

Minutes

Oklahoma Commission on the Status of Women

July 30, 2015

Mezzanine Private Dining Room

415 Couch Drive, Oklahoma City, OK 73102

Commission Members Present: Mary Louise Binning, Maria Trapp-Braly, Linda Haneborg, Catherine Haynes, Sarah Hummel-Brown, Lou Kohlman, Jean Lehr, Shondra McCage, Bernice Mitchell, Jadine Nollan, Karen Sneary, Gloria Torres, Victoria Woods,

Commission Members Excused: Rita Aragon, Brenda Barwick, Beverly Binkowski, Patty Bryant, Lee Denney, AJ Griffin, Estella Hernandez, Joyce Horton, Denise Kinzie, Valeska Littlefield, Chris Morriss, Terri Neese, Adeline Yerkes

Commission Members Absent: Amy McCord, Nikki Watters, Valerie Thompson

Advisory Members Present: Lydia D’Ross-Gonzales, Yolanda Viewins, Mary Walker

Staff Present: Kitti Asberry

Call to Order and Determination of Quorum

The meeting was called to order by OCSW Chair Lou Kohlman at 10:30 a.m. The roll was taken and it was ascertained that there was a quorum.

Minutes

The minutes of the meetings from June 25, 2015 were presented. Bernice Mitchel moved to accept the minutes from the June meeting and Jean Lehr seconded. Motion passed

Officer Reports

Chair Report:

Chair Lou Kohlman provided a report on the meeting with Kelly Wilson, Chief Procurement Officer with OMES regarding the OCSW finances. Fundraising, sponsorships, and donations will become important for OCSW in moving forward with projects. This was discussed in greater detail later during the retreat and additional meetings with Kelly Wilson will be taking place. The annual reports for OCSW are presented to the appointing authorities. The commission may want to look at sending out an email report to the legislature and also encourage OCSW members to visit with their legislators about OCSW activities.

No Vice Chair Report

No Secretary Report

Financial Report and Adoption of FY16 Budget:

OMES has been restructured and Kelly Wilson is the Chief Procurement Officer for OMES. She has set up a buyer's group for OMES which will be important for the OCSW events. The FY16 budget was presented both by event and by expenditures. An updated budget was presented after getting the report from Kelly Wilson for FY16. A committee was formed to work on budget issues including Victoria Woods, Gloria Torres, Maria Trapp-Braly, Kitti Asberry, and Lou Kohlman. Discussion regarding projected revenue sources and determine needs for sponsorships occurred.

Executive Director's Report:

Executive Director Kitti Asberry met with Girl Scout's concerning Girl's Day at the State Capitol on March 15, 2016. She also made contact with NFWL's Executive Director, Jody Thomas and participated in a Women in Leadership webinar. She has had conference calls with NACW and processed correspondence, answered phone calls, and emails. Kitti has also coordinated Advisory Council packets for new members and represented the OCSW and the OWC annual meeting. She is currently moving items in preparation for the move from the office to the basement. She reported that OCSW is one of the few commissions to hold a Summit. She also mentioned that if a commissioner or advisory member would like to host a webinar, NACW can get together and help make that occur. Social media was also discussed at the NACW conference.

Advisory Council Chairman Report:

Information for nominees for the Advisory Council will be presented at an upcoming OCSW meeting

NACW Representative to OSCW Report:

Bernice Mitchell and Kitti Asberry attended the NACW Annual Conference in July in Indianapolis, Indiana. The theme of the conference was "At the Crossroads of Equality and Justice." Various sessions were held on topics including: health; mentoring and benefits to community; gender, sex, politics; keeping boards and commissions active; and empowerment and partnerships. NACW is also actively holding webinars on topics including pay equality and a girls' forum. There was also discussion on branding for commissions. The meeting was recessed for the retreat and lunch.

