



"To improve the quality of life for women, children and families in Oklahoma"

Oklahoma Commission on the Status of Women
Regular Meeting
State Capitol Building - Room 512A
July 25, 2013 1:30 p.m.

Commission Members Present: Rita Aragon, Theresa Baxter, Mary Louise Binning, Fern Bowling, Patty Bryant, Malaka Elyazgi, Catherine Haynes, Joyce Horton-Sanders, Lou Kohlman, Valeska Littlefield, Amy McCord, Chris Morris, Nancy Smith, Karen Snearly, Adeline Yerkes

Commissioner Members Excused: Brenda Barwick, Lee Denney, Denise Kinzie, Bernice Mitchell, Jadine Nollan, Karla Wallace

Commissioner Members Absent: AJ Griffin, Nancy Rothman, Devon Shannon, Holley Shelton, Peggy Thompson, Valerie Thompson, Nikki Watters

Advisory Council Members Present: Terry Baxter, JoAnn Bullard, Pam Emmons, Roberta Scott-Hamilton, Rikki Snyder, Latasha Wilson

Guests: Connie Cunningham

Staff Present: Kitti Asberry

Agenda Topic	Discussion	Action
Call to Order/Roll Call	Quorum established.	
Minutes	June 27, 2013	Approved
Financial Report	Chair Yerkes presented the financial report. This report included the general 2013 appropriation fund, general funds from FY 2012, revolving fund and the FY 2013 budget to actual information. The total budgeted 2013 is \$61,554.00 and the total actual expenses to date is \$36,252.27. Included in the report is the projected total income for 2014 and budgeted expenses for 2014.	
Installation of Officers	Fern Bowling presented the slate of officers to the Commissioners for	Chris Morris announced the results and

	a vote. Commissioners voted by written ballot.	presented the installation for the election of officers as follows: Chair -Lou Kohlman, Vice Chair -Karla Wallace, Secretary -Nancy Smith, Finance Officer -Mary Louise Binning, Advisory Chair - Catherine Haynes
OCSW Section of the Rules, Policies and Procedure Manual	Chair Lou Kohlman presented the revised OCSW Policies and Procedures.	On a motion by Rita Aragon, seconded by Patty Bryant, the presented written Policies and Procedures, with the understanding that future amendments to the revisions may be considered, were approved.
Archive Data Report	Chair Kohlman presented the information discussed last month in reference to archiving online the OCSW documents as presented by Dr. Mary Larson, Oklahoma State University Archivist. Commissioners discussed the options and agreed that OCSW online archives should be open to all.	On a motion by Adeline Yerkes, seconded by Fern Bowling, the Commissioners approved "Viewshare" as the platform for the archival program. On a motion by Fern Bowling, seconded by Patty Bryant, the Commissioners approved making "Viewshare" public as a link from the OCSW website. On a motion by Adeline Yerkes, seconded by Catherine Haynes, the Commissioners authorized expending up to \$5,000 to Oklahoma State University for technical, consultation, and download expertise for the OCSW online archives. Commissioners also authorized \$500 for

		the purchase of two external hard-drives and \$1700 for the purchase of premium Adobe software.
August 2013 Retreat	Chair Kohlman announced that the August 22, 2013 annual OCSW retreat will include a Commission business meeting. The retreat will be held in Stillwater, Oklahoma, at the Meridian Technology Center. Registration will begin at 9:00 a.m. The retreat agenda was discussed.	On a motion by Adeline Yerkes, seconded by Fern Bowling, the Commissioners authorized expenditure of up to \$700 for the Retreat expenses.
Announcements	Catherine Haynes announced that Kitty Asberry and Bernice Mitchell attended the National Convention representing OCSW. They took items for the silent auction, including a medicine maker donated by Jennifer Pastenbaugh and a Pioneer Woman donated by Catherine Haynes.	
Adjournment	The next meeting will be August 22, 2013 in Stillwater at the Meridian Technology Center, 1312 South Sangre Road, Stillwater, Oklahoma.	On a motion by Catherine Haynes, seconded by Patty Bryant, the meeting was adjourned.