**WYOMING COUNCIL FOR WOMEN**

**FALL QUARTERLY MEETING – THE INN, LANDER WYOMING**

**SEPTEMBER 8, 2018**

|  |
| --- |
| TASK LIST |
| TASK | **WHO** | **TIMELINE** |
| Share information with election candidates | Danae Brandjord, Tara Muir, Jennifer Simon | November 3 |
| Obtain a flyer for advertising Prisk workshops | Susan Bates  | November 3 |
| Create a “Save the Date” for Prisk workshops on Facebook/website | Susan Bates and Jennifer Wilmetti | November 3 |
| Finalize arrangements for Prisk workshops (not to exceed $8000) – food & venues | Susan Bates and Cindy Schmid | TBD – update next meeting |
| Complete contract for Prisk workshops | Susan Bates, Cindy Schmid, and Chava Case | TBD |
| Update Entrepreneur Award form online and create Facebook post | Jennifer Simon w/ WBC | TBD – ASAP  |
| Send Entrepreneur Award info to Leadership Wyo Alumni Network | Jennifer Simon | October 8 |
| Send out a news release for Entrepreneur Award  | Danae Brandjord | October 8 |
| Visit local chambers in your district to share info on Entrepreneur Award (nominations due Nov. 1) | All | October 8 |
| Send out revised form for GWoD Award | Ashley Mikels | November 3 |
| Send out information on childcare in Wyoming  | Ashley Mikels | November 3 |
| Contact ENDOW to explore childcare interests | Ashley Mikels | November 3 |
| Explore costs of sexual harassment training | Tara Muir | November 3 |
| Explore MOU with Equal Justice Wyoming | Tara Muir | November 3 |
| Review information on Wyo library DVD/book series for appropriateness of funding | All | November 3 |
| Get more information on possibility of hosting kick-off dinner for women’s suffrage events | Suffrage ad hoc Committee (Muir, Garber-Moore, Schmid) | November 3 |
| Develop proposal/idea for a re-enactment and partnership with University Saturdays | Suffrage ad hoc Committee  | November 3 |
| Explore any other suffrage event ideas  | Suffrage ad hoc Committee | November 3 |
| Develop email contact list | All | TBD |
| Set up unassigned email account for general council use and forward to Brandjord & Garber-Moore | Jennifer Simon | TBD |
| Add a link on website/Facebook for contacting council (goes to general account) | Jennifer Simon | TBD |
| Provide feedback on website and bio updates to Jennifer Simon | All | November 3 |
| Look at other updates needed for website, including non-responsive design issues with tablets | Jennifer Simon | November 3 |
| Discuss ability to use a credit card to boost posts on Facebook with the Wyoming Business Council | Jennifer Simon | November 3 |
| Make Women of Wyo forms available online | Jennifer Wilmetti and Jennifer Simon w/ WBC | November 3 |
| Participate in Women of Wyoming by sending your form and photo to Jennifer Wilmetti | Tara Muir, Jen Simon, Laurel Vicklund, & new members | November 3 |
| Send a minimum of two entries for Women of Wyoming to Jennifer Wilmetti | All | November 3 |
| Create a disclaimer to use on social media | Danae Brandjord | November 3 |
| Create a new banner for use on Facebook | Danae Brandjord | November 3 |
| Look into/purchase Adobe Creative Cloud | Danae Brandjord | November 3 |
| Provide contact information for WBC staff | Chava Case |  |
| Update council member lists & send to members | Ashley Mikels | October 1 |
| Get info on Womentum conference to Executive Council for determination of how to support | Ashley Mikels and Jennifer Simon | TBD - ASAP |
| Set up meeting room and block in Jackson | Jennifer Simon | November 3 |
| Get information on Womentum decision back to council members to determine who will attend | Executive Council (Brandjord, Wilmetti, Mikels, Bates) | TBD - ASAP |
| Create job description/plan for hired part-time staff; move forward on contract/hiring process | Executive Council  | November 3 |
| Revisit WBC MOU | Executive Council | November 3 |
| Create a budget proposal | Executive Council | November 3 |
| Develop talking point for each of the focus areas (explanation to come!) | All | November 3 |
| Send out Cathy Connolly webinar | Tara Muir | November 3 |
| Discuss member orientations and items needed with Chava Case | Danae Brandjord |  |
| ITEMS FOR NEXT MEETING OR LATER |
| Consider a tutorial of Google Drive |  |  |
| Discuss budget & option of hiring someone |  |  |
| Create a list of things to highlight on the website at various times of the year |
| Invite Cathy Connolly back |
| Get new business cards with updated emails |
| Explore name and logo change for use on website (and elsewhere) |

