

Regular Meeting Agenda

April 24, 2014

1:30 – 3:30 p.m.

Chickasaw Cultural Center, 867 Cooper Memorial Drive, Sulphur OK

- I. Call to Order
- II. Roll Call
- III. Minutes of February 27, 2014 meeting
- IV. Tour, Chickasaw Cultural Center
- V. Reports:
 - Chair
 - Vice-Chair
 - Executive Director
 - Finance Report
 - Secretary
 - Advisory Council
 - NACW
- VI. Nominating Committee Slate Announcement
- VII. Summit Report – Valeska Littlefield
- VIII. History Committee Report – Adeline Yerkes
- IX. New Business/Unfinished Business
- X. Announcements
- XI. Next Meeting: May 22, 2014. Oklahoma State Capitol Room 108
- XII. Adjournment

Minutes

Oklahoma Commission on the Status of Women

1:30 p.m. - April 24, 2014

Chickasaw Cultural Center, Sulphur, OK

COMMISSION MEMBERS PRESENT: Lou Kohlman, Shondra McCage, Nancy Smith, Karen Sneary, Karla Wallace, Adeline Yerkes

COMMISSION MEMBERS EXCUSED: Rita Aragon, Brenda Barwick, Beverly Binkowski, Mary Louise Binning, Patty Bryant, Denise Castillo, Lee Denney, AJ Griffin, Catherine Haynes, Joyce Horton-Sanders, Denise Kinzie, Jean Lehr, Valeska Littlefield, Bernice Mitchell, Chris Morris, Jadine Nollan, Maria Trap-Braly, Nikki Watters, Victoria Woods

COMMISSION MEMBERS ABSENT: Peggy Thompson, Valerie Thompson

ADVISORY COUNCIL MEMBERS PRESENT: Kitti Asberry, Pat Martin, Yolanda Viewns

STAFF PRESENT: Kitti Asberry

Call to Order and Determination of Quorum

The meeting was called to order by OCSW Chair Kohlman. The roll was taken and it was ascertained that a quorum was not present.

Discussion and possible action on Minutes of the February 27, 2014 Meeting

The minutes of February 27, 2014 were discussed. **On a motion by Adeline Yerkes, second by Shondra McCage, the minutes were taken under advisement for approval at the May meeting.**

Tour of the Cultural Center

The Chickasaw Cultural Center tour guide took the Commissioners and Advisory Council members from the Holisso building to the Chikasha Poya. This center holds the Council House Theater, Spirit Forest, Exhibits Gallery, Removal Corridor and the Stomp Dance Gallery. Due to time constraints, the group was unable to tour the rest of the campus and experience.

Reports

Chair- Lou Kohlman announced she hopes to set up another tour for the Mabel Bassett Correctional Facility in the fall if Commissioners are interested.

In May the meeting will be at the Capitol in conjunction with the Guardian Award presentation. Chair Kohlman discussed senate bills and house bills that were related to Human Trafficking and other interests of the Commission. Several bills were authored by Senator David Holt. The Commissioners and Advisory Council members present agreed that Senator Holt would be an appropriate recipient of the Guardian Award 2014.

Chair Kohlman asked the Commissioners to review the OCSW mission statement. She will have this topic on the May meeting agenda. In preparation to strategic planning, the Commissioners need to make sure the mission statement reflects the goals and purposes of OCSW.

The Chair and Executive Director are reviewing and revising the Executive Director's and Chair's job descriptions. There are revisions and updates to be recommended. This will be presented in the May meeting.

Vice-Chair- Karla Wallace stated the Mabel Bassett Correctional Facility does not need the children books that Commissioners have donated. Therefore, she ask that names of other organizations that could use the books be sent to Executive Director Kitti Asberry.

Ex. Director- Kitti Asberry reported continued work on the OCSW website and condensing documents on the computer.

She also discussed attending a human trafficking solutions meeting, completing purchase orders and general office duties, representing the Commission at the OWC Day at the Capitol, attended OMES United Healthcare Seminar, spoke at

OSU-OKC on Women in the Workforce and Barriers They Face, and represented the Commission at the Central Oklahoma Community Coalition.

Finance- Chair Kohlman noted OMES does not believe we will have a cut this fiscal year.

