

**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 Womomentum 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 Womomentum 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). 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 and wyowomensvote150.wyominglww.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