

WYOMING COUNCIL FOR WOMEN'S ISSUES  
Minutes of October 20 and 21, 2006 – Casper, WY

**Members Attending:**

Jenny Ingram	Julie Simon	Sherrill Helzer
Michelle Aldrich	Pamela Downing	Scarlet Skorcz
Teresa deGroh	Suzey Delger	Jan Torres

**Members Absent:**

Merna Rierson	Kim Capron	Cynthia Chavez-Kelly
Maureen Neaville		

**Staff Attending**

Diane Moser, WCWI Liaison

**Call to Order:**

The meeting was called to order by Teresa de Groh at 6:05 PM

**OLD BUSINESS**

**A. New Member Orientation:**

Members discussed the list of materials recommended to orient new members submitted by Pamela Downing and Julie Simon. It was suggested that we should include a questionnaire that asked for shirt-size, preferred name form on nametag, and e-mail/contact mail preferences. The packet should include letterhead and blank business cards. It was recommended that new members also receive hard copies of all the publications we produce. There was some discussion about conflicts of interest and Teresa suggested we include the appropriate Wyoming Statute. It would also be appropriate to include the statute that establishes the Wyoming Commission for Women (Title IX, Articles 9 and 13). It should be clearly understood there is no personal benefit from serving on the Council. There was some discussion about the roles of committee chairs and project leaders and the responsibilities of each. Teresa's list of annual projects and timelines should be included as well. Item #7 was expanded to include the commission as a whole, relating to our obligation to attend and serve on various committees.

Items 1 and 2 were discussed and it was pointed out that each committee has at least one major project. The committee chair may take responsibility or ask for a Project Leader. The committee chairs are also expected to submit an article for each edition of the newsletter and provide updates for the agenda packets. The chair makes sure Project Leaders are making progress on assigned tasks.

Jenny moved to accept the revised list with a second by Michelle. It passed unanimously. Diane will assemble the items and prepare binders for new

members. Teresa asked to receive one as well, so she could monitor and make sure new information was included. A sample will also be available at the January meeting.

B. Nominating Committee:

Jenny and Sherrill presented a slate of officers for next year nominating Teresa as Chair, Pamela as Vice Chair and Jan as Secretary. Michelle will continue to serve as Past-President. Teresa asked for any other nominations. Michelle called to instruct a unanimous ballot for the slate, with Jenny seconding. The slate of officers will be voted on at the January meeting.

C. Friends of WCWI

Jenny explained that Friends of WCWI organization was registered as a 501(3)(c) with the Secretary of State but since no articles of incorporation were filed, the registration was void. Teresa has located a CPA in Jackson who files for nonprofit organization for \$600 total. Since there is a \$500 filing fee, this seems very reasonable. The consensus was to have Teresa make those arrangements. The WCWI Friends organization has three members: Marty Coe and Amy McClure (former WCWI members) and Jenny Ingram. Once the foundation is operational, we have no financial interest nor can we dictate how monies are spent. At that point, the Friends Account should no longer appear on our agenda except as an informational item.

**NEW BUSINESS**

A. Media Plan

Diane explained the plan's development, detailing areas we needed to discuss and pointing out that Rachel (WBC staff member) deserves most of the credit. Page 11 of that plan talks about the need for a crisis plan, in the event it is needed. The WCWI budget for implementing the plan is reflected in our budget.

Our target population is women and girls in Wyoming and we discussed the need to find ways to communicate with younger populations. Wyoming media includes radio, television and newspapers but we may need to look at digital formats and electronic communication that appeal to younger populations. Key messages may be our goal to improve the quality and equality of life for women in Wyoming but the key messages are not necessarily static.

Under Objectives and Strategies, Teresa mentioned that she has been very invested in making sure our newsletter reflects WCWI activities. We can include mention of other organizations' events and needs, but not at the expense of WCWI information. It also appears that e-mail versions of a print newsletter don't work very well but we need to be aware of the environmental costs of printing publications.

