

Board of Commissioners
Meeting Notes
Wednesday, November 10, 2021
12:00-1:30 PM
Indiana Government Center South
Conference Room 17
302 W. Washington St, Indianapolis

CALL TO ORDER: Please understand that this is a public forum meeting and will be recorded. If you are connected via WebEx or conference call, please silence your speakers to minimize background noises that may interfere with the recording and present speakers. The meeting was called to order by chair Dr. Lindsay Weaver at 12:06 PM EST.

ESTABLISHMENT OF QUORUM AND ROLL CALL: commissioner Christine Altman [**present**], Sen. Vaneta Becker [**present**], commissioner Kayevonne Daily [**not present**], commissioner Cyndi Carrasco [**present**], commissioner Kori Chambers [**present**], commissioner Molly Chavers [**present**], Rep. Sheila Klinker [**present**], Rep. Peggy Mayfield [**present**], commissioner Stephanie Moore [**present**], treasurer Heather Harris [**not present**], commissioner Joileen (Joie) Winksi [**present**], commissioner Sen. Shelli Yoder [**not present**], Chair Dr. Lindsay Weaver [**present**]. Quorum was established at 12:06 PM EST.


STAFF: Jordan Teske-Harrison, Director of the Indiana Commission for Women

GUESTS: Brenda Graves-Croom (Program Director for the Family & Social Services Administration), Erik England (Chief Financial Officer for the Indiana Civil Rights Commission), Stephanie Sloane (Program Director for the Indiana Civil Rights Commission), Meredith Lizza (Broad Band Executive for the Office of Governor Eric J. Holcomb), Jessica Ervin (Student at Ivy Tech pursuing a degree in Human Services), Violet Hawkins (Dean for Business, Logistics and Information Technology for Ivy Tech Community College, South Bend/Elkhart Campus), Troi Watts (unknown); Kyleigh Cramer (Public Outreach & Education Manager for the Indiana Civil Rights Commission), Kari Jones (unknown).

APPROVAL OF MINUTES: Chair asked for motion to approve the 10/2021; 4/1/2020; 12/17/2019; 11/20/19 meeting minutes. Commissioner Cyndi Carrasco move to approve meeting minutes 10/2021; 4/1/2020; 12/17/2019; 11/20/19. Motion was seconded. The motion was carried unanimously.

REVIEW AND APPROVAL OF FINANCIAL REPORT: Review and approval of financial report is tabled for December 8, 2021 subsequent meeting date. Financial report was not included in initial packet of materials.

Procurement training by ICRC's Chief Financial Officer Erik England: ICRC's Chief Financial Officer, Erik England, provided procurement training and informed on the fiscal year-end shutdown, which starts in early May and



goes through the end of June. As well as the dead period between mid-June to mid-July. Any purchases or programs the commission intends to organize need to be approved by mid-April to ensure proper procurement approvals and deadlines.

Torchbearers & ICW Historical Expenses: Questions regarding the 2022 Torchbearer awards were discussed and a request was made for three years of financial documentation on Torchbearer awards and ICW's historical expenditures and donations.

Sponsorships: Discussions took place surrounding sponsorship donations. It was discussed any future sponsorship donations should match the commission's goals and priorities, as well as what as well as what dollar amount Director Jordan would be able to donate per the commission's approval.

DIRECTOR'S REPORT: Just some updates. I have been reshaping the website. It still looks how it is right now. The main part of the website is going to have information on a woman's health, workforce development, financial literacy, and state and local commissions. There will also be information about our initiatives, our future initiatives, and there will be access to our public meetings. Additionally, there will be a request page for commissioners to attend events. I think that'd be a great opportunity to get everyone's face out there and promote the commission and for everyone to see that we are active. I was able to get in contact with the women's commissions and organizations in LaPorte, Monroe County, and additionally the Power Caucus to connect with the legislators. I attended several other events in the area to help promote ICW such as: The Lugar Series, Pass The Torch for Women, The Highland Project & The Mind Trust Black Girl Magic Event: a Fireside Chat, The Annual Black Male Conference, The Indiana Conference for Women, and the 23rd Holocaust Remembrance Program. Likewise, I represented ICW on Channel 16 programmed titled "Highlighting Hoosier Communities" to highlight Indiana's Cultural Commissions. ICRC is bringing back their internship applications, and we received an intern application who is excited to work with the commission. I'm going to ask the commissioners, if you all would be willing for any of the interns to shadow you? To encourage women to get into public service. If you are interested in having an intern shadow you, please contact me.