Secretary- No Report

Advisory Council- No Report

NACW- No Report

Nominating Committee Slate Announcement

In the absence of Nominating Committee members, the Chair reported the slate of officer as follows: Chair - Lou Kohlman, Vice Chair - Mary Louise Binning, Finance - Victoria Woods, Secretary - open.

The final slate of officers will be announced at the next meeting.

Summit Report

Nancy Smith reported the progress being made in reference to the July 17, 2014 Summit. She stated a tentative schedule for the day has been planned. The final schedule will be sent to the Commissioners as soon as approved by the committee. The Oklahoma City Junior League members have committed to volunteer as needed during the Summit. Brenda Barwick has started the implementation of print and advertising materials for the Summit. Valeska Littlefield is contacting the panelists and speakers for their pictures and biographies.

History Committee Report

Adeline Yerkes reported the committee is still developing a video on the history of OCSW. She stated highlighted ideas in the video might be produced on a flash drive. She announced that Laura Boyd has agreed to present the history of women legislators.

The committee is still working on the idea of presenting the materials and film when completed and ADA approved to the Oklahoma History Museum. The committee may approach Bob Blackburn and the Oklahoma State University archive division to host the OCSW history project.

New Business - None

Announcements - Chair Kohlman present a Certificate of Appreciation to Valorie Walters, Executive Officer for the Chickasaw Cultural Center.

Next Meeting

May 22, 2014 at the Oklahoma State Capitol Room 108.

Adjournment - With no additional business, the meeting was adjourned.

Regular Meeting Agenda

May 22, 2014

1:30 – 3:30 p.m.

Oklahoma State Capitol Room 108

- I. Call to Order
- II. Roll Call
- III. Presentation of Guardian Award
- IV. Minutes of February 27 and April 24, 2014 meetings
- V. Reports:
 - Chair
 - Vice-Chair
 - Executive Director
 - Finance Report
 - Secretary
 - Advisory Council
 - NACW
- VI. Nominating Committee Slate
- VII. Summit Report – Valeska Littlefield
- VIII. History Committee Report – Adeline Yerkes
- IX. Revisions to Executive Director Job Description
- X. Mission Statement
- XI. New Business/Unfinished Business
- XII. Announcements
- XIII. Next Meeting: June 26, 2014, YWCA of Oklahoma City, 2460 W. 1-44
Service Road OKC 73102
- XIV. Adjournment

Minutes

Oklahoma Commission on the Status of Women

1:30 p.m. - May 22, 2014

Oklahoma State Capitol Room 108

COMMISSION MEMBERS PRESENT: Rita Aragon, Denise Kinzie, Lou Kohlman, Valeska Littlefield, Amy McCord, Bernice Mitchell, Nancy Smith, Maria Trap-Braly, Victoria Woods

COMMISSION MEMBERS EXCUSED: Brenda Barwick, Beverly Binkowski, Mary Louise Binning, Patty Bryant, Denise Castillo, Lee Denney, AJ Griffin, Catherine Haynes, Jean Lehr, Shondra McCage, Chris Morriss, Jadine Nollan, Karen Sneary, Karla Wallace, Adeline Yerkes

COMMISSION MEMBERS ABSENT: Joyce Horton-Sanders, Peggy Thompson, Valerie Thompson, Nikki Watters

ADVISORY COUNCIL MEMBERS PRESENT: JoAnn Bullard, Lydia Garcia, Roberta Scott, Yolanda Viewins

GUESTS: Freda Deskin, Patricia Edmond, Melissa Eick

STAFF PRESENT: Kitti Asberry

Call to Order and Determination of Quorum

The meeting was called to order by OCSW Chair Kohlman. The roll was taken and it was ascertained that a quorum was not present.

Presentation of the Guardian Award

Chair Lou Kohlman presented the 2014 OCSW Guardian Award to Senator David Holt for his work on behalf of women and children.

Discussion and possible action on Minutes of the February 27, 2014, April 24, 2014 and May 22, 2014 Meetings

Minutes were reviewed. No action taken.

Reports

Chair- Lou Kohlman announced the OCSW retreat to be in August, 2014. The meeting will include a review of the OCSW mission statement and strategize about the vision of the Commission.