Chairs were reminded of the October 23<sup>rd</sup> deadline for this issue, which will include a group photo of all the Wyoming Women of Distinction who

attended the luncheon. Newsletters are typically mailed two weeks after the final version is completed. It was suggested that we contact various women's groups to let them know our newsletter can reference their events. To make those contacts with other groups, it was suggested that Mickey Babcock (Equipoise) is probably the best source for a complete list.

The media plan recommends that we continue hosting awards but as we don't sponsor any conferences, we need to make sure that we have a presence at as many as possible. We now have a traveling exhibit Julie and Kim attended the Wyoming Library Conference and we have tried to get to as many as possible. It was recommended that we assign someone to cruise the Internet, to assemble a list of events

Selecting key spokeswomen is an issue and it should be the Chair and committees when there is a question a specific committee is in charge of. We want to make sure all members give the same message. Each member of the Council should be able to speak since each has local contacts. There is some value in having a local member contacting local media. Usually Diane Moser is listed as the contact person for more information. Item #6 of Objective #2 references the WCWI Board as resources for guest speaking. Michelle recommended that we pursue a speaker's bureau that listed which members would be willing to speak on various topics.

The media plan recommends that we have "Key Messages" which are consistent images we want to be associated with our work. While they are not static, they need to be clearly communicated whenever possible. Michelle recommended that each committee develop key messages during their meetings tomorrow and forward them to Diane and Rachel to see if they work. We also need a key message for the Council as a whole.

#### B. On Common Ground

Kim provided a summary of their activities and her recommendations. There was a concern about sharing our mailing list because we have said we would not do that but we can give Common Ground some coverage in our newsletter. In order to provide funds, we would need a written proposal.

There was a motion to adjourn by Michelle, seconded by Jenny at 8 pm with the meeting to continue at 8 am Saturday morning. It passed.

#### C. Rural/Frontier Women's Health Coordinating Center

Carol Peterson explained the history and current focus of the Center, who recently changed their name to the Women's Health Council. They also have a resource directory that is updated and can be printed as needed. The Council is planning a Women's Health Summit in Cheyenne on June 21 and 22 and encouraging lay people and professionals to discuss the needs of Wyoming. She suggested one way we could partner would be to pay the travel expenses of non-medical women to attend.

She provided various brochures on the Council, breast cancer and their quarterly newsletter. Ms. Peterson mentioned the idea of "parish" nurses who are faith-based volunteers in small communities and suggested we might want to fund one of those positions.

She agreed that access is a problem with the shortage of medical personnel statewide but pointed out this is a problem that no one organization can solve. Even when there is a provider, many women are faced with a gap of a high deductible that prevents them from getting needed care. She encouraged us to "make noise" about all of the barriers women face as a way to help resolve issues.

### **III. CONSENT AGENDA**

Michelle moved to remove the minutes and Committee Reports from the Consent Agenda. The motion was seconded by Sherrill and passed. Michelle moved to approve the Financial Reports, which was seconded by Scarlet and unanimously passed.

#### **A. Minutes:**

The minutes were corrected to reflect that Sherrill was appointed to the Legal Rights and Responsibilities Committee, not the Educational Opportunities. The motion to approve the minutes was made by Sherrill and seconded by Julie and unanimously passed.

#### **B. Committee Reports**

1. *Legal Rights and Responsibilities:* Because of the Job Fair, Michelle has not been able to review the Legal Handbook. She will do so by January 3<sup>rd</sup> and submit her corrections to Diane. Michelle thinks that all Council members should review the Handbook entirely before it is submitted to the Attorney General's Office for review.

2. *Educational Opportunities:* The Nontraditional Job Fair scheduled for October 24<sup>th</sup> now has over 700 attendees registered. The Council has provided printing and mailing expenses and \$500 towards the luncheon. The Wyoming Women's Foundation denied our grant because they don't fund "after-the-fact" events.

3. *Employment Practices:* Pamela reported there were two nominations for the Summit Award..

In the past, our Summit Award partners have helped choose the winner, which will be announced during the Heritage Foundation conference November 16<sup>th</sup> and 17<sup>th</sup>. Both Kim and Julie plan on attending. It was recommended that we make sure nominations for next year's Summit Award are available at the conference.