Retreat Discussion:

The goals of the commission discussed. Maria Trapp-Braly suggested that the commission discuss the "must haves" for the commission for the upcoming year based on the FY16 information update. The commission must have a Summit during FY16. Other goals discussion included a celebration of women, education on issues, raising our profile, and recognizing allies and leaders.

2016 Summit

A Summit must be held during FY16. Typically the OCSW partners with another state agency. A theme needed to be identified. Bernice Mitchell suggested Domestic Violence and the possibility of the YWCA partnering with OCSW. Valeska Littlefield is interested in co-chairing the summit and Maria Trapp-Braly volunteered to co-chair with Valeska Littlefield. OCSW may also check with the Attorney General's office as a possible state agency partner for the Summit.
Bernice

Bernice Mitchell moved for the theme of the Summit to be Family Violence. Gloria Torres seconded the motion. Motion passed. The goals of the summit will be to promote nongovernmental solutions and also get legislation proposed and passed. Linda Haneborg recommended not only looking at legislation but also looking at education as a part of the Summit and including some type of continuing education credits or certification. The OCSW will also look at other groups to partner with. A Summit Committee was formed with members including: Bernice Mitchell, Lydia D’Ross-Gonzales, Karen Sneary, Yolanda Viewins, Catherine Haynes, and Gloria Torres. Kitti Asberry will work on a press release that the theme of the summit will be family violence.

Branding the OCSW

Jean Lehr looked at the OCSW materials and presented logos to help with promotion of the OCSW. She presented letterhead samples and logos. Linda Haneborg moved to adopt the logos presented by Jean Lehr for the Commission. Gloria Torres seconded. Motion passed. The logos will be registered with the Secretary of State as a trademark.

Social Media Strategic Plan:

Sarah Hummel-Brown presented a strategic plan to manage Facebook, LinkedIn, Twitter, and Instagram. The plan included a monthly agenda item and links to the website. A Social Media Committee was formed including: Sarah Hummel-Brown (Lead), Lydia D’Ross-Gonzales, Kitti Asberry, and Karen Sneary. The Social Media plan for now will not allow comments on pages. Bernice moved to accept the Social Media Strategic Plan and Catherine Haynes seconded. Motion passed.

Calendar of Events for 2015-2016

A calendar of Events was presented with meeting dates for the OCSW. November 19 was proposed for the November meeting and December 10 was proposed as the December meeting dates. Bernice Mitchell moved to accept the November 19 and December 10 dates and have Thursday, December 10 in Tulsa for the December meeting. Catherine Haynes seconded. Motion passed.

Hall of Fame Discussion

Discussion about having the Hall of Fame as an annual event occurred. Bernice Mitchell mentioned it is difficult to do both the Hall of Fame and the Summit in the same year. Linda Haneborg stated the Hall of Fame is something we truly own and puts a positive spin on what we do. This will be a topic that will be discussed further.

Return to Business Meeting

There was not additional New Business.

Adjournment

The August meeting will be August 27, 2015 with the location to be announced at a later date. With no additional business, the meeting was adjourned.

Regular Meeting Agenda

August 27, 2015

1:30 – 3:30 p.m.

Lariat Room, 2nd Floor, Will Rogers Building
2401 N. Lincoln Blvd. Oklahoma City, Ok 73105

- I. Call to Order
- II. Roll Call
- III. Minutes of July 30, 2015 Meeting and Retreat
- IV. Reports:
 - Chair
 - Vice-Chair
 - Executive Director
 - Secretary
 - Advisory Council
 - NACW
- V. Finance Report and Discussion
- VI. Discussion of Fundraising Possibilities and Options
- VII. Tour of Mabel Bassett prison – October or November meeting
- VIII. 2016 Summit
- IX. New Business/Unfinished Business – NFWL annual conference
- X. Announcements
- XI. Next Meeting: September 24, 2015 – location either Will Rogers building or Oklahoma History Center
- XII. Adjournment