**Call to Order**

Chair Danae Brandjord called the meeting to order at 8:07am. In attendance: Danae Brandjord, Jennifer Wilmetti, Susan Bates, Ashley Mikels, Jan Torres, Tara Muir, Jennifer Simon, Jenelle Garber-Moore, and Belenda Willson. Calling In: Cindy Schmid and Chava Case. Absent: Laurel Vicklund, Bailie Dockter, and Kelli Hageman.

**Approval of Minutes**

Jennifer Wilmetti motioned to accept the minutes from the WCWI Summer quarterly meeting on June 23, 2018. Jan Torres seconded. Motion carried.

**Budget Report**

The council does not have an official budget report at this time, as the current biennium has just started. The council is allocated $60,000 for the biennium, and Chava Case reported that about $1600 has been spent at this point.

**Updated Member List**

New members were welcomed and updated contact information received. Case will provide contact information for Wyoming Business Council staff as needed. Ashley Mikels will update the member list and send out the contact information to current members.

**Unfinished Business**

***NACW Conference***

Ashley Mikels, Tara Muir, Jan Torres, and Jennifer Simon attended the NACW Conference in August this year. Mikels reported changes to the NACW, including the expansion of NACW membership to include allied groups and individuals, potential changes to the conference format, the Voices campaign, and the CLIMB program for commission mentoring. More information is available on the NACW website ([www.nacw.org](http://www.nacw.org)). Muir informed the council that the 2019 conference will be held in Chicago, Cleveland, or North Carolina and the 2020 conference will be in Washington, D.C. Muir also presented ideas for a possible status report to be completed by the council and suggested that a partnership with the University of Wyoming or others be created to continue generating a status report every two years or so. This could include setting benchmarks or creating a “wellbeing index” in order to guide council efforts. She discussed the progressive work of Los Angeles Mayor Eric Garcetti in promoting gender equity. Muir also asked about setting up a meeting with the governor to talk about current information and tasks. Torres reported that the conference was a positive experience and the council should continue to send members. She also mentioned that there would be challenges with getting the information needed for status reports and supported the idea of working with the governor. Simon echoed the sentiments of others and suggested getting some direction through a meeting with the governor.

 After some discussion, it was determined that it would be most helpful to reach out to governor candidates before the election in order to exchange information. Janelle Garber-Moore made a motion to select council members to approach all candidates prior to the general election with specific questions and information. Torres seconded. Motion carried. Muir, Simon, and Brandjord agreed to do this. The council agreed to create a brief list of things to talk about; Case suggested starting with a previous study funded by the council in 2012 and Mikels mentioned another study funded by the council in 2016. The committee will advise all council members of the plan via email and give members a chance to respond before completing this task.

***Jenni Prisk Update***

Susan Bates reported that Jenni Prisk has agreed to include a meet and greet at each workshop and provide an additional workshop in Cheyenne with a fee increase to $6500. Workshops will be two hours each, with the exception of the workshop for high schoolers in Rock Springs, which will be one hour. The council will be able to present information during the workshop as well. The current budget agreement for this project is $8000, leaving $1500 for venues, food, and advertising. There are two possible venues in Rock Springs (Western Wyoming Community College or Broadway Theater). Cindy Schmid has reserved a venue in Cheyenne that can hold 150 people. Bates and Schmid will continue to work on arrangements and do not see any funding concerns at this time. Bates and Wilmetti will work together to post a “save the date” on Facebook. Bates, Schmid, and Case will get a contract in place as the dates (April 8-11) get closer.