Teresa appointed Scarlet to this committee.

Pamela reported that the Child Care Initiative will be making final recommendation on 11/1 and will recommend ways to enhance quality and increase capacity. Since childcare emerged as one of the big issues in our needs survey, we need to throw in our support when committees meet to discuss the

proposal. Teresa recommended that we prepare a white paper that outlines our position

4. *Home & Community*: Jenny reported on the Woman of Distinction luncheon and the fact that seven of the nominees were in attendance.

The council discussed the criteria that are used to rank the applicants and whether or not the rubric is used. Jan moved to have the criteria and rubric changed so that more weight is given to volunteer work than when an applicant's contributions are not related to work. Michelle seconded the motion. It failed.

Jenny will look at the rubric

Michele moved to accept the committee reports with a second by Jenny. Passed unanimously.

#### **IV. MATTERS FROM COUNCIL MEMBERS AND PUBLIC**

Jenny read a note she received from Frances Harris commending the selection of the Woman of Distinction.

Michelle said that the Legal Handbook is priority and we need to start thinking about the number we want to print and where it should be distributed. Julie wondered if at some point, we might want to publish small brochures on selected topics. Do we need both? Should we try to get it translated to? It was decided to finish the update and then think about publication issues.

Michelle provided information on the Ophelia project, which is scheduled for November 17th, and 19<sup>th</sup> in Casper on the Unknown Faces of Women and Girls.

Typically, the Legal Rights and Responsibilities Committee prepares and mails packets to successful political candidates to give them information about WCWI as a resource. Those are being prepared, according to Teresa.

Julie went to the NACW conference in Lincoln, NE and brought back information and resources used in other states. She is very impressed with the job Bonny Coffey is doing as President and talked to at length about our concerns. The next conference is July 11-15 in Louisville, KY. At the time we stopped being a member, we were to pursue other national associations to see if there were other organizations with similar resources and better organization. Jan volunteered to look at the various groups that we might consider and report in January.

Our next meeting is in Cheyenne January 19 and 20 and Diane will reserve a block of rooms. Members need to let Teresa know when they can arrive so she can schedule meeting times. Our idea was to meet with legislators and the Governor, if possible, during that time and Teresa can't make those arrangements until she knows who is coming when. The WCWI has 13 voting members, requiring nine attend for a quorum to be established. We cannot take action with less than nine members in attendance.

Diane recently read an article about states that have enacted English as the official language may restrict what information could be offered in a Spanish

translation. We have already translated the Sexual Harassment brochure into Spanish and distributed it. Diane distributed copies of Wyoming's statute regarding English (Title 8, 6-101). Apparently, if other sources, such as grants, pay for the translation, it may not be a problem. Since 30% of Wyoming's population is Hispanic, this may present a gap in services to women

Teresa pointed out that WCWI bylaws do require attendance by members. Once two meetings are missed, the chair is required to have a discussion with that member. The question was raised about how vacant seats affect the quorum requirement for meetings. It appears that if seats are vacant, they should not be used for the total members. While there are 13 members, a vacant appointment will reduce the number used to declare the majority required for the WCWI to conduct business. Teresa will be contacting two members who have missed more than 50% of the meetings.

Teresa announced she had appointed Maureen to the Home and Community Committee.

#### COMMITTEE MEETINGS

Teresa pointed out that each committee needs to submit key messages for our media plan. Each should generate suggestions that address the committee in particular as well as WCWI in general. She asked that these be submitted to Diane within the next two weeks. The Education Committee submitted its message as "Learn to earn and live in Wyoming."

#### ADJOURN

Jenny move to adjourn the meeting; Sherrill seconded the motion and it was passed unanimously. The meeting adjourned at 11:50 am.

#### ATTACHMENTS:

List of Orientation Items for New Members

Draft of Communications Plan

Report on Common Ground Workshop

Financial Report

Committee Reports: Educational Opportunities; Legal Rights & Responsibilities

#### Other:

Women's Health Council Information

Preliminary Minutes for June 10 and 11

Yearly Timeline

Minutes Approved on January 19, 2007

\_\_\_\_\_, Secretary