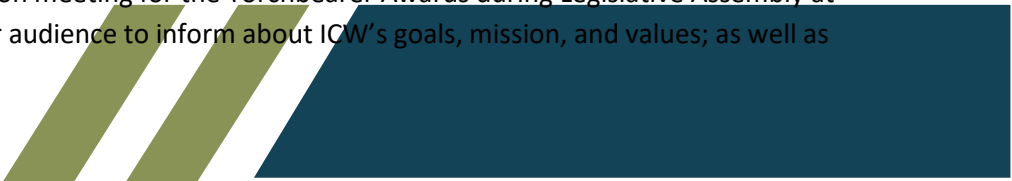
Chair asked for motion to approve Director's report approved. Motion was made and seconded. The motion carried unanimously.


CHAIRMAN'S REPORT: Tabled report until December 2021 meeting due to concerns regarding Torchbearers Awards planning.

COMMITTEE REPORTS: Tabled report until December 2021 meeting due to concerns regarding Torchbearers Awards planning.

NEW BUSINESS: Torchbearer Awards

New proposed date, time, and location: Wednesday, March 9, 2021, for National Women's History Month was originally proposed at the last commission meeting for the Torchbearer Awards during Legislative Assembly at the Indiana Statehouse. To gain a bigger audience to inform about ICW's goals, mission, and values; as well as





have a keynote speaker to address ICW's chosen mission whether on maternal mortality, having more women serve in public service, or whichever the commission decides on. It was addressed Wednesday, March 9, 2021, proposed a conflict due to the date being near the end of Legislative Assembly. Thus, a new proposed date was presented for Wednesday, March 2, 2022, at the Indiana Statehouse. Questions of concerns arose regarding the new proposed date of March 2, 2022, is an observed religious holiday (Ash Wednesday). Future events held by the commission need be aware of dates that conflict with religious holidays. Additionally, the date as well proposed conflicts due to the timing of General Assembly, since the end of session can be a busy time for legislators.

Current nomination applications: A proposal of six nominations was presented, since two nominations forms have been submitted via the digital online application. Which would leave only the commission to obtain four more nominations. The application is on the ICW's website under "Torchbearer Awards" tab with a digital link to the application listed as "Nominate a Deserving Hoosier Women Here." Discussion was held that normally for the event the commission would receive thirty nominations. More nominations need to be submitted for the Council of Judges to review and select award recipients.

Council of Judges: Discussion was held on the Council of Judges who review the applications and select the awards recipients. The Council of Judges is an anonymous committee from past Torchbearer Award recipients who donate their time to review the applications that are submitted. An average of five to eight past Torchbearer Award recipients makes up the council with a commissioner that chairs the council. The Council of Judges uses a caliber system to vote on new Torchbearers.

Vendors: Discussion was held that vendor invoices have been secured to meet procurement requirements and deadlines for March. If the event is voted upon by December, the event could still take place.

New Business on the Torchbearer Awards is tabled for further discussion.


NEW BUSINESS: Subcommittee Discussion


Subcommittee Presented Topics: There was discussion held regarding setting three strategic goals the commission would like to focus on for the year. At October's commission meeting subcommittee topics mentioned were infant and maternal mortality, financial independence, and literacy for women, increasing women in public service, and statewide public outreach. These topics will aid in the preparation of completing a strategic plan for the commission to produce measurable outcomes.

Finalized discussion on scheduling 15-30min one-on-one appointments with Chair Dr. Lindsay Weaver and Director Jordan Teske-Harrison to meet with each of the commissioners to grasps more historical context regarding the Torchbearer Awards, the commission, past initiatives, and future goals.

New Business on the Subcommittee Discussion is tabled for further discussion on December 8, 2021 subsequent meeting date.

COMMISSIONER'S COMMENTS: no comments from commissioners.





PUBLIC COMMENTS: Jessica Ervin is student at Ivy Tech enrolled in the Human Services degree program. Jessica discussed the research she's done on childhood trauma and domestic violence. The commission recommended that she contact the Indiana Coalition on Domestic Violence with that information.

ADJOURNMENT: The meeting was called to adjourned by Chair Dr. Lindsay Weaver at 1:30 PM EST.

Next Meeting: December 8, 2021

Subsequent Meeting: January 12, 2022