 Bates will work with Prisk to obtain a flyer for advertising, including in Sweetwater Now and on Facebook.

***Leadership Wyoming Report***

Wilmetti reported that she has attended her first meeting. She stated that there are some great connections and she is learning more about various parts of the state. She will continue to provide updates in future council meetings.

***Entrepreneur Award***

Torres passed out final information on this project. The deadline for nominations this year has been changed to November 1. Torres asked for council members to visit all local chambers within their district to share information on the award. The form is available online. Torres also discussed creating consistency within council awards, including award format and information. This may be something that the council can adjust as able in the future. Brandjord agreed to send out a news release for this year’s award. Simon will assist with getting updates on the website and verifying that the most up-to-date form is available for completion online. It was agreed that a sentence excluding franchise owners would be removed. Simon will see if she can send the information to the Leadership Wyoming Alumni network.

 Mikels suggested creating an email list during this process to use for all council communications. Simon agreed to work with the Wyoming Business Council to set up an unassigned email account for general council business, add a link on the website/Facebook for contacting the council (via email), and add a place on the website to sign up for email communications. Emails to the general account will be forwarded to Brandjord and Garber-Moore for response at this time.

***Women’s Suffrage***

Muir attended an organizational meeting on statewide suffrage events. She sent out an email previously to council members regarding this, including links to websites with event information ([www.travelwyoming.com/wyoming-womens-suffrage](http://www.travelwyoming.com/wyoming-womens-suffrage) and [wyowomensvote150.wyominglwv.org/index.html](http://wyowomensvote150.wyominglwv.org/index.html)). Muir reported that the committee is seeking a host for a kick-off dinner in Cheyenne on December 10, 2019, and suggested that the council look into this. It may be possible to partner with others to host the event. Muir will talk with Diana Shober of the Wyoming Office of Tourism about the expectations, and Garber-Moore voiced interest in assisting with this. Chair Brandjord appointed an ad-hoc committee, consisting of Muir, Garber-Moore, and Schmid, to explore this and other suffrage event ideas.

***Statewide Library Books and DVDs***

Mikels provided follow-up information from a task that was previously assigned to former member Candy Dooper. Dooper had set-up events at the Lusk library in recognition of women’s suffrage, including book discussions and movie viewings. This project involved the purchase of books and DVDs which can be made available to other libraries statewide for hosting local events or display for checkout. Mikels forwarded relevant information on the books and DVDs made available, as well as cost, for the council to review and determine if it is appropriate for the council to fund any portion of this. The council agreed to review this item again so that members could look over the content and set the current biennium budget.

***Updated Member Bios/Website Updates/Social Media***

Simon reported the website has been updated in accordance with feedback from some members but still needs feedback on content, layout, and organization. She requested that members take a chance to review the website and provide feedback to her via email. She also asked for all members to update their bio (130 words or less).

 Wilmetti provided information on the Women of Wyoming project. All members who have not already done so are asked to submit their own forms as Women of Wyoming. Most council members have not sent in at least two since the last meeting as previously agreed to; all members are asked to continue submitting these. Wilmetti would also like to make the forms available for members online and will work with Simon and the Business Council to do this. In reviewing the current Facebook, it was determined that a new banner is needed and Brandjord agreed to create this.

 In discussing the creation of online forms, it was agreed that it would be beneficial for the council to purchase Adobe Creative Cloud. Brandjord agreed to look into this. Torres made a motion to purchase Adobe Creative Cloud (cost not to exceed $750/year); Wilmetti seconded. Motion carried.

