encouraged Council members to contact the legislators in their districts to either introduce themselves or reinforce previous contacts.

The Council requested that Diane inform them of how many legislators are new so that a sufficient number of legal handbooks can be gathered and delivered to Diane's office for inclusion in the packets.

Bookmarks. Council members noted that all bookmarks were distributed. Library personnel were particularly grateful.

Home and Community

Wyoming Woman of Distinction Luncheon. Michelle gave accolades to Jan and Nina for the wonderful job they did on the luncheon. It was a huge success. The addition of certificates and copies of nominations to the nominees made the entire process much more meaningful to the nominees. Council members will be receiving packets for nominees who live in their districts

who could not attend the ceremony. Michelle encouraged members to personally deliver the materials to nominees.

Wyoming Woman of Distinction Form Reformat. Michelle noted the reformatting of the nomination form was finished. A press release announcing the acceptance of nominations will be made in January.

Old Business

1. **Website.** Diane informed the Council that the website is coming along, but won't make the original deadline due to need to accumulate current photos. The contract has been extended to the end of December (from November 15), in order to provide the needed time to tie up the remaining loose ends. Teresa requested the Council be informed when the text is nearly in its final form so that members can make a final reading before the website goes public. Michelle suggested that another bookmark project be considered—its main purpose would be to advertise the website.
2. **NACW Conference Bid.** Michelle summarized for the Council the attempts that have been made to obtain a bid application from NACW. So far, there has been no response from NACW.
3. **Nominating Committee.** DaNece announced the results of the officers election:

Chair: Nina

Vice Chair: Sherrill

Secretary: Jan

Council members requested a summary of officer duties. Teresa read the duties as stated in the by-laws. The Council discussed how the duties of the officers have changed since WCWI's move to the Wyoming Business Council. Many thanks were given to Diane and the folks at the WBC for all the help they have given WCWI. The support provided by the WBC has made the Council much more productive than it has been in the past because staff support has been provided for production of the newsletter, press releases, and other administrative tasks.

4. **Connect Brochure.** Michelle summarized the progress made on this project. The brochure may be either a leaflet format or smaller, tear-off cards on a 9" x 12" poster. Currently, Connect staff are looking through the Resource Directory for any organizations not already in their database. These will be added to the website. In addition, Diane has gotten emails from a few organizations that want to be listed in the Resource Directory. They will be added to the Connect database, as appropriate. Council discussion revealed there are approximately 70 boxes of Resource Directories in the WBC warehouse. This was deemed sufficient to last over the next year, at the end of

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which WCWI will make a decision regarding whether or not to continue to print the directory or rely on the brochure alone to inform women about the directory.

5. **Women's Legal Handbook Rewrites.** DaNece informed the Council that WCWI's request for legal review assistance has been warmly received by the law school. Law students will be offered the opportunity to review the update of the legal handbook for credit. If this is not workable, there are also students who will perform the review for a fee. DaNece indicated the review would start in January and finish in May. The updated handbook would then also need to go to the Attorney General's office for review. Hopefully, the revised handbook will be ready to print in July 2005, with all legislative changes effective July 1, 2005, incorporated.

Michelle and Diane indicated that several state departments have already provided update revisions to the handbook. Teresa requested that the law students receive the changes from these departments indicated in redline format. Merna requested that the handbook format be changed from endnotes to footnotes. DaNece agreed.

6. **Summit Award.** Mary and Michelle noted that the partners in producing this award are now WCWI, DFS, WBC, Wyoming Department of Workforce Services, and the Wyoming Business Alliance. The group has been working on the format of the distribution materials. A Summit Award logo is being developed and a booth has been set aside by the Wyoming Business Alliance at its upcoming forum (November 18-19) at which information and nomination forms will be available. The forum generally has an attendance of approximately 500 to 700 people, so it will be great exposure for the new award. Michelle noted that after the forum, the partners will need to discuss subsequent roles and responsibilities regarding continuation of the award program.
7. **Friends Reorganization.** There was no discussion on this topic.
8. **Any other old business.** There was no other old business to discuss.

New Business

1. **Vacancies.** The current vacancies were summarized. All Council members should have gotten an email from Diane with the press release regarding Council seats available. Members were encouraged to contact women who have expressed an interest in the past.
2. **Women's History Month Essay Contest.** Michelle noted the discussions by email regarding the pros and cons of the Council developing an essay contest patterned after a contest described in IoWoman. Jan informed the Council she contacted Halliburton as a potential sponsor of the contest. The company representative indicated an interest in sponsoring for the Rock Springs area. The Council discussed ideas for other potential sponsors that have a statewide presence. The Council also discussed its ability to

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successfully coordinate such an award. Members agreed that the idea may need to be put aside for the immediate future.

3. **Grant-writing Workshop.** Merna requested the Council consider sending a member to a grant-writing workshop by a reputable organization being held in Albuquerque. Other members indicated that there are existing members with grant-writing experience. Discussion ensued regarding perceived needs for grant-writing expertise and the abilities of individuals on the Council. Jenny moved to not pursue the grant-writing workshop at this time. Teresa seconded the motion, which passed unanimously.

4. **Any Other New Business.** Michelle noted that during the election of officers, the issue of electing a treasurer had been discussed. No treasurer election was conducted since the WBC is responsible for the finances of the WCWI. As a result, there are really no duties for a treasurer. Members agreed that a treasurer is not necessary and that the by-laws should be changed accordingly. Teresa offered to draft a proposed change to the by-laws. She will send it out with the draft minutes for this meeting.

Michelle noted the next meeting will be a face-to-face meeting in Casper (January 8 at 10:00 a.m.) In an effort to provide some time for Council members to get to know each other better, members agreed to meet for breakfast, if possible, on the morning of the meeting.

Adjournment

The meeting was adjourned at 9:40 a.m.