Minutes

Oklahoma Commission on the Status of Women

August 27, 2015

Lariat Room, Second Floor, Will Rogers Building

2401 N. Lincoln Blvd., Oklahoma City, OK 73105

Commission Members Present: Maria Trapp-Braly, Linda Haneborg, Catherine Haynes, Sarah Hummel-Brown, Denise Kinzie, Lou Kohlman, Valeska Littlefield, Bernice Mitchell, Terry Neese, Karen Sneary, Gloria Torres, Adeline Yerkes

Commission Members Excused: Brenda Barwick, Beverly Binkowski, Mary Louise Binning, Lee Denney, AJ Griffin, Estella Hernandez, Joyce Horton, Jean Lehr, Shondra McCage, Chris Morriss, Jadine Nollan, Victoria Woods

Commission Members Absent: Amy McCord, Nikki Watters

Advisory

Advisory Members Present: Lydia D’Ross-Gonzalez, Mary Larson, Kay Montgomery

Staff Present: Kitti Asberry

Call to Order and Determination of Quorum

The meeting was called to order by OCSW Chair Lou Kohlman at 1:30 p.m. The roll was taken and it was ascertained that there was a quorum.

Minutes

The minutes of the meeting/annual retreat from July 30, 2015 were presented. Maria Trapp-Braly moved to accept the minutes from the July, 2015 meeting and Bernice Mitchell seconded. Motion passed.

Officer Reports

Chair Report:

Chair Lou Kohlman announced the Commissioner Bernice Mitchell was reappointed to the OCSW by the Senate. Valerie Thompson and Rita Aragon’s vacant seats will be filled in the future. She also said that Mary Larson was working with a Girl Scout as an adult advisor on a Gold Award and the student is showing the video “Girl Rising” and is having viewing parties. She is looking for something more sustainable and thought OCSW might be a possibility as a non-monetary support group for her project. The student will get in touch with Kitti about possibly linking her blog and statistics sheets to the OCSW site.

No Vice Chair Report

No Secretary Report

Financial Report: (Moved to Item V in Agenda)

Executive Director's Report:

Executive Director Kitti Asberry met with Danielle Ezell, the OWC Executive Director. She has also represented the OCSW by attending a Girl Scout event, the OWC Domestic Violence Luncheon, OMES staff meetings, a Women's Equality event, and the OWC luncheon. The move to the new office may not happen until the beginning of 2016. She did participate in a walk-through of the Will Rogers Building which is where the new office will be located. She had a meeting with YWCA CEO Jan Peery and also participated in conference calls with the NACW. Kitti Asberry has also process correspondence, answered calls, and emails on behalf of the OCSW.

Advisory Council Chairman Report:

Commissioners were reminded of the nomination form and additional items needed to nominate an individual to the Advisory Council. There is a possibility of seven new members by the October meeting. The form on the website needs to be updated and also include why they want to serve on the Advisory Council.

NACW Representative to OSCW Report:

Bernice Mitchell encouraged OCSW and Advisory members to participate in the webinars hosted through NACE. Women's Equality Day was August 27

Finance Report and Discussion

A committee composed of Victoria Woods, Gloria Torres, Maria Trapp-Braly, Kitti Asberry, and Lou Kohlman worked to present an updated expenditures in working with the FY16 budget. Estimated expenditures were presented. The estimated expenditures included amounts for the Guardian Award, Kate Barnard Award, the Retreat, NACW, the Summit, and a special event which will likely be the open house when the move to the new office occurs. For the Summit, the estimated expenditure was \$10,000. There is currently approximately \$34,600 in the Revolving Account and the Commission needs to keep some money in the revolving account. This will help to ensure the OCSW continues to provide quality events. Sponsorships will be critical going forward. Chair Lou Kohlman stated that it is believed that with sponsorships from the YWCA for the Summit, a majority of the costs will be paid for. The Guardian Award will also be a catered event and be a more highly visible event. The Summit will likely be scheduled for July, 2016. The exact date of the Summit will be determined at a later date. The Summit is required every other year and the Hall of Fame event is held every other year, with neither event occurring in the same year due to budget and the amount of planning required. The revenues will continue to be an ongoing process as sponsorships are sought. Kitti Asberry will make the corrections to the 2016 OCSW Estimated Expenditures and email to the Commissioners. Adeline Yerkes moved to accept the 2016 OCSW Estimated Expenditures as corrected and to include the operational items. Bernice Mitchell seconded the motion. Motion passed.