Chair Kohlman gave positive remarks about the meeting at the Chickasaw Cultural Center. She hopes to schedule another tour for Commissioners to the Cultural Center and to Mabel Bassett Correctional Facility.

The Chair gave a brief report on the Oklahoma infant mortality rate that has decreased 13% in 5 years. But the State is still 7th highest in the nation. Also reported was that Oklahoma's teen childbearing rate is 2nd highest in the nation.

The Chair discussed the Senate bills aimed to combat human trafficking cleared the state House of Representatives and could become law. One of the new bills would help victims who want suspects to pay them back financially. Another would require those convicted of the crime serve 85% of their time before being eligible for parole. The final bill would ensure convicts would have to register as sex offenders.

Chair Kohlman stated the June meeting will have guest speaker, Diana Hartley, executive director, of the Oklahoma Women's Coalition. The July meeting will have the election of officers. Kitti Asberry and Bernice Mitchell will attend the NACW conference in late July.

Vice-Chair- No Report.

Ex. Director- Kitti Asberry reported representing the Commission at the following events: Pink Wave event at the State Capitol, Empower People Domestic Day, Minority Women in Leadership at Langston-OKC, and Wellness Now meeting at NE Wellness Center.

She has been active with general office duties, handling purchase orders, getting familiar to the new office computer, and coordinated activities for Human Trafficking Summit. She also met Diana Hartley, OWC executive director, and discussed the use of interns to help post Summit information on Facebook and OCSW websites.

Finance- Chair Kohlman went over the finance report. She announced there will not be a significant amount cut in next year's funding.

Secretary- No Report

Advisory Council - Bernice Mitchell gave the report. She introduced Melisa Eick and Patricia Edmond who are two new member applicants for the advisory council.

NACW- Bernice Mitchell discussed preparations being made for attending the July national conference in Sarasota, Florida. She stated during the conference there are to be sessions on revising the mission statement and bylaws.

Nominating Committee Slate

Bernice Mitchell presented the final slate of officers: Chair-Lou Kohlman, Vice Chair-Mary Louise Binning, Secretary-Karen Sneary, Finance-Victoria Woods, Advisory Council Chair- Katherine Haynes. The election is in July.

Summit Report

Valeska Littlefield reported the progress being made in reference to the July 17, 2014 Summit.

History Committee Report

No Report

Revisions to Executive Director Job Description

Chair Kohlman handed out a job description for the OCSW Executive Director position. She stated that the OCSW bylaws should be updated to include the Executive Director position and role of duties. She handed out proposed bylaws amendments for Commissioners to consider.

Mission Statement

Chair Kohlman reminded Commissioners to review the OCSW Mission Statement. She encourages everyone to be thinking of ways to reword the statement to really reflect what the Commission does.

New Business/Unfinished Business - OCSW has an active contract with OSU to do the online web archives. No response from OSU presently.

Announcements - Chair Kohlman announced the October Oklahoma Academy Town Hall Conference will be held at the Artesian Hotel in Sulfur. This year's Academy topic is Oklahoma Health and Wellness.

Kitti Asberry announced two Relay For Life events in the Oklahoma City area. June 13, 2014 at Douglass High School Stadium and May 30, 2014 at the Devon Boat House.

Next Meeting

June 26, 2014 at the YWCA of Oklahoma City, 2460 W. I-44 Service Road, OKC 73102.

Adjournment - With no additional business, the meeting was adjourned.

Regular Meeting Agenda

June 26, 2014

1:30 – 3:30 p.m.

YWCA of Oklahoma City, 2460 W. 1-44 Service Road OKC 73102

- I. Call to Order
- II. Roll Call
- III. Minutes of February 27 and April 24, May 22, 2014 meetings
- IV. Tour of YWCA
- V. Presentation, Diana Hartley, OWC Executive Director
- VI. Reports:
 - Chair
 - Vice-Chair
 - Executive Director
 - Finance Report
 - Secretary
 - Advisory Council
 - NACW
- VII. Nominating Committee Slate
- VIII. Meeting Dates: July meeting, August retreat
- IX. Summit Report – Valeska Littlefield
- X. Revisions to Executive Director Job Description
- XI. New Business/Unfinished Business
- XII. Announcements
- XIII. Next Meeting: TBA
- XIV. Adjournment