**Standing Committee Reports**

***Legal Rights and Responsibilities***

Muir provided a synopsis of previous discussions regarding the legal right handbook, including the possibility of partnering with Equal Justice Wyoming to connect women in the state with this website, as it has the same information that was provided in the handbook. Torres made a motion for Muir to move forward in exploring an MOU with Equal Justice Wyoming and determine what would be necessary to form this partnership. Garber-Moore seconded; motion carried.

 Muir reported that this committee is still looking into sexual harassment trainings to be presented across the state. Muir will contact an individual who has done these trainings in the past and get an estimate of the cost.

 Belenda Willson joined this committee.

***Home and Community***

Mikels reported that the committee has met to discuss the application process for the Governor’s Woman of Distinction award. The committee would like to revise the nomination form and update it online. With the revised form, nominators will no longer have to collect three letters of support. Instead, they will have to be able to provide three references to support their nomination if contacted. The committee hopes that this will allow for more nominations. Mikels will send out the revised form to council members for review.

 Mikels also discussed information on childcare in the state. There is a study that shows that Wyoming has high-quality, low-cost childcare in comparison to other states, but Wyoming scores very low on availability; Mikels will send this information out to council members. This may be an area where the council, in partnership with others such as ENDOW, could have a positive impact. Mikels will contact someone on the ENDOW committee to explore interest in this.

 Mikels was appointed chair of this committee. Muir has stepped off of this committee. Garber-Moore has joined this committee.

***Educational Opportunities***

Simon stepped off this committee. Schmid joined this committee. No additional updates.

***Employment Practices***

No additional updates.

**New Business**

***Officer Appointments***

Chair Brandjord stated that Wilmetti has been selected to assume the position as Vice Chair, pending council vote. Torres made a motion to approve Wilmetti as Vice Chair; Garber-Moore seconded. Motion carried.

***Part-time WCW Staff Person***

Chair Brandjord stated that the council will explore hiring a contracted individual to assist primarily with communications, such as the website, social media, and press releases. She appointed an ad hoc committee consisting of the Executive Council to work with Case on this.

 Case stated that this individual will have to be contracted, as the council’s budget does not allow for a benefitted or salary employee. This will distinguish what the council is able to ask of the contractor. Case suggested creating a job description with specific tasks in mind. Tasks may also include completing orientations for new members, scheduling council meetings, and meeting arrangements. Garber-Moore stated that the Wyoming Tourism Board has a similar position and may be able to provide information on this. Wilmetti expressed interest in creating a paid internship; Case stated that this creates concerns for longevity. Willson suggested contracting with a company. The ad hoc committee will explore all of these ideas. Torres made a motion that the ad hoc committee move forward with creating a contract not to exceed $10,000 a year; Bates seconded. Motion carried.

***Budget Planning***

The Executive Council will create a budget proposal to review at the next meeting.

***Review of Strategic Priorities/Goals***

The council’s current tasks were reviewed and they all align with the strategic plan and goals. The Employment Practices committee will revisit the gender wage gap ideas. Muir will send out a webinar that Cathy Connolly did to council members to view and gain ideas for next steps with this.

***Womentum***

Mikels stated that Womentum is holding their annual conference again this year in Jackson on November 2. The council sponsored this event last year. Mikels attended and stated that it is a very supportive conference for women that was highly attended. It is held in Jackson which generates much of the attendance, but the information presented is beneficial to any woman who attends as it is not area-specific. The council discussed a sponsorship or sending members to attend this year in support. Simon stated that it is important to make decisions based on what will build capacity. Garber-Moore and Mikels expressed an interest in attending. The council agreed to support Womentum through a sponsorship and/or by sending members. Mikels agreed to get more information on this; Simon stated that she can assist. Torres made a motion that the Executive Council determine if a sponsorship or sending members is appropriate and send up to three people; Garber-Moore seconded. Motion carried.

**Future Meeting**

As members of the council will likely be attending the Womentum conference in Jackson, it was agreed to hold the next meeting there on November 3.

Mikels made a motion to adjourn the meeting at 12:13pm. Simon seconded; motion carried.

Respectfully submitted,

Ashley Mikels