Discussion of Fundraising Possibilities and Options

Suggestions for fundraising possibilities included the need for a Sponsorship Form that is needed prior to asking for Summit or OCSW sponsorships. The suggestion was also offered by Sarah Hummel-Brown to consider having planned giving to allow individuals to include OCSW and would

be a form of continuous support. Bernice Mitchell suggested the need for a packet that highlights what OCSW does and what they have done. There is a need for greater visibility to let people know the impact the OCSW has on the State of Oklahoma for women. It was also suggested to invite a development director from an organization to come and speak to the OCSW about setting up sponsorships and donations. Chair Lou Kohlman will see if Jan Peery with the YWCA or someone from the OCW would be available to help with this. Each member of the OCSW is asked to develop a list of 5 names/organizations that the OCSW could be asking for support. Linda Haneborg suggested public service announcements to promote OCSW and the need for greater visibility and promotion. Lou Kohlman and Gloria Torres have both been nominated as 50 Women Making a Difference and the event will be held October 1. The possibility of an ad in the program with the Journal Record was suggested. The Woman of the Year will be announced at the event. KOSU will announce events if the event is on their event calendar. This would help with publicity for events. Linda Haneborg mentioned looking at a task force to find funding sources to have the Hall of Fame become an annual event. This will be discussed in future meetings as the need for sponsorships will be ongoing.

Tour of Mabel Bassett Correctional Center

Chair Lou Kohlman announced that the Department of Corrections will set up a ½ day tour of Mabel Bassett for any members wanting to attend. This may occur in lieu of the October or November meeting. More information regarding this will follow at an upcoming meeting.

2016 Summit

Valeska Littlefield and Maria Trapp-Braly will co-chair the Summit. Lou Kohlman and Kitti Asberry have met with Jan Peery of the YWCA. The YWCA is excited about the possibility of partnering with the OCSW for the Summit. YWCA recommended that the theme needs to be Domestic Violence instead of Family Violence. Chair Kohlman will be meeting with Scott Pruitt, the Attorney General, about partnering with the Attorney General's office for the event as well. The YWCA will have people on the planning committee for the Summit to help with the event as well as the OCSW members who are on the planning committee. There will need to be stakeholder meetings to involve others for the event. The YWCA will want to include the business community and provide information on how the business community can change the culture. The outcome of the Summit will include education about Domestic Violence and how to transform attitudes including corporate, law enforcement, education, and legislation. Venues for the Summit will be considered including CareerTech centers, universities/colleges, and the possibility of Embassy Suites across from the Oklahoma Health Science Center. It was also mentioned that Brenda Barwick believed she could get Verizon as a possible sponsor for the Summit.

New Business/Unfinished Business – NFWL Annual Conference

Sarah Hummel-Brown is continuing to develop the social media content for the OCSW and needs content for the social media sites to promote OCSW. Members are to email Kitti Asberry about social media topics for Sarah to use. The NFWL Conference will be held in September. Kitti Asberry will be attending on behalf of the OCSW and there will be other members of the OCSW attending the event.

Announcements

The 50 Women Making a Difference event will be held October 1. Tickets are \$150 or \$1200 for a table. The Resonance Center for Women will be opening a new restaurant in downtown Tulsa. The article appeared in the Tulsa World. It will be called Take 2: A Resonance Café and will serve breakfast and lunch Monday-Friday.

Adjournment

The September meeting will be September 24, 2015 with the location to be at either the Will Rogers Building or the Oklahoma History Center. With no additional business, the meeting was adjourned