Minutes

Oklahoma Commission on the Status of Women
1:30 p.m. – 3:30 p.m. June 26, 2014
YWCA of Oklahoma City, 2460 W. I-44 Service Road OKC

COMMISSION MEMBERS PRESENT: Brenda Barwick , Mary Louise Binning, Maria del Carmen Trapp-Braly, Catherine Haynes, Lou Kohlman, Jean Lehr, Valeska Littlefield, Shondra McCage, Amy McCord, Bernice Mitchell, Karen Sneary, Nikki Watters, Adeline Yerkes

COMMISSION MEMBERS EXCUSED: Rita Aragon, Beverly Binkowski, Patty Bryant, Lee Denney, AJ Griffin, Joyce Horton- Sanders, Denise Kinzie, Chris Morriss, Jadine Nollan, Nancy Smith, Karla Wallace, Victoria Woods

COMMISSION MEMBERS ABSENT: Peggy Thompson, Valerie Thompson

ADVISORY COUNCIL MEMBERS PRESENT: Melissa Eick, Yolanda Viewins

GUESTS:

STAFF PRESENT: Kitti Asberry

Call to Order and Determination of Quorum

The meeting was called to order by OCSW Chair Kohlman. The roll was taken and it was determined that a quorum was present.

Discussion and possible action on Minutes of February 27, April 24, and May 22, meetings

Adeline Yerkes moved to accept the minutes and it was seconded. Motion passed to accept the minutes from the three meetings.

Chair Kohlman announced that Denise Castelli had resigned from the OCSW and accepted an appointment with the OETA Board. Teresa Baxter also resigned from the OCSW. Send recommendations to Kitti Asberry or to Chair Kohlman with names for either the Commission or the Advisory Committee.

Tour of YWCA Facility:

A tour of the YWCA Facility was conducted and members were educated regarding the services provided and needs that the facility has. A certificate was presented to the YWCA and Jan Peery by Chair Kohlmann. Jan Perry also provided the commission with information and statistics about domestic violence and studies available.

Presentation of OWC

Diana Hartley, Oklahoma Women's Coalition Executive Director gave a presentation and encouraged OCSW members to join. OWC is looking for partnership opportunities. Members were educated about legislation, leadership, education and awareness for OWC. The OWC One Voice Luncheon will be October 30 at St. Luke's. The OWC is a partner for the Summit on July 17.

Reports:

Chair: The OSU Archive Project with the hard drive is now done. The contract for View Share is in progress.

Executive Director: Kitti Asberry thanked the OWC Communications Director for the web design work. The OCSW printer should be replaced within the week.

Advisory Council: Patricia Edmonds and Melissa Ike were both presented as new names to the Advisory Council. Katherine Haynes moved to accept Patricia Edmond and was seconded. Motion passed. Valeska Littlefield moved to accept Melissa Ike and was seconded. Motion passed.

NACW: The national conference will be in Sarasota, Florida. Bernice and Kitti will be attending. Bernice is running for the board for a 1-year term. Kitti will be running for secretary for NACW. Oklahoma is needing auction items for the NACW Conference. Auction item ideas need to be sent to Bernice.

Nominating Committee Slate: (provided in packet) Bernice presented the slate as provided in the packet. There were no nominations from the floor. Bernice Mitchell and Patti Bryant were added to the slate for the Nominating Committee for the upcoming term. The slate is as shown:

Chair: Lou Kohlman

Vice Chair: Mary Louise Binning

Secretary: Karen Sneary

Finance: Victoria Woods

Advisory Council Chair: Katherine Haynes

Nominating Committee: Bernice Mitchell and Patti Bryant

August Retreat:

Discussion was held regarding the August Retreat. The strategic plan, mission and vision statements will be revisited. Bernice moved to hold the retreat on Thursday, August 14 and was seconded. Motion passed.

Summit Report: Valeska Littlefield gave a report on the Summit. Volunteers are needed on the day of the event. Detailed Summit information was provided in the packet. Members were encouraged to

send emails to people who may be interested in attending as well as to any legislators. Tickets to the Summit are \$30.

There was no new or unfinished business.

The location of the next meeting will be the downtown Sheraton after the Summit.

The meeting was adjourned.